



Town of Sylvan Lake Library Board
Special Meeting, Program Room

March 17, 2020

MEETING MINUTES

TIME:

MEMBERS PRESENT: Deb Parry, Mareen Redies, Kathy Inglis, Shirley Allen, Julie Maplethorpe (joined by phone at 09:06 a.m.), Megan Hanson, Colleen Fisher, Andrea Newland (arrived at 09:34 a.m.), Chris Lust, Jeri Wolf

REGRETS: Robert Wiens

Minutes Taken By: Shirley Allen	Action to be taken:	By who:	Timeline :
1. Deb called the meeting to order at 0901 a.m.			
2. Deb opened discussion concerning the consequences to the staff of closing the Library due to COVID-19.			

Chris moved that the library remain closed to the public until AHS supports reopening. Mareen seconded. Carried.

a) Deb attended the staff meeting yesterday, Monday March 16, and promised the staff employment for two weeks, starting yesterday. Everybody has had their hours cut. The newly hired clerk wishes to wait and start working after the Library re-opens. One staff member has been travelling out of country and will self-isolate for 14 days.

b) If their hours and pay are reduced, staff might be better off financially if they were laid off temporarily so they could collect EI. Government aid has been promised but the details are unknown. Deb has sent an email requesting clarification but has not yet received an answer. If reduced hours are used as the basis for EI, that will decrease the payment received. Reduced hours and pay will affect each staff person differently. Andrea will discuss this with each staff member.
The Board could consider continuing full wages for the staff. Alternatively, the Board could consider supplying bridge payments in addition to EI.

c) Contract staff include the bookkeeper, the marketing coordinator, the new part-time programmer and the cleaning staff. The bookkeeper will still be needed as will the marketing coordinator for her role in communication.

d) Consensus is that in two weeks the Board will meet again to re-assess the situation in anticipation of having more information from EI and from Andrea's discussion with staff.

Kathy moved that for these two weeks ending March 29 that staff be paid at their regular rate of pay based on their originally scheduled hours for this time period. Colleen seconded. Carried.

Kathy moved that the bookkeeper and marketing coordinator be paid at their regular rate of pay on an ongoing basis based on their contracts. Megan seconded. Carried.

--	--	--	--



<p>3. Andrea led a discussion regarding Library operations while the building is closed. Although the building is closed, staff can do prep work and some deep cleaning. Full-time staff can continue with much of their regular work.</p> <p>a) The Library can provide support for parents who need help with home schooling resources and can provide supplemental material for students. Possibly some on-line programs can be offered.</p> <p>b) The Library needs to be open to phone calls, to encourage patrons to use electronic resources and to provide assistance as needed. There is expected to be an increase in the demand for ebooks.</p> <p>c) Some people taking distance courses expect to write exams at the library. They could be accommodated as they work in isolation and the exam room could be cleaned after each use.</p> <p>Colleen moved that staff be permitted to extend expiring memberships for 90 days at no charge and that new members be given 90-day temporary free memberships. Mareen seconded. Carried.</p> <p>Megan moved that Andrea be authorized to use her discretion to allow people to come in to write exams, with a full sanitization between users. Kathy seconded. Carried.</p> <p>d) The drop box is still open so that books can be returned. As the COVID-19 virus can live on surfaces for some time, returned books cannot be put back into the system at once. It may be possible to put them aside for a time. Julie suggested Spray 9 is an effective disinfectant and she will supply the library.</p>			
---	--	--	--

<p>4. The auditors will be ready to present at the April Board meeting however they will be asked to come to the May meeting instead.</p> <p>5. Kathy reported that, as per the motions made at the March 11, 2020 Board meeting, \$42,066.06 was moved on March 21 from the Library chequing account to the GIC investment account.</p> <p>6. The Jasper ACL conference has been postponed until fall. Consensus is that Andrea move the registration and room bookings to the new dates.</p> <p>7. Deb reported that the new window sensors are in place.</p> <p>8. The Free Little Pantry is not available when the Library is closed. Colleen suggested that items which might expire be donated to the Food Bank. Deb will pick them up and deliver.</p> <p>9. Next Board meeting: Friday March 27, 0900. The expectation is that details concerning Government assistance and EI will be available at that time. Andrea will bring recommendations about staffing.</p> <p>10. Deb adjourned the meeting at 10:17 a.m.</p>			
---	--	--	--

*Cherish Perry
April 17 2020*