

Town of High River Library Board MINUTES
October 19, 2021 at 7 pm - Zoom

In attendance: Jim Graham, Mary Zazelenchuk, Pat Shorrock, Natacha Gougeon, Holly Ottewell, Lynne Thornton

Regrets: Laura Byers, Cathy Couey

1. Chair – Jim Graham called the Zoom meeting to order at 7:02 pm
2. Approval of Agenda – Lynne moved to accept the revised agenda
3. Approval of the minutes – Pat moved the amended minutes of the September meeting be approved, 2nd Holly – Carried
4. Standing Committees
 - 4.1 Finance and Planning Committee
 - Will be covered in Old Business, see 7.1
 - 4.2 Human Resources and Administration Committee
 - No formal report submitted
 - 4.3 Marigold Board Meeting Report
 - Next meeting is set for November, all board members welcome to the Marigold HQ opening in early 2022.
5. Ad Hoc and External Report
 - 5.1 Town of High River
 - No council representative due to recent election, council will appoint new member November 2021
 - 5.2 Friends
 - Nothing new to report, 50/50 still going, next meeting will be in November 2021, will discuss book sale in late fall/early winter
6. Librarian's Report
 - Formal report submitted
7. Old Business
 - 7.1 Plan of Service
 - Finance and Planning Committee met to finalize the Plan of Service. There will be both long and short forms available in the library. Bookmarks will also go out at checkout with the information
 - Pat motioned to accept the Plan of Service as circulated, Natacha 2nd - Carried
 - 7.2 Package for the Council
 - Holly is requesting board members create a little bio about themselves to send in informational package about library to the new council

8. New Business

8.1 Review of Executive positions and committees—appointments to be made at November 16, 2021 meeting

- Opportunity to think about taking on an executive role given to members. Jim to Chair November meeting and then retire as Chair.
- Also seeking new board members

8.2 Appointment of Secretary—position currently vacant

- Holly will assume position until someone is appointed

8.3 Employee Vaccination Policy discussion

- Policy created based on Town of High River policy and Toronto and Halifax Public Libraries' policy. Deadlines drafted for library staff would be December 1st 2021 and January 28th 2022 for first and second doses respectively, dates to be revised.
- Human Resources and Administration Committee meeting to be scheduled to review and finalize policy for approval
- Lynne moved that we accept the proposed vaccination policy in principle/as draft for committee revision and recirculation, then an email vote to approve before November meeting, Holly 2nd - Carried.

9. Correspondence

- Plan of Service filed with PLSB, more communications regarding funding to come
- Adjournment – adjourned by Pat at 7:49 pm.

Next Meeting on November 16, 2021 - Zoom meeting

Jim Graham - Chair

Submitted by Holly Ottewell