

**LAC DU BONNET REGIONAL LIBRARY
MINUTES – MARCH 16, 2020**

Date: March 16, 2020

Time: 6:15 pm

Members Present: Cathie Brereton, Brian Choptain, Rob Doyle, Joan Einarson,
Louise Fergusson, Vickie Short (Librarian)

Regrets: Alyssa Whynot

The meeting was called to order at 6:15 pm

1. MOTION by Cathie Brereton, SECONDED by Brian Choptain that the agenda be adopted as revised. **CARRIED**
2. Minutes of the last meeting:
MOTION by Louise Fergusson, SECONDED by Brian Choptain that the minutes be adopted as distributed. **CARRIED**
3. Delegations: None
4. Reports:
 - 4.01 Librarian's Report
MOTION by Brian Choptain, SECONDED by Louise Fergusson that the Librarian's Report be adopted as distributed. **CARRIED**
 - 4.02 Financial Report
MOTION by Louise Fergusson, SECONDED by Rob Doyle that the Financial Report be adopted as distributed. **CARRIED**
5. Authorization of Payments:
MOTION by, Louise Fergusson, SECONDED by Brian Choptain that January cheques #11285 to #11309 totaling \$6,376.17 and February cheques #11310 to #11329 totaling \$6,793.35 are approved. **CARRIED**
6. Correspondence:
 - 6.01 Bonnie Swayze – Letter of resignation
Bonnie Swayze submitted her resignation letter on March 23, 2020. She agreed to stay on until her replacement is trained.
 - 6.02 Legion Ladies Auxiliary – Fall Supper catering regrets
A letter from the Legion Ladies Auxiliary informed the Library that they cannot continue catering the Fall Supper. Susan Karklin has volunteered to 'run' the kitchen for the event.

7. Unfinished Business

7.01 Chose date for May meeting

Due to conflicting schedules the date of the May meeting will be changed to May 7, 2020, starting at 6:15 p.m. The July meeting will be held on July 20 as scheduled.

8. New Business

8.01 COVID – 19

The Library will follow the decision of other libraries and public entities and close the Library to the public. Effective March 23 the Library will be closed to the public and reopen when the schools reopen.

MOTION by Rob Doyle, SECONDED by Brian Choptain that effective March 16, all library programs will be suspended. Effective May 23, the Library will be closed to the public for 3 weeks ending April 14. The Board will revisit the reopening date should the circumstances change or the schools remain closed.

The staff can choose to work their regular shifts during the closure and will receive their regular wages. Should staff choose to remain home during the closure; they will not be paid. **CARRIED**

One staff member will be in self-isolation due to family member returning from abroad.

8.02 Approval Draft Annual Report

MOTION by Rob Doyle, SECONDED by Brian Choptain that the Draft Annual Report be adopted as distributed. **CARRIED**

8.03 Approval Draft Audit

MOTION by Cathie Brereton, SECONDED by Rob Doyle that the Draft Audit Report be adopted as distributed. **CARRIED**

The Final Audit was received and can now be used to apply for any grants.

8.04 CommStream proposal

The Board has rejected the proposal from CommStream as it would cost the Library substantially more per year.

8.05 Bell MTS high speed proposal

MOTION by Brian Choptain, SECONDED by Louise Fergusson that the quote from Bell MTS at the monthly charge of \$59.95 be adopted as discussed. The contract will be for 3 years and following the 3 year period it will be \$102.00 per month. **CARRIED**

8.06 InterFusion Media2.0 – quote upgrade computer networking system
In order to decide what was needed for our networking system, InterFusion Media2.0 was hired to review our entire. A quote of \$3,071.00 was received to upgrade our entire network.

MOTION by Louise Fergusson, SECONDED by Rob Doyle that InterFusion Media2.0 be hired to upgrade our entire networking system as per the quote of \$3,071.00. **CARRIED**

Vickie has submitted the applications for available grants.

Meeting adjourned at 6:50 pm.

2020 Meetings

May 11

July 20

September 21

November 16