

Bowen Island Public Library
Board of Trustees Meeting —September 17, 2020
Via Zoom video conferencing
Minutes

Attendance and Quorum: Susan Munro (Chair), Cynthia Nicolson (Vice Chair), Michael Penny (Treasurer), Don Heth, Peter Matthews, Beatrice Anderson, Len Gilday, Steve Mitchell, Elizabeth Bowker (arrived at 7:30 — item 5c), Tina Nielsen (ex-officio)
Regrets: Melissa Harrison, Sue-Ellen Fast

- 1) Call to Order 7:05 pm
- 2) Approval of Agenda with correction: Carried
- 3) Approval of meeting minutes from July 16, 2020: Carried
- 4) Business arising from the minutes (updated table below)

| What | Who | When |
|--|-------------------------|-----------------|
| Review 2020 Strat Plan objectives and find facilitator. | Susan, Cynthia and Tina | Done |
| Consider new Foundation fundraising opportunities | Finance Committee | |
| Review budget for amendments related to COVID-19 in the fall | Finance Committee | In progress |
| Develop succession plan for Chief Librarian | Personnel Committee | By year end |
| Assess open hours and staffing levels | Tina | Done. No Change |

- 5) Reports
 - a) Committees
 - i) Personnel: Don reported the committee is making progress on the Chief Librarian’s succession plan and expects the board will have a draft to review in December.
 - ii) Finance: Michael reported the Finance Committee would prepare the 2021 annual budget for presentation to the municipality following the strategic planning session.
 - iii) Communications: Tina reported that we would advertise in the Undercurrent that the library would be closed Saturday, September 26 allowing staff to attend the Strategic Planning session. This notice will include a link to a survey to help us with planning that asks patrons which library services they value most highly during COVID.
 - b) Monthly Financial: Michael reported that, due to the effects of COVID, library expenditures are down for: travel, training, cleaning, postage, and programming.

Expenses are up for health, safety, and salaries.

c) Librarian:

- i) With limited staff hours and no volunteer services, library hours open to the public remain the same for the fall: 14 hours per week — Wednesday to Saturday.
- ii) Jordyn Zirk (Canada Summer Jobs placement) will remain with us 3 days per week, until end of October.
- iii) Draft budget for 2021 is in development.
- iv) Outdoor Storytime took place over the summer with pre-registration and limited numbers due to cancellations for inclement weather.
- v) StoryWalk stations to be installed on library grounds, coming end September. The program is being led by Jordyn Zirk.
- vi) Connecting Through COVID, funded by Health Centre, BI Community Foundation and the Government of Canada, provides Senior's hours, tech help and computer access to seniors and those struggling to access resources during COVID.
- vii) Public Works is moving out from the library building and returning to municipal hall this fall. Will PW parking become dedicated to library patrons? Tina will inquire when appropriate.

d) InterLINK: No meetings so no report

e) BIM: No report

6) Next meeting date October 15, 2020

7) Adjournment: 7:50