



MINUTES OF THE FLIN FLON LIBRARY BOARD OF DIRECTORS MAY 8, 2020 MEETING

A regular meeting of the Flin Flon Library Board was held on May 8, 2020 at 12:00 p.m. via Zoom.

QUORUM

Quorum was declared present based on the attendance of the following Board Members:

1. William (Bill) Hanson, Chairperson
2. Rebecca (Becky) Hyska, Vice-Chairperson
3. Tim Spencer, Secretary/Treasurer
4. Judy Pettersen
5. Tim Babcock
6. Kathryn Drapak
7. Val Dixon

The following Board Member was unable to attend:

1. Tamara (Tammy) Ballantyne

Staff present:

1. Elizabeth Andres, Library Administrator

PROCEEDINGS

1. The meeting was called to order by Chairperson Hanson at 12:02 p.m.
2. Acceptance of the agenda
MOTION to accept agenda as presented (Pettersen); seconded (Dixon); passed unanimously.
3. Acceptance of the previous meeting minutes
MOTION to accept February 28, 2020 meeting minutes as presented (Hyska); seconded (Dixon); passed unanimously.

CORRESPONDENCE

For informational purposes, three pieces of correspondence were provided to the Board:

1. CIBC GIC Renewal Confirmation
2. Premium Adjustments due to COVID-19 for Chamber of Commerce Health Plan
3. Correspondence from Patron and Library Administrator's response

BUSINESS ARISING FROM THE MINUTES (OLD BUSINESS)

There was no outstanding business.

NEW BUSINESS

1. The COVID-19 global pandemic and the ramifications on the operation of the Library were discussed. After input from Board Members, it was agreed a task force would be created to answer the re-opening consideration questions Andres raised. Hanson made the motion, *“A COVID-19 Task Force is to be created to answer outstanding questions surrounding re-opening the Library. This committee will consist of two staff members, Elizabeth Andres and Lisa Slugoski, and two board members, Tim Spencer and Tim Babcock, with Bill Hanson as Chairperson overseeing the process. The Task Force will bring their decision(s) in a formal report to the next board meeting for approval.”* Babcock seconded the motion; passed unanimously. The task force’s first meeting will be via Zoom on Friday, May 15th at 12:00 noon.
2. The email received from the Government of Canada re the Canada Summer Student was briefly discussed and it was determined the newly created COVID-19 Task Force would examine the issues surrounding the program (for which funding has not yet been received).
3. The email and a link to information from Young Canada Works regarding the Approval of Summer Student Funding were briefly discussed and it was determined the newly created COVID-19 Task Force would examine the issues surrounding the program including whether the Library would be accessing the program funding and/or whether there would be a (virtual) TD Summer Reading Camp.
4. The Meeting Notes from the April 30, 2020 (Virtual) Library Staff Meeting which outlined Phase One of the Library reopening (front-door pickup) was provided to the Board Members for information only.

REPORTS

1. Andres presented the 2020 year-to-date financial report for Board Members’ information. While there have been some extraordinary (approved) COVID-19 related expenses (e.g., the plexiglass enclosing the front counter), these expenses should be offset by wages not taken by the ILL Clerk and two Student Pages during the Library closure (March 16th to May 3rd).
2. Andres presented the Library Administrator’s report.
 - a. The heater on the roof is fixed and working well.
 - b. There was spring flooding in the basement likely related to snow on the top of Kleen-All’s building and a cracked foundation. A recommendation is going to The City of Flin Flon that the wall be ripped out and repaired and perhaps a sump pump installed.
 - c. There are no statistics as the Library closed two weeks after the last board meeting.
 - d. Libby usage is up and Patrons appear happy and satisfied with the service.
 - e. The new logo is in use and is working out very well.
 - f. The new website has been up and running since March 16th. Lisa Slugoski is our webmaster and is doing a great job.
 - g. The domains flinflonpubliclibrary.org and flinflonpubliclibrary.com domain names were purchased. The flinflonpubliclibrary.ca domain name will be up for renewal later this year.
 - h. Our new membership cards have arrived and look great.
 - i. While the Library has been closed for COVID-19 staff have been taking advantage of doing long-postponed projects. Everyone has been busy.
 - j. Employee banked and sick hours are under control when taking into consideration the COVID-19 global pandemic.

- k. There are a number of ongoing projects the staff will continue to work on as the Library offers front-door pickups.

NEXT BOARD MEETING DATE/TIME

The date and time of the fourth meeting of the year will be set when the COVID-19 Task Force has its report ready to present.

ADJOURNMENT

The meeting was adjourned at 12:33 p.m.

Minutes submitted by Elizabeth Andres, Library Administrator

We hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Flin Flon Library Board held on the 8th day of May 2020.

We further certify that the meeting was duly called and held and that a quorum was present.

Date: March 8, 2021

William (Bill) Hanson
Chairperson
Flin Flon Library Board

Elizabeth Andres
Library Administrator
Flin Flon Public Library