

**Town of Peace River Library Board**  
**MEETING MINUTES**  
**THURSDAY May 13<sup>th</sup>, 2021 6:00PM**  
**Zoom Meeting**

**1) CALL TO ORDER: 6:07 pm**

**2) WELCOME AND INTRODUCTIONS** Attendance on Zoom: Routh Sault, Chelsey Friedt, Erika Park, Carson Murphy, Barb Turcotte, Emma Anso, Johanna Downing.

**3) APPROVAL OF AGENDA**

**2021.05.13.01-Motion to approve agenda. (Park/Murphy) Carried.**

**4) ADOPTION OF MINUTES**

**2021.05.13.02-Motion to approve April minutes as revised. (Murphy/Park) Carried.**

**5) UNFINISHED BUSINESS**

A. Volunteer recognition

Three Parts 1. Learn process-after 25 hours- a bookplate with name on-suggestion for a free one year library membership?

2. 75 hours-commitment to volunteering for library (suggestion to reduce this level to 50 hours)

3. 100 + hours-name on the LAJ volunteer plaque

**6) NEW BUSINESS**

A. New health restrictions – library continues to be closed.

**7) LIBRARY DIRECTOR REPORT**

A. Programs Report-accepted as information.

B. Technical Report – Next in September

C. Director’s Report-accepted as information.

**8) FINANCE & RESOURCE DEVELOPMENT**

A. **GRANTS**

a. CANADA SUMMER JOBS GRANT-APPROVED (ALTHOUGH AMOUNT WAS AMENDED)

b. PROVINCIAL OPERATING GRANT-WILL BE DONE BY JUNE 13<sup>TH</sup>-JUST WAITING ON MNP.

B. **FINANCIAL UPDATE** -FINANCIAL UPDATE ACCEPTED AS PRESENTED.

C. **FRIENDS OF THE LIBRARY**-CHANNING AND JOHANNA ATTENDED. IT WAS A VERY GOOD MEETING. TWO NEW BOARD MEMBERS.

**9) ADVOCACY & PLANNING**

A. Plan of Service-will move forward with this in the fall.

**10) HUMAN RESOURCES & POLICY**

A. Board Evaluation -wondering if it could be done hand in hand with Board Development-we will see about getting someone in to facilitate. Channing contacted Stacey Messner and she provides sessions re: Board Development/Training. **To be tabled.**

B. Policy

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i. Emergency Procedures Policy-Carson presented an idea that a subcommittee from the library, Nampa museum, and Lac Cardinal could be formed to make this policy together.  
**ACTION ITEM: Carson and Channing to touch base to begin on this.**

ii. Working from Home policy-Stacey Messner will look into this for us.

iii. CONFIDENTIALITY OF USER RECORDS POLICY

**2021.05.13.03-Motion to approve first reading of Confidentiality of User Records policy.**

**(Anso/Park) Carried.**

**2021.05.13.04-Motion to approve second reading of Confidentiality of User Records policy.**

**(Anso/Friedt) Carried.**

iv. FOIP POLICY

**2021.05.13.05-Motion to approve first reading of FOIP policy with proposed administrative changes. (Murphy/Soult) Carried.**

**2021.05.13.06-Motion to approve second reading of FOIP policy. (Soult/Downing) Carried.**

**2021.05.13.07-Motion to rescind policy 2\_FS.03.2015- FOIP policy (Anso/Murphy) Carried.**

v. PERSONAL INFORMATION BANKS POLICY

**2021.05.13.08-Motion to approve first reading of Personal Information Banks policy with proposed administrative changes. (Friedt/Murphy) Carried.**

**2021.05.13.09-Motion to approve second reading of Personal Information Banks policy.**

**(Park/Downing) Carried.**

C. Bylaw-none

**11) INFORMATION:**

**12) BOARD DEVELOPMENT-** tabled as per above

**13) IN CAMERA**

**14) NEXT MEETING:** June 10<sup>th</sup>, 2021

**15) ADJOURN:** Motion to adjourn at 7:53 pm.

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**Items Tabled for future consideration.**

| Item                     | Date Tabled  | Date Completed |
|--------------------------|--------------|----------------|
| A. Board Evaluation      | Johanna      |                |
| B. POS committee meeting | January 2021 | Jan 7          |