

Bowen Island Public Library
Board of Trustees Meeting – February 18, 2021
Via Zoom video conferencing
Minutes

Attendance and Quorum: Susan Munro (Chair), Cynthia Nicolson (Vice Chair), Michael Penny (Treasurer), Melissa Harrison (7:15pm), Don Heth, Peter Matthews, Beatrice Anderson, Len Gilday, Jeb Gutelius, Jen Harvey, Tina Nielsen (ex-officio)
Regrets: Sue-Ellen Fast

- 1) Call to Order: 7:05 pm
- 2) Approval of Agenda: carried
- 3) Approval of meeting minutes from January 21, 2021: carried
- 4) Approval of minutes of budget report, motion and electronic vote January 27, 2021:
Motion: To ratify the electronic vote January 27, 2021. carried
- 5) Business arising from the minutes (updated table below):
 - a) Tina reviewed the draft strategic plan. Susan, Tina and Cynthia will arrange to polish the design.

What	Who	When
Finalize Succession Plan for Chief Librarian	Personnel Com.	See 7) a) ii below
Provide opportunity for library science student to have a work experience at BIPL	Tina	In progress
Meet with Raj and Liam to discuss COVID Restart Grant funding and library surplus for library staffing needs in 2021	Tina	Done – Decision to use surplus funds
Review creation of Fundraising Committee	Board	February meeting

- 6) Committees
 - a) Appointment of members to committees
 - i) Susan reviewed library board committee appointments:
 - (1) Finance (Michael, Peter, Tina)
 - (2) Board Development (Susan, Don, Sue Ellen)
 - (3) Personnel (Don, Susan, Bea)
 - (4) Policy & Planning (Melissa, Len, Bea)
 - (5) Communications (Cynthia, Jeb, Jen)
 - (6) Fundraising (ad hoc) (Michael, Jeb, Jen)

- ii) InterLINK Rep and alternate: Michael reviewed the duties of the InterLINK rep and asked for a board member to fill in as alternate representative when he is unavailable. Peter volunteered as alternate and will attend the InterLINK new member orientation session February 23.
 - b) New Fundraising Committee: Michael, Jeb and Jen will write a mandate for this new committee. Michael said all board members should feel they are part of the fundraising effort.
- 7) Reports
 - a) Committees
 - i) Communications: no report
 - ii) Personnel: Don presented the Succession Plan for the Chief Librarian and thanked committee members Susan and Bea for their assistance and Tina for her cooperation. The board thanked Don, Susan and Bea for creating an excellent plan.
 - (1) **Motion: That the Personnel Committee be directed to maintain a recruitment plan for the position of Chief Librarian and that this plan be reviewed on an annual basis by the Committee.** Carried
 - (2) **Motion: That the recruitment plan described in the February report of the Personnel Committee, as comprised by Tables 1 through 4, be adopted as the current plan.** Carried
 - iii) Policy & Planning: no report
 - iv) Finance: Michael reviewed the financial report and commented that this early in the year it is not easy to discern trends. Tina reported that BIM CFO has added \$45,000 into revenue from library surplus and included corollary wages and benefits to meet library staffing needs in 2021.
 - b) Librarian—Tina reported:
 - i) Job description for additional staff member is being created
 - ii) A letter has gone out advising volunteers we cannot reinstate the existing volunteer program in 2021.
 - iii) Staff are registered for an Equity, Diversity and Inclusion Course.
 - iv) New bird-watching kits are ready to be put into circulation
 - c) InterLINK – Next Board meeting Feb 23, 2021 includes new member orientation
 - d) BIM: no report
- 8) Next meeting date March 18, 2021
- 9) Adjournment: 8:15