

Bowen Island Public Library  
Board of Trustees Meeting — May 21, 2020  
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)

- 1) Call to Order: 7:05pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from April 16, 2020 (with correction to 6) a) i) delete “board and”): Carried
- 4) Business arising from the minutes (updated table below)

What	Who	When
Review results of Board self-assessment survey	All	BIPL 2020 Strat Plan Not yet scheduled
Present succession planning report	Personnel Committee	BIPL 2020 Strat Plan Not yet scheduled
Reschedule BIPL 2020 Strat Plan session	Susan, Cynthia, Tina	In progress

- 5) New Business Covid 19 – Restoration of library services phased plan—Tina reported:
  - a) The province did not order libraries to close, so is also not ordering libraries to reopen. Decisions regarding restoration of library services and opening the building to the public rests with the library board and through authority delegated to the Chief Librarian.
  - b) Tina reviewed the five phase Bowen Library reopen plan
    - i) Reopening involves many areas and details to contemplate and arrange, it will take time to plan for each phase to be implemented safely.
    - ii) For the protection and safety of our volunteers, staff will be performing duties previously done by volunteers until the COVID situation allows for the safe return of volunteers to library duties.
    - iii) Public access hours will be determined, in large part, by staff availability, and by availability of safety controls.
    - iv) Much discussion around the table about reopening.
    - v) Peter suggested reviewing the budget for ways to add additional staff hours. Tina agreed this was a good idea and has some options through outside funding.
    - vi) Susan said much remains to be determined and flexibility is the name of the game.

**Motion: The board expresses confidence in the preliminary Restoration of Library Services Phased Plan Post covid-19 Pandemic. Carried**

6) Reports

a) Committees

- i) Personnel: Don reported succession planning models for staff and particularly the Chief Librarian position will be reviewed at BIPL 2020 Strategic Planning
- ii) Finance: Michael advised, given the circumstances, we may want to review the 2020 budget in summer or early fall.
- iii) Policy and Planning: Cynthia said they had nothing to report
- iv) Communications: Elizabeth said they had nothing to report

b) Monthly Financial: Michael reported many expenses are down (courier, utilities, programming, cleaning) otherwise everything is as planned.

- i) SOFI approval: **Motion: That the board approves the Statement of Financial Information for the fiscal year ended December 31, 2019. Carried**

c) Librarian—Tina reported:

- i) Takeout book borrowing has been reinstated.
- ii) Grant for summer employee has not been approved yet.
- iii) Recommended staff wage increases will go forward as approved. Staff expressed their deep appreciation and many thanks to the board for their advocacy work in support of staff remuneration revisions. The board thanked Sue-Ellen for her strong support on this important initiative.
- iv) The new lawn in front of the Annex is now green and has been mown. Len also reported that the work done in front of the Gallery is complete and was very well done.

d) InterLINK: Michael said InterLINK board will meet next week and he is looking forward to finding out how other libraries are adapting to current circumstances.

e) BIM: Sue-Ellen reported the municipality is starting to reopen.

f) Friends of the Library AGM report (Michael and Tina):

- i) Michael reported FOBIL raised over \$10,000 last year and donated \$15,000 to the library. The annual book sale, a significant source of income, is on hold and book donations are no longer being accepted. One or two small book sales may be held in the Annex in the fall or winter if conditions are favorable.

7) Next meeting date June 18, 2020

8) Adjournment: 8:45pm