

Burk's Falls, Armour & Ryerson Union Public Library

Our Vision

Access to knowledge for all

Our Mission

The Burk's Falls, Armour & Ryerson Union Public Library is a dynamic organization that provides innovative programming and information, in a variety of formats, for the continuing well-being of our community.

Minutes of the Board of Trustees Virtual Meeting (due to COVID-19 pandemic restrictions)

April 15, 2020

Present were:	Board Chair:	Kate England
	Board Trustees:	Bev Abbott Jennifer Furtney Werner Mueller Jarv Osborne Delynne Patterson Penny Robb

Regrets:	Rod Blakelock Sue Morgan
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Also attending:	CEO: Nieves Guijarro
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1	Call to order	With a quorum present, the meeting was called to order at 2:00 p.m.
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2	Approval of Meeting Agenda	MOTION 214/20 IT WAS MOVED BY: J. Furtney AND SECONDED BY: D. Patterson
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That the Meeting Agenda of the Board of Trustees of April 15, 2020 be accepted as presented with an addition to discuss plan for library staff layoffs.

CARRIED

3	Declaration of conflict of interest	none
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4	Approval of consent Agenda	MOTION 215/20 IT WAS MOVED BY: J. Osborne AND SECONDED BY: D. Patterson
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That the consent agenda of the Board of Trustees meeting of April 15, 2020 be approved

- a) Resolution to accept the minutes of **February 2020**
- b) Resolution to accept the minutes of **March 13th – Special Meeting**
- c) Resolution to accept the minutes of **April 1st – Special Meeting**
- d) Resolution to accept the **April 6th 2020** Financial Report
- e) Resolution to accept the CEO's Report of **February/March 2020**

CARRIED

- 5 **Business arising from the minutes** -A Lay-Off and Recall Policy draft was presented
- MOTION 216/20** IT WAS MOVED BY: D. Patterson
 AND SECONDED BY: J. Furtney
- That the **F-IV-1 Lay-Off and Recall Policy** be adopted as presented
- CARRIED**
- Members discussed the potential lay off of staff. Nieves talked about the work that Dorothy and Cody have been doing since the Provincial Government Announcement ordered libraries to close.
- The difficult decision to lay-off Dorothy and Cody was reached after discussing the undefined date of when the library will reopen.
- Nieves will continue working on a variety of projects, bookkeeping, meetings, etc.
- MOTION 217/20** IT WAS MOVED BY: J. Osborne
 AND SECONDED BY: B. Abbott
- That the Lay Off plan be implemented as presented
- CARRIED**
- 6 **Board Committee Report** NONE
- 7 **Correspondence** - The 2019 Annual Survey due date was extended to August 2020. CEO will complete and send the report during the closure.
- Received confirmation of completed 2019 OMERS Reconciliation Report
- At the time of the meeting there were no updates to the YCW student grant. YCW will communicate any decision made that will reflect the current situation of a province wide lockdown.
- 8 **New Business/Carry Forward** a) Insurance cost increase – library budget was adjusted to reflect the cost increase. Nieves was informed by The Village of Burk’s Falls Treasurer that the increase was passed on and it related to an increase in Liability and Content premium. D. Patterson suggested looking into other Insurance companies for competitive policy estimates but it is unclear about how this was to be done given the library is a tenant of the municipality and we are sort of a “rider” on their policy.
- b) Audit Report is completed and the 2019 Audited Financial Statement will be available in the coming month.
- c) The Income Tax Clinic volunteer was able to e-file the returns that were available at the moment. 23 people participated this year before the closure of the library
- 9 **Board Development** - Opportunity to explore Learn HQ – CEO will share with members a list of existing webinars and courses and any new seminars that pertain to the current lockdown situation.
- 10 **Next Meeting** **Next meeting TBA**

11 Adjournment

MOTION 218/20 by P. Robb at 2:30 pm to adjourn

CARRIED

Kate England

Board Chair

June 17th, 2020

Date