

# Smithers Public Library Board Minutes

Wednesday, May 25, 2016, 7 p.m., Town of Smithers Offices

| Item                                 | Responsible | Action   |
|--------------------------------------|-------------|--|
| <b>Call to Order</b> 7:02 p.m.       | Wally       | <b>Present:</b> Wally Bergen, Corry Tremblay, Bruce Hutchinson, Kay Mackenzie, Mark Crisp, Darcy Repen, Wendy Wright, Lorraine Doiron<br><b>Regrets:</b> Frank Wray, Mark Fisher   |
| <b>Adopt Agenda</b>                  | Corry       | <b>LD Motion:</b> To adopt agenda without additions:<br><b>Seconded: WB Carried</b>  |
| <b>Adopt Consent Agenda</b>          | Corry       | <b>MC Motion:</b> To adopt the following items: Minutes of April 20, 2016 meeting<br><b>Seconded: BH Carried</b>   |
| <b>Correspondence</b>                |             |  |
| <b>Business Arising from Minutes</b> |             |  |
| Volunteer BBQ                        | Wendy       | Change of Date to Monday, June 27. Wally will bring 2 BBQs and will flip burgers.  |
| Safety & Security                    | Corry/Frank | Update on park bench, portable toilet at next meeting. Peter Vandergaag will build shelving for the Juvenile Non-Fiction collection. Wally, Corry and Wendy will get together to look at plugs, children's room windows/air conditioning possibilities, uneven flooring, possible seating along adult reading area window, and sliding door. Wally will speak to the Town re: trapdoor trip hazard.  |
| Policy Review (cont'd)               | Bruce/Wendy | <p>Discussion re: April board suggestion to forgive fines after 2 yrs. (incl. damaged and lost?)<br/> <b>CT Motion:</b> Fines, lost and damaged items may be forgiven after two years at the library staff and director's discretion.<br/> <b>Seconded: MC Carried</b></p> <p><b>BH Motion:</b> Amnesty periods should be one week long and apply to fines only. <b>Seconded: MC Carried</b></p> <p><b>WB Motion:</b> To adopt the draft social media policy, to be refined by the library director and brought to the June board meeting. <b>Seconded: KM Carried</b></p> <p>Board members will make comments on the draft patron Code of Conduct policy and send them to Wendy by this Sunday evening. Bruce and Wendy will write the draft wording of a long and short version to be brought to the next board meeting for comment, then circulated to the staff for feedback.</p> <p>Wendy will remove the dog tie-up rings along the entrance to the library.</p> |

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| In Camera Session             |          | MC: <b>Motion:</b> To go in camera due to sensitive staffing matters and confidentiality. <b>Seconded:</b> CT <b>Carried</b><br><br>WB <b>Motion:</b> To move out of camera. <b>Seconded:</b> LD <b>Carried</b>                             |
| Change Evaluation Form        | Wally    | Suggestion: That reference to our strategic plan be included in the draft change evaluation form.<br>CT <b>Motion:</b> Wally to amend the new service evaluation form in accordance with the discussion. <b>Seconded:</b> LD <b>Carried</b> |
| Business Cards                | Bruce    | Suggestion: Build Your Future! WW will order trustee business cards with this phrase on the back.   |
| 2 <sup>nd</sup> . SRC Student | Wendy    | Update. Wally will write a letter to the federal minister responsible for this portfolio and CC the Town of Smithers and MP Nathan Cullen requesting that they advocate on our behalf, explaining how much we rely on this funding source.  |
| <b>Reports:</b>               |          |   |
| Treasurer's Report            | Mark     | BH <b>Motion:</b> To accept the Treasurer's Report<br><b>Seconded:</b> CT <b>Carried</b><br>Wendy will resend the comparative income statement.   |
| Friends of the Library Report | Lorraine | The Trade Show was very successful. All ages stopped by to ask about the new library, when it would be built, and who else would be sharing the building.   |
| Librarian's Report            | Wendy    | MC <b>Motion:</b> To accept the Librarian's Report<br><b>Seconded:</b> WB <b>Carried</b>  |
| <b>New Business</b>           |          |   |
| BCLTA Conference              | Wally    | Update; online resources for trustees available.  |
| <b>Next Meeting</b>           |          | Wednesday, June 15, 2016, 7 p.m. at the library. No meetings in July and August.  |
| <b>Adjournment</b>            |          | 9:09 p.m.   |