

Bowen Island Public Library
Board of Trustees Meeting — January 21, 2021
Via Zoom video conferencing
Minutes

Attendance and Quorum: Susan Munro (Chair), Cynthia Nicolson (Vice Chair), Michael Penny (Treasurer), Melissa Harrison (7:16 pm), Sue-Ellen Fast, Don Heth, Peter Matthews, Beatrice Anderson, Len Gilday, Jeb Gutelius, Jen Harvey, Tina Nielsen (ex-officio)
Regrets: None

- 1) Call to Order: 7:05
- 2) New board members: Susan welcomed Jeb and Jen and invited them to introduce themselves.
- 3) Approval of Agenda: carried
- 4) Approval of meeting minutes from November 19, 2020: carried
- 5) Business arising from the minutes (covered below)
- 6) Strategic Plan: Susan presented the draft that was approved in November 2020. Susan, Cynthia and Tina will refine and polish for distribution shortly.
- 7) Reports
 - a) Committees
 - i) Communications (Vacant, Vacant, Len) No Report.
 - ii) Personnel (Don, Susan, Bea) Don reported the Succession Plan for the Chief Librarian is very close and should be ready for distribution very soon.
 - iii) Policy & Planning (Melissa, Cynthia, Vacant, Vacant) Tina reported she is looking to recruit a library science student to review library policies.
 - iv) Finance (Michael, Peter, Vacant, Tina)
 - (1) Michael: January 2021 monthly financials. It is early in the year so not much to report yet.
 - (2) Year End 2020 Draft Financial Report. Further year end invoices are expected. Final year end 2020 will likely be known in February.
 - (3) COVID budget impacts 2020 and 2021 Tina reported because the library was closed to the public from March 16 to July 7, 2020 revenues were down (no fines collected, no room rentals) and expenses were affected both positively and negatively.
 - (4) Tina will meet with Liam and Raj to discuss the availability of COVID Restart Grant funding to help pay for increased library staffing needs due to COVID. We have requested that surplus on 2020 budget be rolled into library 2021 budget to help cover need for increased staff hours.
 - (5) Creation of a library Fundraising Committee to be reviewed at our February meeting.

b) Librarian: Library hours open to the public now increased from 14 to 18 hours per week.

c) InterLINK

i) Summary from most recent InterLINK Board meeting provided for information.

Michael reviewed 2021 InterLINK Budget documents:

Motion: to receive the InterLINK 2021 budget as an item of information. Carried

d) BIM: Sue Ellen reported:

i) Bowen Library's budget is included in the BIM budget public consultation.

ii) BIM has now listed The Old General Store as a heritage building.

8) Next meeting date February 18, 2021

9) Adjournment: 8:15 carried.