

Stettler Library Board

Minutes of the Meeting

January 21, 2021

Via Zoom

Call to Order: 5:16 pm

Attendance: Jane Skocdopole (Chair); Les Stulberg; Ben Ayotte; Vicki Leuck; Barb Gano; Gail Peterson; Gord Lawlor; Blake Chapman; Will Brown

Regrets: Corianne Neilson

Staff Present: Rhonda O'Neill; Crystal Friars

Agenda: Les moved that the agenda be accepted as presented. CARRIED

Minutes for the December 19, 2020 meeting: Change 3.b) to December 24 and 28. Barb moved that the minutes be accepted as changed. Gord seconded. CARRIED

1. **Treasurer's Report.** Barb reported that there is a shortfall of about \$5000 to make the \$30,000 carry over from the 2020 budget to the 2021 budget. Barb moved that the Treasurer's report be accepted as presented. Gail seconded. CARRIED

2. **Correspondence:**

- a. County of Stettler—Reappointment of Les Stulberg as the County Council Representative to the Stettler Library Board.
- b. Town of Stettler—Invitation from the Town Council for a delegate of 2 to have a catch-up visit with the Town Council on March 2, 2021 at 6:30 pm. Rhonda and Barb to attend.

3. **New Business:**

- a. Covid-19 Closure Update—There have been about 800 patron interactions (phone or curbside) since the latest lockdown began. Two staff members are not enough to provide service to members of the community and to get additional and project work done. Health guidelines indicate staff must work from home unless a physical presence is necessary for operational effectiveness. Going forward we will have 3 to 4 staff members working onsite each day. Libraries may need to undertake more assertive advocacy, as has been successful for businesses, if they are to reopen soon.

- b. Fees for Conversion Services— Requests for Conversion Services are at times quite large, requiring a big investment of staff time. While the library is dedicated to continuing this service, it may be better to offer to teach members how to do large-scale conversions themselves, for free. A fee should be charged when members of the community want library staff to complete a large-scale conversion for them. The library currently charges \$2 charge per disk for cleaning and repair. Barb moved that Rhonda to investigate a fee schedule for conversion services. Gail seconded.

CARRIED

4. Old Business:

- a. Budget 2021 Update—Les stated that the County of Stettler will not pass the 2021 budget until February 10. It is anticipated that the County will not be able to provide the Library's requested requisition due to a number of factors. Gord moved that the budget be taken back to the Personnel/Finance Committee for revision after the County's budget is set.
- b. Finance Policy—Tabled until February's meeting so that everyone has a chance to review it and provide feedback prior to the meeting.

CARRIED

5. **Library Manager's Report:** A report was included in the meeting package. Board members were given an opportunity to ask questions. Partnership with Stettler Information and Referral Centre and Stettler FCSS to deliver activity kits to isolated seniors was highlighted. Rhonda talked about the newest issue with the building's roof and potential for damage to the collections. A reminder for all the board members to participate in Read for 15.

6. Committee Reports:

- a. Friends of the Library—No meeting
- b. Advocacy & Programming—No meeting
- c. Personnel & Finance—To meet February 11, 2021.
- d. Policy Review – Finance policy tabled until February Board meeting.
- e. Parkland Regional Library—No meeting.

7. **Next meeting**—Wednesday, February 17, 2021 at 5:15 pm.

8. **Adjournment**—Moved by Vicki at 6:04 pm.

CARRIED