

Bowen Island Public Library
 Board of Trustees Meeting – October 15, 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, Len Gilday, Steve Mitchell, Tina Nielsen (ex-officio)

Regrets: Beatrice Anderson,

- 1) Call to Order: 7:05
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from September 17, 2020 with correction to the librarian’s report, item c) 1) should read “With limited staff hours....” Carried
- 4) Business arising from the minutes:

What	Who	When
Consider new Foundation fundraising opportunities	Finance Comm. & Communications Comm.	November meeting
Develop succession plan for Chief Librarian	Personnel Committee	By year end

- 5) Strategic Plan update (verbal): Cynthia reported a draft of Strategic Plan 2020 will be available for review by the board at our November board meeting. Don shared his appreciation for the effort put in by Susan, Cynthia and Tina. All agreed.
- 6) Reports
 - a) Committees
 - i) Communications (Steve, Elizabeth, Len): No report.
 - ii) Personnel (Don, Susan, Bea): Don reported the Chief Librarian succession plan draft is on target for presentation end of the year.
 - iii) Policy & Planning (Melissa, Cynthia, Elizabeth, Steve): No report
 - iv) Finance (Michael, Peter, Elizabeth, Tina) – 2021 Annual Budget discussion: Michael said the finance committee was looking for Board response to 3 different approaches to staffing. Budgets outlining the 3 approaches were distributed electronically.
 - (1) no staff changes and COLA increase only
 - (2) 0.5 FTE added plus COLA
 - (3) 1.0 FTE added plus COLA.
 - (4) **Motion: To approve a budget based on the draft budget that includes adding**

**1.0 FTE and COLA pending clarification of costs of salaries and benefits.
Carried.**

- (5) 2021 budget submission will be reviewed once costs are clarified.
 - b) Librarian: (report distributed electronically)—Tina reported:
 - (1) Staff are reviewing options for open hours
 - (2) Staff are comfortable with eliminating materials quarantine
 - (3) As we move into late October library is likely to increase occupancy numbers
 - (4) Library is receiving requests to book the Annex or use it during open hours
 - c) InterLINK: The summary of the September 29th InterLINK Board meeting was distributed with in the agenda package. Michael and alternate Steve Mitchell were unable to attend as the meeting was on the same date as our second strategic planning session.
 - d) BIM: BIM Council and the BIM CAO will meet next week for a strategic planning session. Library encouraged to maintain close communications with Council
- 7) December holidays closure proposal. Discussion deferred to November board meeting
- 8) Next meeting date November 19, 2020
- 9) Adjournment: 9pm