

**Town of Peace River Library Board  
MEETING MINUTES  
THURSDAY December 17, 2020 6:00PM  
Zoom Meeting**

1) **CALL TO ORDER:** 6:06 PM

2) **WELCOME AND INTRODUCTIONS**

Attendance on Zoom: Chelsey, Erika, Barb, Johanna, Channing, Emma

3) **APPROVAL OF AGENDA**

**2020.12.17.01-Motion to approve agenda ( Park/Friedt ) Carried.**

4) **ADOPTION OF MINUTES**

Action Item-Minutes of Sept. Oct Nov to be emailed out and approved by evote. JOHANNA

5) **UNFINISHED BUSINESS**

A. Budget Discussion-discussion re: proposed budget and presentation Budget of 2020-not charging fines. Presentation as discussed and presented by library director, Channing.

**2020.12.17.02-Motion to approve the proposed budget of 2021 (Turcotte/Friedt) Carried.**

B. Volunteer recognition-ongoing, Channing to continue the process of recognition

6) **NEW BUSINESS**

A. Board member application

**2020.12.17.03-Motion to approve Carson Murphy's PRLB application (Anso/Park) Carried**

B. New health restrictions

**2020.12.17.04-Motion to go ahead with curbside service was already carried as per evote last week December 11th, 2020.**

Channing has been investigating the work sharing program and we will be adhering to the minimum amount of staff workers in the building.

C. County of Northern Lights presentation-Channing met with them and will follow up re: monies

7) **LIBRARY DIRECTOR REPORT**

a. Programs Report – forwarded from Program Coordinator-. handing out “kits” for the programs with “curbside pick up” **accepted as information.**

b. Technical Report – Quarterly

c. Director's Report – forwarded from Director -Family Resource Network/Colors of Anxiety (new partnerships) discussion re: performance reviews-1/2 way through process –seems to be going smoothly; hiring of new caretaker, WHMIS... **accepted as information.**

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d. Phase 2 Amendments – already covered above and in safety plan.

**8) FINANCE & RESOURCE DEVELOPMENT**

- a. **GRANTS** – STANDING AGENDA ITEM
- b. **FINANCIAL UPDATE** – UNFINISHED BUSINESS
- c. **FRIENDS OF THE LIBRARY** – STANDING AGENDA ITEM

**ACTION ITEM:** BARB WILL HAVE A LOOK TO SEE IF THE VP IS THE PERSON TO ATTEND MEETINGS IF PRESIDENT CAN'T GO.

**9) ADVOCACY & PLANNING**

- a. **Plan of Service – Action Item: Emma and Channing to communicate (Jan 4<sup>th</sup>) and bring it forward for our January Meeting.**

**10) HUMAN RESOURCES & POLICY**

- a. Board Evaluation – ACTION ITEM: Johanna to bring this forward in the new year
- b. Policy
  - i. Emergency Procedures Policy – On going
  - ii. Working from Home – Tabled until meeting with Stacey Messner can be scheduled
- c. By Law – Standing Agenda Item

**11) INFORMATION:** n/a

**12) BOARD DEVELOPMENT**-at a later time; LIBRARY BOARD BASICS OFFERED REGULARLY... UPCOMING

**13) IN CAMERA** – Human Resources

**2020.12.17.05-Motion to go into camera at 7:03 PM (Anso/Park). Carried.**

**2020.12.17.06-Motion to go come out of camera at 7:07 PM (Friedt/Park) Carried.**

**14) NEXT MEETING:** January 14th, 2020, 6:00pm – Zoom

**15) ADJOURN:** 7:10 PM

**Items Tabled for future consideration**

Item	Date Tabled	Date Completed
A. Board Evaluation	Johanna	
B. POS committee meeting	January 2021	
C.		