

BOARD OF TRUSTEES

DRAFT Minutes – February 13, 2025

CALL TO ORDER - 5:33pm

Members Present: Jeffri Boisvert, Al Buyck, Olivia Shimkus, Sarah Glose, Vikki Collazo, Tom Jahn, Kelly Sullivan, Katie Bowers, Charmian Foster

Not Present: Jillian Sandy, Emily Jones

Also Present: Josias Bartram, Sherry Kowalski, Alex Fisher

GUESTS

- None

AMENDMENTS TO THE AGENDA

- None

PUBLIC COMMENTS

- None

MINUTES: January 9, 2025

- No amendments
- **Motion to accept the minutes: Vikki Collazo, Second Jeffri Boisvert. Passes unanimously.**

APPOINTMENTS

- Ashleigh Beblavy – Library Clerk
- **Motion to accept the appointment: Charmian Foster, Second Jeffri Boisvert. Passes unanimously.**

RESIGNATIONS

- La-Quiene Williams – Custodial Worker
- **Motion to accept the resignation: Sarah Glose, Second Vikki Collazo. Passes unanimously.**

NEW BUSINESS

- Contracts
 - Overview of maintenance contracts
 - BC gov relies very heavily on maintenance contracts. We are encouraged to use contracts for equipment repairs, maintenance, etc.
 - Image Integrator – microfilm reader maintenance
 - Long-standing renewal. Two invoices per contract, and there are two contracts.
 - Discussion held about the need for investing in service for digitizing the microfilms. Our microfilm collection at this point is mostly local publications of record and historical documents.

- Where would this be hosted if it was digitized? We don't currently have a dedicated space, so this would have to be part of the discussion.
 - The historical society is currently using PastPerfect
 - **Motion to accept the contract: Sarah Glose, Second Charmian Foster. Passes unanimously.**
 - PCC contract – Decker Room AV
 - Long-standing renewal, but first time it's been a 3 year contract. \$3K for 3 years, which is a deal after we have been paying ~\$2.8K for one year.
 - **Motion to accept the contracts: Tom Jahn, Second Vikki Collazo. Passes unanimously.**
- Emergency Closing Policy ❄ ❄ ❄
 - Taking action to address the situation a couple weeks ago when there was serious snowfall on a Saturday and roads were not safe, but an automatic closure was not triggered by BCSD closure.
 - Gives authority to Saturday manager to declare a two hour delay. During this time, the manager will have time to contact senior library staff, who will make the final call on whether or not to close.
 - **Motion to accept the Emergency Closing Policy update: Al Buyck, Second Jeffri Boisvert. Passes unanimously.**
- Open Meeting Law
 - Based on recent training attended by Jeffri.
 - We will need to update our procedure for posting minutes.
 - Minutes need to be posted two weeks prior to the next board meeting. We will do this as "Draft Minutes" and also post any changes if they are made in the subsequent board meeting.
 - The training said *all* board meetings, including non-quorum committee meetings, must be in person, advertised 72 hours in advance in the newspaper, open and accessible to the public.
 - Alex will confirm the county's interpretation of the open meetings law. Prior interpretation is that non-quorum committee meetings were allowable on Zoom.
 - Relevant language:

§102. Definitions.

As used in this article:

1. "Meeting" means the official convening of a public body for the purpose of conducting public business, including the use of videoconferencing for attendance and participation by the members of the public body.

2. "Public body" means any entity, for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for the state or for an agency or department thereof, or for a public corporation as defined in section sixty-six of the general construction law, or committee or subcommittee or other similar body consisting of members of such public body or an entity created or appointed to perform a necessary function in the decision-making process for which a quorum is required in order to conduct public business and which consists of two or more members. A necessary function in the decision-making process shall not include the provision of recommendations or guidance which is purely advisory and which does not require further action by the state or agency or department thereof or public corporation as defined in section sixty-six of the general construction law.

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OLD BUSINESS

- Committees
 - Vikki Collazo requests the list be corrected to include the correct spelling of her

- name.
 - **Motion to accept the Committee assignments list with spelling corrections: Al Buyck, Second Vikki Collazo. Passes unanimously.**
- Emergency Services MOU
 - Maintaining current discussions
- Security
 - Upgrade proposal
 - Getting new motion detectors to fully cover all areas of the library.
 - Adding additional panic buttons throughout the library.
 - Upgrading the entire security monitoring system, including ability to monitor cameras via cellphone and new monitoring panel near shipping and receiving
 - Last person (usually officer or custodian) out of the building will manually arm the alarm.
 - Expenses are easily covered by left over funding for the front door updates, which were more inexpensive than initially budgeted.
 - Other updates
 - Josias and Sherry's cell phone numbers are being officially added as emergency numbers to be notified in the event of security breaches at the library.
 - Met with B.C. Security to understand what determines officer placement at the library and other areas of the county. Appreciated the information and were also given a new avenue for giving feedback on officers.
 - **Motion to accept the security upgrades: Vikki Collazo, Second: Charmian Foster. Passes unanimously.**
- Renovation/Projects update
 - Flooring for eating area
 - New tiles will be put in and they will be orange and aqua. This is divisive but it will be beautiful! 🧑‍🔧 🌐
 - **Motion to accept the flooring: Jeffri Boisvert, Second: Kelly Sullivan. Passes unanimously.**
 - Renovations
 - Proposal for the state library aide. The cost is reasonable. The rates are set by contract and are pretty standard in the industry.
 - **Motion to accept the proposal for renovations: Jeffri Boisvert, Second: Sarah Glose. Passes unanimously.**
- Updated Board docs
 - BCPL Trustees – 2025
 - Added all committee assignments.
 - 2025 Organizational Chart
 - Better indicates full organizational structure. Highlights positions added since 2020.

REPORTS

- 2024 financials – final
- January Financials
 - Changed to 2025 format.
 - Benefits are not listed with salaries, but are totally together at the end.
 - Will be another table for grants and projects, which will include revenue and expenses.
- Director's Report
 - Assistant Director report provided this month.
 - Staffing: will be looking for a PT librarian, admin assistant, two custodians, and two staff upgrades for existing staff.
 - Many staff have been out this month due to illness, on top of existing staff with medical leave.
- Staff Reports
 - No staff reports this month.
- Committee Reports
 - Executive Committee
 - Strategic Planning Committee
 - Finance Committee
 - Reviewed January Budget
 - Nominating Committee
 - Personnel Committee
 - Marketing Committee
 - Let Sarah know if you are looking for community members
 - DEI Committee
 - Policy Committee
 - Priority assignments have been doled out
 - Ad hoc Project Management
 - Met for initial project review
- Friends
 - Next meeting will be on the 3rd Wednesday of March at 4:15pm.

6:28pm Motion to adjourn: Jeffri Boisvert, Second: Al Buyck. Passes unanimously.

Meeting adjourns: 6:28pm