

Bowen Island Public Library
Board of Trustees Meeting — November 21, 2019
Bowen Library — Flex Room
Minutes

Attendance and Quorum: Susan Munro (Chair) Michael Penny (Treasurer), Melissa Harrison, Elizabeth Bowker, Peter Matthews, Steve Mitchell, Len Gilday, Sue Geist (acting Chief Librarian and ex officio)

Regrets: Cynthia Nicolson (Vice-chair), Melanie McLeod, Sue-Ellen Fast, Don Heth, Tina Nielsen

- 1) Call to Order: 7pm
- 2) Approval of Agenda with additional item: Carried
- 3) Approval of meeting minutes from October 17, 2019: Carried
- 4) Business arising from the minutes:
 - a) Susan Munro reported that she and Tina had presented to Mayor and Council results of our focus group meetings, library patrons' survey, and annual statistics. In short: our community loves us and they are using and enjoying our programmes in significantly greater numbers than in previous years. The presentation touched on 2020 budget requests for the library that include increases based on salary review and increased library usage.
 - b) Susan will send library statistics in printed form to Mayor and Council.
 - c) When BIM holds public consultations re next year's budget (January or February 2020) board members should consider attending and lending support to the library ask.
 - d) Focus group with families with young children deferred until Tina's return.
- 5) New Business
 - a) Update: landscaping; Cardena Road work; and new furnishings
 - i) Andy Rainsley of Bowenshire has made a lawn and planted trees in the area between the Annex and the parking lot. He has also installed a stone patio area by the Gallery. This work has been possible by Andy donating significant time to assist us meet our goals. Sue Geist will write Andy a thank you note. Andy/Bowenshire will be included in the list of donors to our project.
 - ii) Len briefed the group on the municipality's plans for the newly rebuilt Cardena Road sidewalk edge and apparent difficulties with the slope where sidewalk meets the library lawn. Jacqueline Massey of The Hearth has written a letter requesting no further work be done on finishing that edge until the Gallery and Library have been consulted.
 - iii) With Jacqueline's permission, a copy of the letter outlining our concerns regarding Cardena Road work and the library land will be sent to Councillor Sue-Ellen Fast.
 - iv) New furniture for the Annex and the library will be arriving in the upcoming week.

6) Reports

a) Committees

- i) Personnel Committee: Susan said she had nothing to report.
- ii) Communications: Elizabeth said that following the focus group outreach we now **know** people are happy with our service. We should leverage the statistics of library use in our e-newsletter using infographics. Elizabeth volunteered to create an infographic for this purpose to share with Mayor and Council.
- iii) Policy and Planning: Melissa said the committee would begin planning for our spring strategic planning session starting in January.
- iv) Finance: Michael said the committee had nothing to report.

b) Monthly Financial: Michael said everything looks fine

c) Trustee Orientation Program discussion: Peter reported on some topics from the Trustee Orientation Program

- i) Personnel Committee will review policies for staff complaints in the library's Personnel Policy.
- ii) Sue Geist will send Susan Munro a copy of the Personnel Policy.
- iii) Personnel Committee to review and develop plans for senior staff succession.

d) Librarian – (distributed electronically) Sue Geist (acting Chief Librarian) reported that, during Tina's leave, staff have all, without hesitation, picked up tasks as needed and daily operations are running smoothly. Susan Munro thanked Sue and staff for the outstanding manner in which they have stepped up to this unexpected challenge.

e) InterLINK: Michael reported that the InterLINK finance committee has met and BIPL's levee will go down. Bowen Island is the highest per capita user of InterLINK.

f) BIM: No report

7) Next meeting– January 16, 2020

8) Adjournment: 8:30