

Town of High River Library Board
Minutes
October 20, 2020

In attendance: Jim Graham, Eunice Schmuland, Mary Zazelenchuk , Pat Shorrocks, Lynne Thornton, Natacha Gougeon (by Zoom)
Regrets: Cathy Couey, Donna Kille

1. **Chair – Jim Graham** called the meeting to order at 7:05 pm
2. **Approval of Agenda** – Pat moved to accept the agenda
3. **Approval of the minutes** – Pat moved the minutes of the September meeting approved as circulated, 2nd Lynne – Carried
4. **Standing Committees**
 - 4.1 Finance and Planning Committee
 - No formal report
 - Met October 5 to discuss Budget
 - Set out Draft Budget
 - Motion made by Pat to approved presented Budget, 2nd Natacha, Carried by email vote
 - May need to use reserve to balance Budget
 - Met October 7 along with Natacha from Human Resources and Administration Committee to discuss Plan of Service
 - Very good discussion was held
 - **Action:** Mary to compile tools
 - 4.2 Human Resources and Administration Committee
 - No Formal Report submitted
 - Non-attendance – affected Board Member will no longer receive notification of meetings
5. **Ad Hoc and External Report**
 - 5.1 Town of High River
 - See attached Report
 - 5.2 Friends
 - No Formal report submitted
 - Book Sale – November 26 & 27 (12-8 pm) Nov 28 (11-2 pm)
 - Set up in the W.O. Mitchell Room – Nov 25
 - Donations Only

- Only 6 patrons in the room at one time
- Donated books need to arrive early so they can be quarantined before outing out
- Friends are holding a 50/50 Draw – Tickets \$5.00 ea

6. Librarian's Report

- Formal report submitted

7. Old Business

7.1 Arts & Culture Committee – Martha Houston Fund

- Pat made motion: Form a committee to select pieces for purchase. 2nd Lynne, Carried
- Committee will be made up of – Mary, Lynne and Pat

8. New Business

8.1 Ratification of Budget

- See 4.1 – done by email

8.2 Pandemic Policies

- See 6.1

8.3 December Meeting

- Regular meeting will be on December 15 – with a Christmas Social to follow
- Mary will be on Vacation starting December 22

9. Correspondence

- None

10. Adjournment – adjourned by Lynne at 7:58 pm.

Next meeting on November 17, 2020

Jim Graham - Chair

Eunice Schmuland – Recording Secretary