

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

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

- 1) Call to Order: 7:00 pm
- 2) Approval of Agenda plus addition of item 5) c) under New Business: Carried
- 3) Approval of meeting minutes from February 18, 2021: Carried
- 4) Business arising from the minutes (updated table below)

What	Who	When
Arrange for polishing design of the strategic plan	Susan	Done On website
Write mandate for Fundraising Committee	Michael, Jen, Jen	On agenda

- 5) New Business
 - a) BCLTA Governance workshop – verbal report: Jen reported this was a well facilitated workshop. She saw the important take away as distinguishing between issues of library governance and library operations—the board should focus on big picture issues and allow the Chief Librarian to focus on day-to-day operations.
 - b) Strat Plan quarterly review: Tina reviewed library’s progress meeting goals for the Covid pandemic Strategic Plan 2020-2021. Communications Committee will consider packaging information from our Q1 progress for marketing to community.
 - c) Chief Librarian’s request for a one-year personal leave: Board received the confidential letter from Chief Librarian. Susan reported the Personnel Committee and the Executive Committee (Susan, Michael, Bea, Don, and Cynthia) met to consider Tina’s request and were in support.
 - i) **Motion: That the library board approves a one-year personal leave for Tina Nielsen, from September 7, 2021 to September 6, 2022, with details, including recruitment of an interim Chief Librarian, to be established by the Personnel committee and other board members as necessary. Carried**
- 6) Reports
 - a) Committees
 - i) Executive Committee appointments – Chair, Vice Chair and Treasurer:

(1) Motion: That the library board approve the appointments of Susan Munro as Chair, Cynthia Nicolson as Vice Chair, and Michael Penny as Treasurer to the Executive Committee. Carried

- ii) Communications: Cynthia Nicolson said the Communications Committee will consider repackaging our Q1 Strategic Plan Review for presentation to the public.
 - iii) Personnel: Don reported the Personnel Committee will develop a strategy, in coordination with Tina, for hiring an interim librarian.
 - iv) Policy & Planning: Nothing to report
 - v) Fundraising (draft Terms of Reference distributed electronically):
 - (1) Jen reported the Fundraising Committee’s key goal is planning and implementing fundraising initiatives to further Library activities and projects not covered by the Library’s operating budget. Susan thanked the committee for developing the Fundraising Committee’s terms of reference.
 - (2) MOTION: To accept the terms of reference for the Fundraising Committee as presented.
 - vi) Finance: Michael reported everything is in line.
- b) Librarian:
- i) Tina reported the Snug Cove Cultural Corner project is aiming for completion in early 2022. Next steps are design development and hiring of a project manager.
 - ii) Visits to the library are averaging 50% of pre-Covid numbers. Tina will prepare hourly library usage statistics for Oct – Dec 2020 in comparison to Jan – March 2021 statistics for our next meeting.
- c) InterLINK – Summary attached- Peter attended the new member orientation by Zoom. Michael has been reappointed to the InterLINK Finance Committee.
- d) BIM: Sue-Ellen advised the Use of Public Spaces Bylaw is on the agenda for BIM Council meeting Monday, March 22. This bylaw will regulate the use of public spaces including the lands surrounding the Library, the Hearth, and the Caring Circle.
- 7) Next meeting date April 15, 2021
- 8) Adjournment: 8:05 pm