

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

Attendance and Quorum: Susan Munro (Chair), Michael Penny (Treasurer), Melissa Harrison, Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Beatrice Anderson, Len Gilday, Steve Mitchell, Tina Nielsen (ex-officio)  
 Regrets: Cynthia Nicolson (Vice Chair)

- 1) Call to Order: 7:05pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from June 18, 2020: Carried
- 4) Business arising from the minutes (updated table below)

What	Who	When
Reschedule the BIPL 2020 Strat Plan session either in person or remotely after finding a facilitator	Susan, Cynthia and Tina	Ongoing
Send letter to Provincial Select Standing Committee on Finance and Government Services	Tina	DONE
Review budget for amendments related to COVID-19 in the fall	Finance Committee	Before Sept board meeting

Susan reported 2020 Strat Plan is not yet scheduled. Susan, Cynthia and Tina are reviewing objectives for the session. The session seems likely to be held online. Options for a facilitator are being considered.

- 5) Reports
  - a) Committees
    - i) Personnel: Don reported that the committee met this week to develop a succession plan for our Chief Librarian. The plan will have three elements: job description, set of evaluation tools and recommendations for how to advertise the job. This plan should be ready for review by year-end.
    - ii) Finance: Michael said that with Cove Commons complete, funded through the Foundation, donations have shrunk and the Finance Committee will consider new Foundation fund raising opportunities.
    - iii) Policy and Planning: Nothing to report
    - iv) InterLINK: Nothing to report
  - b) Monthly Financial: Michael reviewed Mid Year Projections and said while revenue was down (fines and fees were reduced, donations likely down) expenses such as travel, cleaning, office supplies and other costs were also reduced.
  - c) Librarian:
    - i) Tina reported that the library has now been open to the public for two weeks.

Business has been slow and steady at about 75% of normal. Occupancy is now limited to seven including two staff out front. Tina says staff are thrilled to have people back in the stacks. Patrons seem pleased.

- ii) Open hours and staffing will be assessed at the end of July to determine the impact of our direct public service hours on other staff responsibilities.
- iii) New staff: Jordyn Zirk has joined the team through Canada Summer Jobs funding. Jordyn will be coordinating virtual programming. Ben Shapland has been offered hours to work primarily on the “Connecting through COVID” program. The program is being offered in partnership with the Bowen Island Health Centre Foundation. “Connecting through COVID” will provide health, social and financial COVID-19 support to seniors and other vulnerable populations through technology training and access to online resources.
- d) BIM: Sue-Ellen reported that the municipality is working on an equity policy to address “diversity, inclusion, anti-racism, and equity.” She also said that if the Community Centre referendum is successful, the building could be complete by 2025.

6) Next meeting date September 17, 2020

7) Adjournment: 8:10 pm