

Bowen Island Public Library
Board of Trustees Meeting — October 17, 2019
Bowen Library — Annex
Minutes

Attendance and Quorum: Susan Munro (Chair), Michael Penny (Treasurer), Donald Heth (Minute-Taker), Melissa Harrison, Sue-Ellen Fast, Peter Matthews, Steve Mitchell, Tina Nielsen (ex-officio)

Regrets: Elizabeth Bowker, Melanie McLeod, Len Gilday, Cynthia Nicolson (Vice Chair)

- 1) The meeting was called to order at 7:02 by Susan Munro.
- 2) No changes were suggested to the agenda.
 - a) Moved and seconded to approve the agenda. Carried.
- 3) Draft minutes of the meeting of September 27, 2019, were circulated. No changes were proposed.
 - a) **Motion to approved the meeting minutes; motion seconded. Carried.**
- 4) Business arising from the minutes:
 - a) Peter's report regarding the Trustee Orientation session was deferred to later in the meeting.
 - b) Susan reported that the library's budget is on the agenda for the Municipal Council meeting on October 28. Michael volunteered to serve as an alternate representative should Tina not be able to attend.
 - c) Tina will report later in the meeting regarding the Customer Feedback report.
- 5) New business.
 - a) Review of progress on the Strategic Plan (previously circulated with agenda materials). It was commented that many of those tasks regarded as significant have been completed or are in progress, although Fundraising was something that needed to be addressed. The last strategic plan was completed two years ago, and it was noted that the Board should look towards another in the coming year. Possible moderators were discussed. Also discussed was Board assessment and planning and the Municipalities priorities regarding progress towards the recommendations of the Sainas Report.
 - b) Board vacancies. It was noted that Melanie will be reaching the statutory term limit. Members with terms that are expiring are Sue-Ellen, Melissa, Don, Steve, Susan, and Michael. An advertisement will be placed by the Municipality.

6) Board Reports.

a) There were no committee reports.

b) Monthly Financial Report (previously circulated with agenda materials) was presented by Michael Penny. It was reported that major items are on target. Some revenue items may appear to be showing more than anticipated, but this was an artefact of the way furnishings are accounted. Nothing is out of line.

c) Chief Librarian's report (previously circulated with agenda materials) was presented by Tina Nielsen. Some salient points noted by Tina were:

- i) Monthly newsletters have been launched recently to reach volunteers in place of face-to-face meetings. The newsletters have been underway for six months and seem to be working well.
- ii) Tina mentioned how supportive the staff have been in accommodating necessary absences.
- iii) The Annual Volunteer Party on November 24 was noted.
- iv) The "Building Bridges" workshop on October 11 was well received.
- v) The "Moving Towards Reconciliation" was discussed. Invitations to non-profit groups are supported by a grant, to allow boards to participate.
- vi) Bowenshire Landscaping is supporting the work on Library landscaping with substantial contributions of equipment time. Planting is planned for the early spring. It was noted in passing that in-kind contributions of volunteer hours are difficult to capture for asset valuations, despite the fact that an accurate valuation is important to establish the worth of the Library's facilities.

d) InterLINK. There was nothing to report.

e) BIM report was presented by Sue-Ellen Fast. Sue-Ellen reported that the Municipality is very busy at present, and noted some of the current events that are shaping their priorities. Budgeting consultations are happening earlier than last year. A sale of the Municipal lot behind Seniors' Lane would remove a considerable amount of parking from the spaces available in Snug Cove; discussion followed regarding general parking issues and their impact on Library clients.

f) The Trustees' Orientation Program session was described by Peter Matthews. The use of a consent agenda was one mechanism used by some boards; whether the Library Board should adopt such a mechanism was discussed. It was noted in that connection that discussion of even routine reports has often been quite useful. Another practice of some boards is the use of guidelines as to when in-camera sessions of a board should occur. Developing some criteria to guide the Library Board might be useful.

7) The next meeting is scheduled for November 21, 2019.

8) Adjournment occurred at 8:20.