

**Town of Peace River Library Board**  
**MEETING AGENDA**  
**THURSDAY January 14, 2021 6:00PM**  
**Zoom Meeting**

**1) CALL TO ORDER: 6:02 PM**

**2) WELCOME AND INTRODUCTIONS**

**Attendance on Zoom: Chelsey, Barb, Johanna, Channing, Emma, Erika, Ruth, Carson**

**3) APPROVAL OF AGENDA**

**2021.01.14.01-Motion to approve agenda. (Friedt/Park) Carried.**

**4) ADOPTION OF MINUTES**

**2021.01.14.02-Motion to approve December minutes. (Turcotte/Anso) Carried.**

**5) UNFINISHED BUSINESS**

- A. TPR Budget Presentation-Channing presented to the TPR on Monday, January 11<sup>th</sup>, 2021.
- B. Volunteer recognition-ongoing, Channing to continue the process of recognition. Ruth suggested a mural of books painted, and we could put the names of volunteers of the spine.
- C. **Action item**-from Dec. 17<sup>th</sup> meeting minutes from Oct./Sept./Nov. to be emailed out and approved by e-vote. EMMA to do this.

**6) NEW BUSINESS**

- A. New health restrictions-standing item-no news to add as of yet
- B. Letter to Public Library Services Branch in support of Libraries reopening-Channing spoke about this. Discussion re: Channing's draft letter advocating that libraries be allowed to reopen for in-person service. Inconsistent mandate-Library/Museums being categorized as an entertainment/recreation facility and about how behaviors are more than safe and public service provided. The library has adapted to provide safeguards and serve needs of the public. On the other hand, we discussed the rising numbers of COVID 19 cases in our region. Channing will continue to work on the letter and will send it out for an e-vote.

**7) LIBRARY DIRECTOR REPORT**

- a. Programs Report – forwarded from Program Coordinator-**accepted as information.**
- b. Technical Report – Quarterly
- c. Director's Report – forwarded from Director-**accepted as information.**
- d. Phase 2 Amendments – forwarded from Director

**8) FINANCE & RESOURCE DEVELOPMENT**

- a. **GRANTS** – THE CANADA SUMMER JOBS GRANT HAS BEEN SUBMITTED.
- b. **FINANCIAL UPDATE** – MEETING UPCOMING TOMORROW

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c. **FRIENDS OF THE LIBRARY** – CHANNING WILL GET IN TOUCH WITH LESLIE RE: NEXT MEETING

**9) ADVOCACY & PLANNING**

a. Plan of Service – Emma presented a power point summarizing what a Plan Of Service is. We had some discussion on our Service Responses. Members will access our One Drive to look at the documents and process in the POS folder.

**10) HUMAN RESOURCES & POLICY**

- a. Board Evaluation – standing item
- b. Policy
  - i. Emergency Procedures Policy – On going
  - ii. Working from Home – Tabled until meeting with Stacey Messner can be scheduled
- c. By Law – Book fine schedule –Channing will work on a draft of this

**11) INFORMATION:**

**12) BOARD DEVELOPMENT**

**ACTION ITEM: Library Board Basics Webinar-Channing to send a link to Carson, Chelsey, and Erika**

**ACTION ITEM: Channing to send out a draft of the Trustee handbook for us to look at to discuss for next meeting.**

**13) IN CAMERA**

**14) NEXT MEETING: February 18, 2021, 6:00pm – Zoom**

**15) ADJOURN:**

**2021.01.14.03-Motion to adjourn at 7:34 PM (Friedt)**

**Items Tabled for future consideration**

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