



## LDAG Meeting

Tuesday, August 18, 2020

10:00 a.m.

via Zoom

### MINUTES

#### **Present:**

Fiona Bruce (Terrace)  
Virginia Charron (Kitimat)  
Sara Lewis (Houston)  
Rebecca Mitchell (Stewart)  
Wendy Wright (Smithers)  
Anna Babluck (NWLF)

#### **Regrets:**

Brian Butler (Hazelton)  
Joe Zelwietro (Prince Rupert)

*Meeting called to order: 10:09*

*Chair: Wendy Wright*

#### 1. **Approval of the Agenda**

Rebecca moved to approve the agenda, with the two additions to new business.

Seconded by Fiona                      Carried

#### 2. **Consent Agenda**

- a) Adoption of the minutes of May 13, 2020
- b) Financial Update
- c) Director's Report/Strategic Plan Update

Virginia moved to approve the minutes and accept the reports as presented.

Seconded by Rebecca                      Carried

#### 3. **Business Arising**

N/A

#### 4. **New Business**

##### a) *First Books*

This discussion was tabled until Brian is present to discuss the program as used at Hazelton.

##### b) *AFFNO Tour Proposal*

The proposal for bilingual programming presented by Patrick Witwicki from AFFNO was discussed. Overall, the group decided not to host any virtual programming from AFFNO this fall. There was general interest in a tour by Anne Glover in the future, once in-person programming has returned to normal at all NWLF libraries, provided the Federation will be able to cover all costs. Anna will retain the proposal and revisit it once in-person programming for children has returned.

##### c) *Budget Priorities 2021*

Budget priorities for 2021 were discussed, taking into account that COVID restrictions will likely continue through next year. The LDAG agreed that money should be allocated for training using expertise from within the Federation (possibly paying presenters' fees and replacement time for staff) and/or for a virtual conference in fall 2021. Programming will likely not be a priority in 2021.

##### d) *Resilient Communities Grant*

The Resilient Communities Grant from Northern Health was discussed as well as the libraries' current and anticipated need for PPE such as masks for staff and the public. It was decided that there was not enough of a need to apply for the grant, but that some libraries could use masks to give to the public during the transition period as everyone gets used to wearing masks. The Federation will reallocate some funds from the travel and/or programming budget to purchase masks for those libraries who could use them.

##### e) *Training Subsidy Use for Wages*

The LDAG felt that there was no need to develop guidelines because the training subsidy has historically already been used for replacement wages.

##### f) *ILL Bag Damage*

Most NWLF libraries have been receiving muddy and damaged ILL bags through the mail. There are two distinct problems: 1) Canada Post staff deliberately damaging reusable bags by cutting open windows and using sharpies and 2) Canada Post's subcontractor, New Way Trucking Ltd., allegedly mishandling the mail and allowing it to become dirty.

For issue #1: Anna will bring up the possibility of designing new ILL bags at a Federations meeting to determine whether this is a widespread problem.

For issue #2: The Federation will write a letter to Canada Post concerning the mishandling. Libraries are asked to document the damaged bags and send pictures of the state in which they have been received, along with the date/time, and where the bags have come from. Anna will compile this information to include with the letter.

*g) Data Collection Group Questions Regarding Tracking Statistics on Virtual Programming*

Directors updated Fiona with their plans for tracking virtual program statistics (or not) and other programs this year, such as curbside craft pickup.

*h) Fall Newsletter*

Please send Anna any news items or requests for content for the fall newsletter to be distributed next week.

**5. Roundtable**

- a) There was no further feedback on Professional Development needs.
- b) The Directors wished to wait for the update from Mari in two weeks before commenting on the grant restructuring by the Libraries Branch.
- c) No libraries at this meeting were planning to take advantage of the three technology grants being offered by the BC Libraries Coop at this time.
- d) Restart Updates
  - i. Smithers Public Library:
    - Has been open again for about 2 weeks and is glad that it wasn't widely advertised to keep the numbers manageable.
    - Patrons are very happy to have access again.
  - ii. Houston Public Library:
    - Has been open since July 2 for 12 hours per week.
    - It is going well and most patrons have been very respectful.
    - Will be adding 8 more morning hours starting next week, no additional hours in the evening.
    - IT is coming to install more wireless hotspots.
  - iii. Stewart Public Library:
    - Is open 3 days per week and will be expanding to 5 days per week starting next week to cut down on the number of people having to wait outside as only one person or family is allowed to browse at a time.
    - Had a complete tech overhaul: new super fast fibre connection and extended wifi outside.
  - iv. Terrace Public Library:

- Has been open again for about 2 weeks for half days.
  - Numbers have been inconsistent, ranging from 20 people to 70 people in a day.
  - Allowing browsing and computer use, through computer use has been slow on the uptake.
  - Will be maintaining the same hours in September, particularly due to the midday washroom cleaning discussion.
- v. Kitimat Public Library:
- Open 5 days per week and continuing takeaway service.
  - No computer access, chairs etc. and encouraging people to only take 20 minutes to browse.
  - Requiring masks.
- vi. Hazelton Public Library:
- Written updated were distributed.

6. **Adjournment: 11:07**