

Minutes of the Powell River Public Library Board meeting held remotely 3:05 pm.

**Trustees Present:**

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

**Trustees Absent:**

**A. Hunter**

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

- 1. Adoption of Agenda:** Moved and seconded that the agenda for the December 9<sup>th</sup>, 2020 meeting be adopted with two modifications. New business e) The Friends of the Library grant has been removed from the agenda and Budget Reserve 2020 has been added.

**CARRIED**

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

**CARRIED**

- a) **Board Meeting Minutes November 9<sup>th</sup>, 2020**
- b) **Financial Reports**
- c) **Performance Measures**
- d) **Events and Programs**

- 3. Correspondence - NONE**

- 4. Reports**

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

Circulation has continued to rise and represented 65% of 2019 circulation at the end of November. In looking at digital circulation alone, eBooks and eAudio made up 20% of November circulation. In 2019 that collection accounted for only nine percent. The use of digital resources has grown enormously in the past year. Restarting exam invigilation has enabled the Library to support remote learners, we anticipate this need to continue in the new year. The materials for the Locker launch are ready, the procedure for staff is being finalized.

- b) **Restoration of library services – R. Burbank**

Report on the status of library services to the end of November, including changes to programming due to the provincial order limiting gatherings. Bubble Storytime is suspended until at least January 8<sup>th</sup>. Masks required in the library as of November 24, 2020.

**5. New Business**

**a) Elections at next regular meeting, scheduled January 11<sup>th</sup>, 2021.**

Elections for the positions of Chair and Vice Chair.

**b) Powell River Community Forest grant for Locker.**

**Moved and seconded to approve the spending of the Powell River Community Forest grant towards hardware and installation costs as outlined in the grant proposal and the grant budget as presented.**

**CARRIED**

**c) Libraries as an essential service**

Chief Librarian reported on recent information from Emergency Management BC regarding the Essential Services List made public earlier this year, this information was shared to Libraries Branch. There have been recent discussions regarding public libraries as essential services.

**d) Digital Initiatives Grant from the Ministry of Education**

**Moved and seconded to approve the spending of the Digital Initiatives Grant from the Ministry of Education towards network improvements, eBook access and lendable connectivity costs as outlined in the grant proposal and the grant budget as presented.**

**CARRIED**

**e) 2020 Budget Reserve Funds**

Chief Librarian presented a verbal report for information on the estimated 2020 budget surplus. Due to revenue from grant sources, and reduced spending associated with changes during the pandemic, there will be a significant amount moved to the reserve at the end of 2020. Portions of this are allocated to specific future spending such as capital asset reserve, legal, technology and the BC Writers' Series.

This report was presented so that the Board may begin planning the use of these funds to best support library services in Powell River.

**f) Cookbook fundraising project, volunteer needed**

Clay Brander will take on this initiative. Rob Southcott volunteered to support as needed.

**g) Board appointments by City Council**

Appoint Councilor Southcott as the Council representative on the Powell River Library Board

Re-appoint Amanda Hunter and Rod Wiebe for two-year terms ending December 31, 2022

**6. Old Business**

**a) Budget 2021**

**Moved and seconded that the budget for 2021 be approved as presented. The changes include updates to benefits, salary, janitorial COVID-19 costs access to BC Restart Fund for Local Governments.**

**CARRIED**

**b) Trustee recruitment**

City has extended the posting until January 8<sup>th</sup>, 2021 as it has not yet received any applicants. Qathet Regional District has posted the opening and not received any applicants.

**Meeting Adjourned**

**4:00 pm**

**Date of Next Regular Meeting: Monday, Jan. 11<sup>th</sup>, 2020 at 3:00 pm.**

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