

Minutes of the Powell River Public Library Board meeting held remotely 3:00 pm.

**Trustees Present:**

**R. Wiebe, Chair**  
**C. Brander**  
**A. Hunter**  
**L. Rosen**  
**S. Smith**  
**R. Southcott**  
**P. Treavor**

**Trustees Absent:**

**C. W. Cocksedge**  
**Smith, Vice Chair**

**Also Present: R. Burbank, Chief Librarian**

- 1. Adoption of Agenda:** Moved and seconded that the agenda for the June 8<sup>th</sup>, 2020 meeting be adopted.

**CARRIED**

- 2. Consent Agenda** Moved and seconded that the Board adopt the consent agenda.

**CARRIED**

- a) Board Meeting Minutes May 11<sup>th</sup>, 2020**
- b) Financial Reports**
- c) Performance Measures**
- d) Events and Programs**

- 3. Correspondence**

- a) Letter from Anne Carney, Library Coordinator of the Texada Library, dated May 25, 2020 regarding funding previously allocated to the Texada Library lease

Moved and seconded that a response be sent by library staff informing the Texada Library that this is not possible since the funds have been paid to the qathet Regional District.

**CARRIED**

This letter raised a discussion around the cost sharing agreement between the City of Powell River and the Regional District for library services. This agreement is clear that one party may receive services considered specialized for their constituents so long as these costs are excluded from the annual cost apportioned for the current budget unless parties agree.

Returning the funds to the Library following this reduction in the cost of the lease is not possible for 2019 as the funds have already been paid to the Regional District. Funding the Texada Library in 2021 could be a part of the budget talks with the City and the Regional District later in the year.

#### 4. Reports

##### a) Chief Librarian's Report – R. Burbank and N. Porter

The chief librarian reported on the library's launch of Takeout service which began on May 19. Finance updates included the Canada Wage Subsidy savings which have offset the loss of revenue typically brought in through bookings and other library activities. Summer Reading Club staff are prepared to launch a virtual and analog offering for 2020. Bags of supplies will be available for pick up at the library.

The assistant chief librarian reported on the success of our digital collections. The demand for eBooks through Overdrive continues to increase. The Library has added funding to this service through an Advantage collection in an effort to better support our patrons.

#### 5. New Business

##### a) Policy review - Library Etiquette and Decorum

**Moved and seconded that the Library Etiquette and Decorum Policy be updated as presented.**

#### CARRIED

*Added – Engaging with the Library and library services needs to be done safely; patrons are expected to act in a safe manner. This includes complying with all safety guidance as directed by the Library and its staff or other relevant authority.*

##### b) Policy review - Borrowing Items from the Library

**Moved and seconded that the Borrowing Items from the Library policy be updated as presented.**

#### CARRIED

Policy amended to – Borrowing periods for special collections *or circumstances* may be set as required by the Chief Librarian.

##### c) Policy Review - Overdue and Lost or Damaged Items

**Moved and seconded that the Overdue and Lost or Damaged Items Policy be updated as presented.**

#### CARRIED

Administrative fees are no longer billed to patron accounts for damaged or lost items.

**Moved and seconded that existing fines on patron accounts be waived and that overdue fines not be charged to patron accounts through the end of 2020.**

**CARRIED**

- d) Ministry of Education Supporting Restoration of Public Library Services During COVID-19 in BC, guidance framework for public library systems

Presented for information. This document has been provided by Libraries Branch as a central location for available information related to libraries and our operation during COVID-19. The Powell River Public Library's safe work plan and plan for restoration of services is guided by this work.

**e) Phased restoration of library services**

The library is moving from phase one to phase two in June. This will allow two members of the public to access the public computer area, the public printer and the washroom for up to 45 minutes. Enhanced cleaning protocols are in place for surfaces including public computer area and other common surfaces.

Phase One – Materials Delivery, holds pick up to start May 19

Phase Two – Access to public computers

Phase Three – Limited access to public space

Phase Four – Programs in person

**6. Old Business**

**a) Phased restoration of library services**

The library is moving from phase one to phase two in June. This will allow two members of the public to access the public computer area, the public printer and the washroom for up to 45 minutes. Enhanced cleaning protocols are in place for surfaces including public computer area and other common surfaces.

Phase One – Materials Delivery, holds pick up started May 19

Phase Two – Access to public computers to start mid-June

Phase Three – Limited access to public space for browsing the collection

Phase Four – Programs in person

**b) Library Board meeting structure during State of Emergency made March 18, 2020**

Discussion around the possibility of restoring an in person component of Library Board

meetings. This is dependent on space and technology.

**7. Questions from the Public – NONE**

**Meeting Adjourned**

**3:50 pm**

**Date of Next Regular Meeting: Monday, July 13<sup>th</sup>, 2020 at 3:00 pm.**

**Prepared by: Rebecca Burbank, Chief Librarian**