

Whitestone Public Library Board

MINUTES

Monday, October 19th 2020 1 pm @ the Dunchurch Community Centre

Members Present: B. Boulter, G. Caldwell, C. Gorrie, G.Harris, C. Lamb, J. Lamb, P. Woehl, S. Wesley
Regrets: None
Staff Present: L. Guillemette, E. Fincham

Call to Order P. Woehl called the meeting to order at 1:05 am.

Declaration of Conflict of Interest - None

Approval of the Agenda as amended

2020-24 Moved: G. Caldwell
Seconded: B. Boulter
Be it resolved that the Agenda for this meeting be approved as amended. **Carried.**

Approval of the Consent Agenda

Sept 16th 2020 Library Board Meeting Minutes
Special Library Board Meeting Minutes
Sept CEO Report

2020-25 Moved: G. Caldwell
Seconded: G. Harris
Be it resolved that the Consent Agenda. **Carried.**

Items pulled from Consent Agenda - none

Business Arising

New Computer

The new CEO computer was ordered and delivered and L. Guillemette is setting it up for the new CEO.

OLSN Virtual Conference

E. Fincham summarized the OLSN Virtual Conference. There was a session on municipal council relations, COVID-19 best practices and programming.

Reopening Plan / Procedure - Circulated for board's information

Reopening Quick Reference Plan - Circulation for board's information

Teleconference Update

M. Hendry will provide the teleconference connection for future library board meetings to allow for remote attendance.

Committee Discussions

Ad-Hoc Hiring Committee update - The hiring committee met earlier today. A number of applicants have applied for the CEO position, and the posting is up until tomorrow.

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Fundraising Committee Update

Grants update

Community Seniors Grant - With over 500 applicants, we are still waiting for a decision. They will notify all applicants in November.

Resilient Communities Fund - C. Lamb participated in a coaching call and has put in extensive hours preparing for this application and will be reaching out to E. Fincham to work on ideas for programming. Board members are encouraged to share your stories so she can use them in the application.

Library expansion funding - We have just exceeded \$100,000 in our library expansion fund. The board will continue to work towards the updated goal of \$125,000

New Business

New Board Member Welcome

P. Woehl welcomed Sheila Wesley to the board.

Interim CEO Announcement

P. Woehl welcomed Eva Fincham in her new role as Interim CEO. L. Guillemette and E. Fincham have been working together to ensure a smooth transition.

Bank Signing Authority

2020-26

Moved: G. Harris

Seconded: C. Lamb

Be it resolved that L. Guillemette and B. Koski will be removed as signing officers and Barbara. Boulter will be added to existing signing officers P. Woehl and G. Caldwell. **Carried**

L. Guillemette will prepare a letter for the bank and follow up with P. Woehl regarding the process.

Summer Student Grant

Although we did not receive a grant for a 2020 summer student we were invited to express interest in funding if we are interested in having a student in the winter months. L. Guillemette submitted an affirmative response.

Governance

E. Fincham has been working on a policy review quick reference chart that will help organize policy development and review.

Operational Policies: Services SE-09 Library Code of Behaviour

2020-27

Moved: J. Lamb

Seconded: G. Caldwell

Be it resolved that the board has adopted SE-09 (Operational Policy Services – SE-09 Library Code of Behaviour)

Carried

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Operational Policies: Human Resources HR-09-18

2020-28

Moved: G. Harris

Seconded: C. Gorrie

Be it resolved that the board has adopted HR 9-19 (Operational Policy Human Resources:
HR-09 Human Resources Information System
HR-10 Position Descriptions
HR-11 Volunteer Policy
HR-12 Performance Evaluation
HR-13 Travel
HR-14 Professional Development
HR-15 Staff Code of Conduct
HR-16 Respect in the Workplace
HR-17 Safety, Security & Emergency Procedures
HR-18 Working Alone SE-08 Epidemic/Pandemic Policy)

Carried

Communication

Going forward, E. Fincham will create a private Facebook group for the library board members join in order to effectively communicate and share files.

Chair Report/Discussion n/a

Announcements and inquiries by a Board Member n/a

Unfinished Business

Little Free WPL – constructed, but pending placement.

Promotional Flag – on hold

Bottle Shed - Inquiry sent

Question period for general public – none

Next meeting

November 16, 2020 – 1pm @ the Dunchurch Community Hall

Adjournment

2020-29 Moved: G. Caldwell

Seconded: C. Lamb

Be it resolved that the meeting be adjourned at 2:45pm

Carried