

# BIBLIOTHÈQUE RÉGIONALE JOLYS REGIONAL LIBRARY

May 4, 2020 7:30 pm / via Virtual Meeting

## APPROVED - Minutes

**Present:** Heidi Gosselin (President)  
Nicole Grégoire (Head Librarian and Secretary)  
Paule Peloquin (Village de St-Pierre-Jolys Council representative)  
Gabriel Tetrault (RM DeSalaberry Council representative)

**Regrets:** Eileen Dueck (Vice President and Village of St-Pierre-Jolys representative) n/a

### Motions:

Gosselin	- Peloquin	<b>Motion</b> <b>Carried.</b>	to start the meeting 7:38 pm
Gosselin	- Tetrault	<b>Motion</b> <b>Carried.</b>	to approve the agenda
Peloquin	- Gosselin	<b>Motion</b> <b>Carried.</b>	to approve minutes from March 16, 2020
Tetrault	- Gosselin	<b>Motion</b> <b>Carried.</b>	to accept the financial statements as presented
Gosselin	- Tetrault	<b>Motion</b> <b>Carried.</b>	to accept bill payments as presented
Peloquin	- Gosselin	<b>Motion</b> <b>Carried.</b>	to approve the Audited Year End Financial Statements for the Year Ended December 31, 2019 as presented
Gosselin	- Tetrault	<b>Motion</b> <b>Carried.</b>	to purchase library furniture & supplies from Boutique du Livre and freight cost to a max of \$1,000.00.
Tetrault	- Gosselin	<b>Motion</b> <b>Carried.</b>	To accept the Head Librarian Report as presented
Tetrault	- Gosselin	<b>Motion</b> <b>Carried.</b>	to adjourn the meeting at 9:37 pm

## Updates / New Business

1. Financial Statements Presented & Approved
2. Bill Payments Presented & Approved
3. Head Librarian Report Presented & Approved
  - Anne Dyck - resignation
  - Nicole to sign on behalf of Board and mail card
  - Audited Year End Financial Statements
    - Nicole to contact Pro Vue business Group to discuss the steps we must take in order to put the 2019 Excess Revenue in an Operations Reserve and possibly set up a Sub account at the Caisse Populaire.
  - Canada Post Community Foundation Grant
    - Nicole to contact the Foundation to see if we can get an extension to use the funds
  - Library Furniture & Supplies
    - Nicole to make and offer to Boutique du Livre and arrange pick-up
4. 2019 Audited Year End Financial Statements Presented & Approved
5. Accessibility Employment Standards Regulation
  - Nicole to draft up a plan as per the regulations
6. Paroisse St. Pierre-Jolys
  - Nicole to draft up a response letter and get board to approve via email prior to sending
7. COVID-19 Restoring Service Plan
  - Board discussed options. Decided not to add services at this time.
  - Nicole will continue to promote the use of E-libraries and Curb-side Pick-up.
  - Part-time staff not being recalled at this time.
  - Nicole will prepare a service plan & procedures guide for the Second Phase (anticipated June 1, 2020).
  - Nicole to procure Hand Sanitizer & other effects per the Provincial guidelines detailed in "Restoring Safe Services"
8. Volunteers
  - Nicole will respond to volunteer request as per discussion
  - Nicole to draft a Policy & prepare a volunteer guideline

### Tabled to next meeting:

- Canada Post Community Foundation Funds & job posting for position

**Date for next meeting: Monday, June 15, 2020 at 7:00 pm (St. Pierre)**