

Bowen Island Public Library
 Board of Trustees Meeting — April 16, 2020 — 7pm
 Via Zoom video conferencing
 Minutes

Attendance and Quorum: Susan Munro (chair), Cynthia Nicolson (vice-chair), Michael Penny (Treasurer), Melissa Harrison, Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Steve Mitchell, Beatrice Anderson, Len Gilday, Tina Nielsen (ex-officio)
 Regrets: None

- 1) Call to Order: 7:15pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from February 20, 2020. (March 19th meeting cancelled)
 Carried
- 4) Business arising from the minutes (updated table below)

What	Who	When
Develop reverse side of Infographic bookmark	Elizabeth, Susan, Tina	Soon
Follow up with Emma Chow re Cardena boundary issues	Tina	DONE – See librarian’s report
Submit Provincial Grant Report	Tina	DONE
Complete Board self-evaluation	Board	Done
Check with BIM re emergency closing policy	Tina	By Strat Plan 2020

- 5) New Business
 - i) Covid 19 – Tina reported:
 - (1) Tina is a member of the BIM Emergency Operations Centre Team, attending daily Zoom meetings most days since EOC was activated mid-March.
 - (2) She is in regular contact with BC Libraries Branch and other library directors
 - (3) She is also in daily communication with BIM.
 - (4) Tina’s take away: “This very fluid and ever changing situation requires constant monitoring as things change daily if not hourly.”
 - (5) Library staff has been working from home whenever possible, and in the library with physical distancing and hygiene protocols in place.
 - (6) Staff work during the closure includes tech tutoring by email or video chat; researching new technologies to improve remote work; website updates; setting up zoom on all staff computers; catching up on neglected projects and tasks.

- (7) Tina reported the consensus opinion of both Libraries Branch and BIM was that the library is likely to be shut for several months. She is being advised that the initial wave of infections may recede sometime during the summer. She is advised to anticipate another wave of infection in the fall.
- (8) Much discussion around the implications of events for our library.
 - (1) If another wave of infection in the fall results in school closings—how can or should the library respond?
 - (2) Should the library be purchasing books if we cannot lend them?
 - (3) Tina has postponed opening the Hold Pickup Service for books for the moment for reasons of safety—both for the health of the public and of staff. Service is ready to go when this becomes possible
 - (4) We absolutely must plan for virtual programming. Tina: “It is likely to be a long time until everything gets back to ‘normal’.”
 - (5) Postpone developing library Infographic bookmark until we can resume circulating books.
 - (6) Staff and Aubin Van Berckel are in the exploration stage for holding virtual storytimes, summer reading club and other programming for youth. E. Bowker has offered to help with older youth online programming.
- (9) Temporary BIM Policies: Remote Work and Interim Employment – BIPL adoption distributed electronically. **Motion: For BIPL to adopt these interim policies with the necessary changes for library application. Carried**
- ii) Board Self-evaluation: Susan reported the self-evaluation showed “the board seemed to think we’re doing well most of the time.” She said the survey also showed some areas would benefit from reflection and review. Results of the survey will be reviewed at BIPL’s Strategic Plan 2020.
- iii) Change Foundation AGM date – May 21 proposed (instead of June). All agreed.

6) Reports

a) Committees

- i) Personnel: Don reported staff succession planning will be ready for discussion at BIPL Strategic Plan 2020
- ii) Finance: Michael said everything was covered in the monthly financial statements.
- iii) Policy & Planning: Cynthia advised postponing BIPL Strategic Plan 2020 (now scheduled for April 25). It was felt meeting in person would be preferable to a virtual meeting. Cynthia, Susan and Tina will discuss further. Tina will advise Carol MacKinnon about our changing plans.
- iv) Communications: Elizabeth said nothing to report.
- v) BIM: Sue-Ellen reported that Library Board members’ attendance at Council and Budget meetings, to present BIPL’s point of view, were to our benefit. For instance: when BIM made budget cuts in response to Covid 19 Library salary adjustments were protected.

b) Monthly Financial: Michael reported: “Everything looks in order.”

c) Librarian: Tina reported:

- i) She is awaiting confirmation from Raj Hayre of library budget final numbers for 2020.
- ii) All library programs were cancelled as of March 16, 2020. Programs up to March 15 included Storytime, Knowing Our Place Book Club, Friends of Library Fiction BookSale (\$678 raised).

- iii) Staff are working on ideas for online programming, and options for Summer Reading Club.
- iv) Landscaping work around the Gallery entrance, plaza area, lawn and Caring Circle is near completion.
- v) Foundation finances are low as Cove Commons funds are reaching final depletion.
- d) InterLINK: Board meeting summaries for meetings on Feb 25 and March 31, 2020 were distributed electronically.
- e) BIM – EOC updates available at <https://www.bowenlandmunicipality.ca/eoc>

7) Next meeting date May 21, 2020

8) Adjournment: 8:40pm Carried