

Bowen Island Public Library  
Board of Trustees Meeting — November 19, 2020  
Via Zoom video conferencing  
Minutes

Attendance and Quorum: Susan Munro (Chair), Cynthia Nicolson (Vice Chair), Michael Penny (Treasurer), Melissa Harrison (7:12 pm), Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Beatrice Anderson, Len Gilday, Steve Mitchell, Tina Nielsen (ex-officio)

- 1) Call to Order: 7pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from October 15, 2020: Carried
- 4) Business arising from the minutes:

What	Who	When
Consider new Foundation fundraising opportunities	Finance Comm. & Communications Comm. Steve and Elizabeth have offered to advise following their retirement from our board.	Priority task in January

- 5) Strategic Plan Draft (distributed electronically)  
**MOTION: To adopt the Bowen Island Library Strategic Plan 2021 as amended. Carried.**
- 6) New board members: Tina reported we have received applications for re-appointment from Bea Anderson, Peter Matthews and Cynthia Nicolson. No new applications to join our board as of yet. Deadline to submit applications November 27. Board members asked to encourage likely candidates to apply.
- 7) Reports
  - a) Committees
    - i) Communications (Steve, Elizabeth, Len): No report.
    - ii) Personnel (Don, Susan, Bea): On track to present succession plan for Chief Librarian at January board meeting
    - iii) Policy & Planning (Melissa, Cynthia, Elizabeth, Steve): No report.
    - iv) Finance (Michael, Peter, Elizabeth, Tina) – Michael reported the 5-year financial plan (2021 Library budget and projections) has been submitted to BIM.

b) Librarian: Tina reported

- i) Hours open will remain at 14 hours/week until year end.
  - ii) With COVID cases rising, the library is not increasing seating or public computers
  - iii) Performance reviews for regular staff have been completed.
- c) InterLINK: Michael attended a facilitated session about Truth & Reconciliation.
- d) BIM: Sue-Ellen said these are early days for determining the municipal budget.

8) December holidays closure proposal. (Distributed electronically):

**Motion: The library will remain closed to the public between December 23, 2020 and January 2, 2021 except for two days of limited service, dates to be determined. Carried.**

9) Next meeting date January 21, 2021

10) Susan thanked Steve and Elizabeth, leaving the board at year end, for their valuable contribution and their generous offer to assist with our ongoing fundraising/communication efforts. All raised a virtual glass in appreciation.

11) Adjournment: 8:30