



LDAG Meeting

Tuesday, October 20, 2020

10:00 a.m.

via Zoom

MINUTES

Present:

Fiona Bruce (Terrace)
Brian Butler (Hazelton)
Joe Zelwietro (Prince Rupert)
Rebecca Mitchell (Stewart)
Wendy Wright (Smithers)
Anna Babluck (NWLFF)

Regrets:

Virginia Charron (Kitimat)
Sara Lewis (Houston)

Meeting called to order: 10:01

Chair: Brian Butler

1. **Approval of the Agenda**

Rebecca moved to approve the amended agenda.

Seconded by Fiona Carried

2. **Consent Agenda**

- i.* Adoption of the minutes of August 18, 2020
- ii.* Financial Update
- iii.* Director's Report/Strategic Plan Update

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

Seconded by Rebecca Carried

3. **Business Arising**

- i.* *First Books*

Brian explained how HDPL partners with his local literacy bus organization and the Bulkley Valley Development Centre to purchase inexpensive (sometimes free) books from First Books and distribute them to families in his service area.

Anna will investigate grants and assess potential excess funds from NWLF's reserves to purchase books for all ages from First Books for NWLF libraries. Each box contains multiple copies of the same title, so we will look at the feasibility (and affordability) of sharing orders and redistributing a variety of titles to each library.

ii. Policy Manual Revisions

Anna explained the draft changes, additions, and deletions to the NWLF policy manual and received clarification on some procedures. The following points were discussed:

- i. Policy 1.2 - NWLF libraries allow CMTN students to borrow materials. Anna will contact CMTN to see if the inverse is still true and adjust the draft policy accordingly, if necessary, before presentation to the Board on November 5.
- ii. Policy 2.5 - NWLF libraries do still forward funds paid by patrons for lost or damaged books to the owning library. This policy will remain as is.
- iii. Policy 2.6 – NWLF libraries do not currently forward overdue fines collected on behalf of another library to the lending library. Recommend that this policy be deleted.
- iv. Policy 4.2 – In the interest of spending funds in a timely manner, the LDAG recommends that excess reserves be capped at 5% of the budget. Anna will redraft this policy accordingly.

Wendy moves to adopt the recommended changes mentioned above to the draft policy manual and that the amended draft policy manual be adopted by the NWLF Board.

Seconded by Joe

Carried

4. New Business

i. Strategic Plan Revisions

The LDAG reviewed the draft revisions to the 2020-2022 Strategic Plan and recommends that the NWLF Board adopt the Updated Strategic Plan as presented.

ii. Reserves and Term Deposit

The LDAG discussed the definition of 6-month operating expenses and what would be expected to be covered in that amount. The libraries depend on the database subsidy but could adjust their budgets to forgo the training subsidy and programming.

As such, the LDAG recommends that \$15,000 be reinvested in a term deposit as per policy 4.1 (Emergency Reserve Fund Policy.)

iii. 2021 Budget

The LDAG reviewed the 2021 draft budget and recommends that the NWLF Board adopt it as presented.

iv. Langara Practicum Students

Anna proposed hosting a Langara practicum student who could be managed centrally by NWLF but work on behalf of the collective NWLF libraries. Wendy proposed a project to revise existing catalogue records to reflect emerging standards and recommendations for accurate Indigenous representation. As the libraries present agreed that this would be a valuable project, Anna will talk to Langara staff to develop a practicum proposal.

v. Staff Mental Health

Anna asked how library staff have been coping with possible extra stress due to covid and whether there is anything the Federation should pursue that would help support libraries and their staff's mental wellness. The LDAG reported that their staff have mostly been less stressed due to the decreased pace of work. Also, staff have been having a lot of internal discussions and using the resources that are available to them already, so no support from the Federation is needed at this time.

vi. Dial-A-Story

Due to copyright and logistics concerns, as well as a lack of demand from library patrons, this service will not be pursued by the Federation.

5. Roundtable

Topic of interest: Cheap and easy socially-distanced programming to engage all ages

Stewart Public Library:

- i. Handing out candy/loot bags for Halloween with a BINGO card in each bag. Each day the library will release a BINGO number on their website and in the library. The first to a BINGO with a prize. This is primarily for young adults as SPL is trying to reach a range of ages.
- ii. T, TH closed for browsing, allowing computer appts only - this service has been well used. MFW open for browsing - traffic has been steady.

Prince Rupert Public Library:

- i. Open as close to normal hours as possible. 10-11am is reserved for seniors, who don't tend to show up at other times.
- ii. ~50% of patrons are wearing masks. The library is advising it as a best practice but not requiring it and not providing masks
- iii. Computer and document services are running as normal
- iv. Have been hosting reading contests online - read a book from 5 different categories and be entered to win a (book) prize.

Terrace Public Library:

- i. Has been hosting StoryWalks. In the summer, they partnered with Heritage Park to do a history tour of the town, treasure-hunt style, along with a story written by Jess. Currently, they are doing a Halloween-themed StoryWalk with the book pages in local business' windows and a clue at the bottom of each page to lead to the next one. When finished, participants can enter into a draw
- ii. Open but not full days yet. Will begin opening some evenings in November but remain closed on Sundays.
- iii. Class visits on Tues and Thurs mornings will be offered soon.

Hazelton District Public Library:

- i. Open Tues-Sat (normal days) but not full hours – no evenings yet.
- ii. Construction went well and they have a beautiful bay window overlooking the river. This is currently the only public seating available, albeit without cushions.
- iii. More people have been coming in to use the internet as the weather gets colder. Computer use by appt will begin next week.
- iv. One class coming in every Monday (on a closed day) – they get a craft to take home.
- v. Considering online presentations of sections of the collection to show off new books that have arrived in 2020 and get people coming back into the building.

Smither Public Library:

- i. Has been having some difficulty with their children's area consistently over the capacity limit after school and staff being uncomfortable with the situation. (Suggestions for managing the situation while making patrons still feel welcome were offered.)
- ii. Bought ebooks and eaudio for the local collection, which were snatched up immediately. May put more money towards this in the 2021 budget.

6. **Adjournment:** 11:20