

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

**Trustees Present:**

**R. Wiebe, Chair**  
**C. Smith, Vice Chair**  
**C. Brander**  
**W. Cocksedge**  
**L. Rosen**  
**S. Smith**  
**P. Treavor**

**Trustees Absent:**

**R. Southcott**  
**A. Hunter**

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

1. **Adoption of Agenda:** Moved and seconded that the agenda for the May 11<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 April 6<sup>th</sup>, 2020**
- b) **Financial Reports**
- c) **Performance Measures**
- d) **Events and Programs**
- e) **Correspondence**

3. **Reports**

- a) **Chief Librarian's Report – R. Burbank**

Staff have been working on preparations for restoring services, safe work procedures and scheduling primarily. Nearly all staff will continue to work from home for the first half of May. Leading up to our first phase—materials delivery— more staff will work in the library on a regular basis.

The expenses and revenues in April were low, this is due to both a lower than budgeted need for labour and a lack of revenue from room bookings, copies, and fees during

the closure. It is anticipated that the need for casual labour may increase given the potential increase in sick leaves due to the pandemic and related issues that require an absence from work.

EBook use is up 72 percent in April, the library is shifting funds towards this to reduce the wait times for our patrons.

#### **4. New Business**

##### **a) Audit of 2019 Financial Statements**

Moved and seconded that the Draft Financial Statement as prepared by BDO Canada LLP for the year ended December 31, 2019, be approved as presented.

#### **CARRIED**

##### **b) Phased restoration of library services**

The Provincial Restart Plan includes the opening of public libraries in phase two. The process for reopening to be determined locally and with guidance from a provincial working group, health authorities and WorkSafe BC. The phases will enable the restoration of services that can be safely delivered and will aim to deliver those services which are most critical to our community.

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

#### **5. Old Business**

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

***Item not discussed at this meeting. Will be added to June agenda for discussion.***

**6.** Motion to go In Camera: Moved by Trustee L. Rosen, seconded by Trustee C. Brander that following adjournment of this regular meeting, the Board move in camera and that the meeting is closed to the public on the grounds that the subject matter to be considered relates to matters covered by the *Community Charter* under Section 90(1)(c) labour relations or other employee relations.

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

**May 11th, 2020**  
Minutes

Powell River Public Library Board

**Meeting Adjourned 3:38 pm**

**Date of Next Regular Meeting: Monday, June 8<sup>th</sup>, 2020 at 3:00 pm.**

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