

**Town of Peace River Library Board**  
**MEETING MINUTES**  
**THURSDAY April 8<sup>th</sup>, 2021 6:00PM**  
**Zoom Meeting**

**1) CALL TO ORDER: 6:01 pm**

**2) WELCOME AND INTRODUCTIONS**

Attendance on Zoom: Johanna Downing, Channing Stenhouse, Barb Turcotte, Emma Anso, Erika Park Carson Ewing-6:32 pm. Absent with regrets: Routh Soult, Chelsey Friedt

**3) APPROVAL OF AGENDA**

**2021.04.08.01-Motion to approve agenda with changes. (Park/Anso) Carried.**

**4) ADOPTION OF MINUTES**

**2021.04.08.02-Motion to approve March minutes as revised. (Anso/Turcotte) Carried.**

**5) UNFINISHED BUSINESS**

A. Volunteer recognition -Emma, Channing, and Johanna will continue to work on volunteer recognition guidelines.

**6) NEW BUSINESS**

A. New health restrictions – Libraries closed again immediately by government health order; Grab n Go Service to continue. Still processing memberships, renewals, payments at a distance. Working on a “Book Mobile” type of service as well. Still a ‘work-in-progress’.

B. Peace Library System Plan of Service – Request a Board Member Participate in one Focus Group-  
**Barb and Channing to attend one of the focus groups**

- a. Wednesday, April 21, 1:30-3:00 p.m.
- b. Thursday, April 22, 2:00-3:30 p.m.
- c. Saturday, April 24, 10:30-Noon
- d. Monday, April 26, 9:00-10:30 a.m.
- e. Wednesday, April 28, 6:30-8:00 p.m.

C. Director review-discussion re: director review process by Cathy Archer –

**2021.04.08.03-Motion to contract with Cathy Archer to do director review. (Anso/Park) Carried.**

D. County Advisory Meetings –

If any board member is interested: Northern Sunrise County-April 20<sup>th</sup>; Northern Lites-TBD  
Just let Channing know.

**7) LIBRARY DIRECTOR REPORT**

A. Programs Report – Omitted due to illness

B. Technical Report – accepted as information.

C. Director’s Report- accepted as information.

**8) FINANCE & RESOURCE DEVELOPMENT**

A. **GRANTS – CANADA SUMMER JOBS GRANT-JUST WAITING ON IT.**

**Town of Peace River Library Board  
MEETING MINUTES  
THURSDAY April 8<sup>th</sup>, 2021 6:00PM  
Zoom Meeting**

PROVINCIAL OPERATING GRANT DUE MID JUNE AS WELL

- B. **FINANCIAL UPDATE – CLOSING BALANCE IS \$187,000.00.** EVERYTHING ON PAR SO FAR... JUST GETTING PEOPLE USED TO RENEWING MEMBERSHIPS ONLINE.
- C. **FRIENDS OF THE LIBRARY – STANDING AGENDA ITEM**
  - a. AGM MAY 5<sup>TH</sup>, 2021 @ 5:30, REGULAR MEETING @ 6:00
  - b. BOOKMARKS-IN SUPPORT OF MEMBERSHIP RECRUITMENT FOR FRIENDS OF THE LIBRARY BOARD MEMBERS.
  - c. AGLC- WILL APPROVE NEW FURNITURE FOR THE LIBRARY (COVID FUNDING)
  - d. PRESENTATION TO LESLIE FOR VOLUNTEER APPRECIATION-MAY 5<sup>TH</sup>.

**9) ADVOCACY & PLANNING**

- A. Plan of Service -POS and year in review-we will continue to work on this and update next meeting.

**10) HUMAN RESOURCES & POLICY**

- A. Board Evaluation – we will be contacting Stacey Messner for help with this....she will get back to Channing about this.
- B. Policy
  - i. Emergency Procedures Policy – On going-Johanna and Carson to continue to look at this for next meeting.
  - ii. Working from Home – ACTION ITEM: Channing to contact Town of Peace River to review their Work from Home policy. A meeting with Stacey Messner may still be scheduled later in spring.
- C. By Law – Proposed Bylaw Amendment re: Late Fine Free-presentation by Channing.

**2021.04.08.04-3<sup>rd</sup> reading-Motion to approve changes to library schedule fee in TPRML bylaws. (Park/Anso) Carried.**

**2021.04.08.05-Motion that upon approval by TPR, historical unpaid late fees will be waived. (Anso/Murphy) Carried.**

**11) INFORMATION:** Channing presented the idea of a Library Olympics-a fun activity; may involve other libraries.

**12) BOARD DEVELOPMENT- n/a**

**13) IN CAMERA**

**14) NEXT MEETING:** May 13<sup>th</sup>, 2021

**15) ADJOURN: 2021.04.08.06-Motion to adjourn at 7:36 pm. (Downing)**

**Items Tabled for future consideration**

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