

5. **Old Business**

a) *Andy Kim Tour Postponement*

The Andy the Musical Scientist tour will be postponed until Spring 2021. Rebooking dates to be discussed in January 2021.

6. **New Business**

a) *Technology Grants Discussion (regarding one-time funding from the provincial government.)*

Each library is anticipating spending their grants on the following. No further supporting actions were identified for the Federation at this time.

- i. Hazelton: wifi and network updates (increased bandwidth until December, at which time it will be reassessed); preparation for more virtual work; staff training; mobile greenscreen
- ii. Prince Rupert: new computers and router(s); creating a digital repository for library reference staff with an emphasis on First Nations' content
- iii. Kitimat: local e-collection; a new server; one desktop computer for public reference and training; increased bandwidth; 10 refurbished laptops for lending
- iv. Stewart: ipads; increased bandwidth; a charging laptop cart; ebooks and audiobooks
- v. Houston: network improvements, including a new router; ipads; laptops for lending
- vi. Terrace: TBD by the new Library Director
- vii. Smithers: ipad(s) for youth programming; Lynda (if coop does not purchase); mobile hotspots and/or ipads/laptops to lend; may need for wages due to increased online programming; more copies of popular ebooks; shift to G-Suite for Non-Profits

It was noted that refurbished laptops and other equipment may be purchased at a great discount through the BC Technology for Learning Society (<https://www.reusetechbc.ca/request-tech.html>.)

b) *Shared Collections (e.g. legal)*

There was a discussion around the need for shared collections, as identified in the Strategic Plan. It was decided that the intent of the goal in the Strategic Plan, to avoid excessive duplication of legal resources, had been achieved, and no further action on shared collections is needed or desired at this time.

c) *Budget Reallocations and 2020 Project Priorities*

Of the \$11,000 to be reallocated in this year's budget due to covid-19, the following will be recommended to the Board:

- i. \$1500 for travel expenses for the Federation Director to tour NWLF libraries, if safe to do so this summer
- ii. \$2000 for increased subsidies, to be distributed as soon as possible, and to be used for databases, training, or technology, at the discretion of each library

- iii. \$4500 for additional ebooks available for NWLF patrons (Methods tbd. Anna will talk to Overdrive to determine the best method to do this seamlessly.)
- iv. \$3000 for virtual programming this fall

If there is funding left over at the end of the year, NWLF will cover Books for Babies shipping costs.

The Conference will be postponed until Fall 2021 due to covid and to allow for easier cash flow in Spring 2021.

d) Cross-Training within the Federation

Anna will contact libraries this summer/fall to build lists of staff available to train and their areas of expertise. The list will be maintained for libraries to request training sessions via Zoom once staff have more time.

e) NWLF Listserv Purpose

The need for a staff or NWLF Board listserv was discussed and it was determined that it is not necessary at this time.

f) Canada Council for the Arts Grant Opportunity: Digital Literacy Strategy

Information about this opportunity was presented in writing in the agenda package. If any library has a project that they feel might fit this grant and scale well to the Federation, they are welcome to contact Anna for further discussion.

g) Gift for David

The LDAG agreed to purchase a gift for David Tremblay, who is leaving his position in Terrace for a new opportunity in Huntsville, Ontario. Anna will choose a book or books by Roy Henry Vickers, to a maximum of \$50, to be purchased online and delivered by Jess Dafoe.

h) LDAG Meeting Dates

The LDAG agreed to book meeting dates ahead. Mornings are preferential. Anna will send a list of proposed dates for review.

i) LDAG Chair

The LDAG will rotate chairing duties. Chairs to be assigned and circulated with the proposed meeting dates.

j) *Consent Agenda*

The LDAG agreed that future meetings will have a consent agenda for correspondence, minutes, reports, and information items.

7. *Roundtable (Discussion re: Covid Reopening Procedures)*

a) **Smithers Public Library:**

- Will begin returns on May 25
- Will begin holds pickup June 1
- Plans to complete a major weeding project first
- Is working out safety procedures
- Has no reopening plans at this time due to space constraints

b) **Hazelton and District Public Library:**

- Is waiting on more information from Public Health
- Has kept the building open to staff, other than a 2 week block, with a modified schedule and has had no layoffs
- Is completing a major weeding project soon
- Began pickups this week and there has been good uptake by the community
- The next step will be computer access, at the end of May, for those who do not have their own devices or access at home
- Has expanded their wifi range outside the building for those with their own devices to use
- Is planning small opening in mid to late June
- Questions remaining: How many people at a time and how to calculate that? Use arrows on the floor or let people wander? Track people and sanitize behind them or do one major cleaning each day?
- Will not be hosting any face-to-face events until 2021 unless they can be outside and socially distanced this fall

c) **Prince Rupert Public Library:**

- Started delivery services two weeks ago, with staff, board members, and volunteers doing the deliveries. It was very busy at first and has evened out, though there is still daily demand.
- Is allowing some pickup services.
- Is not allowing returns yet.
- Plans to reopen sometime in June.
- Is working on an exposure control plan (ECP)
- Is involving the union and occupational health and safety committee in determining plans for Plexiglas, ppe, etc. and is starting to measure for modifications.

d) Terrace Public Library:

- The City of Terrace has ordered Plexiglas for all their departments, including the library. Some will be hung and some will be affixed to counters, depending on the location. Installation method TBD for the library. It will be removeable hen not needed.
- Plexiglas will be coming this Friday and Jess can send out photos once it is installed.
- Order of opening:
 - 1: Appointments for hold pickups, this week
 - 2: Open the bookdrop, next week, 6 days per week
 - 3: Library Takeout, mid-next week (working on procedures now)
- Has no plans for opening the doors to the public yet.
- Staff is using a combination of working from home and in the library with a max of three people in the library at a time.

e) Kitimat Public Library:

- Has extended the regular working schedule to allow for social distancing in the building without losing staff hours, resulting in pickup and book returns being available seven days per week.
- Will be using Plexiglas
- Is considering possibly opening July 1 and allowing three people in at a time – actual procedures tbd.

f) Stewart Public Library:

- Has kept delivery services open throughout the spring. Books are placed on hold and then delivered to patrons' doorsteps with no contact.
- Will be opening returns 2 days per week, while staff is in the building.
- Has been delivering activities for kids to doorsteps. Parents call to sign up, packages are put together and left to sit for a few days before delivery. First activity was a seed kit with seeds, soil, a colouring book, craft, etc.
- Will have Plexiglas installed.
- Is considering allowing one person or family in the library at a time, beginning in June.
- Has had no layoffs.

g) Houston Public Library:

- Has been doing curbside pickups the entire time. Patrons request books through holds online or phone calls.
- Is distributing craft kits weekly. Kits are put together and left to sit for a few days before being put outside the library door for pickup.
- Is consulting about Plexiglas this week.

- Has no date for reopening yet. When they reopen, bathrooms will remain closed except for emergencies, soft furniture will be put in storage. A few plastic chairs will be left out and will be wiped down after each use.
- May allow 4-5 people at a time. May require people to leave through the side door in a one-way traffic flow.

If anyone has written policies, procedures, environmental control plans etc. they wish to share, they can email them out to the group or directly to Anna. Either way, Anna will compile documents and post to the NWLF website for reference, unless otherwise requested by the posting library.

8. **Adjournment:** 11:32