

**Bowen Island Public Library  
Board of Trustees Meeting – Sept 16, 2021  
Via Zoom video conferencing  
Minutes**

**Attendance and Quorum: Michael Penny (Acting Chair & Treasurer), Melissa Harrison, Sue-Ellen Fast, Don Heth, Peter Matthews, Beatrice Anderson, Len Gilday, Jeb Gutelius, Jen Harvey, Jennifer Streckmann (ex-officio)**

**Regrets: Susan Munro (Chair), Cynthia Nicolson (Vice Chair),**

- 1) Call to Order: 7:10pm
- 2) Land acknowledgment
- 3) Approval of Agenda with amendments: Carried
- 4) Approval of meeting minutes from August 19, 2021: Carried
- 5) Business arising from the minutes (updated table below)

What	Who	When
Prepare short summary of lessons learned from COVID	Tina	Completed
Share with Chris Corrigan info from Lessons Learned and progress on 2020 Strategic Plan objectives.	Len	ASAP
Follow up with Chris Corrigan re 2021 Strategic Planning session	P&P Comm	October

- 6) New Business
  - a) Revised Terms of Reference – In communication with the Board Chair and Chief Librarian it was determined that the Board Policy states that the Board Chair and Chief Librarian are ex officio member of each committee, however this information is not included on each committee’s Terms of Reference.
    - i) **Motion to revise Terms of Reference to include Chief Librarian and Board chair as ex officio members of each committee.** Carried
    - ii) Policy and Planning Committee will investigate the number of board members required on each committee.
  - b) Land Acknowledgements on Official Library Documents – Jennifer presented background information regarding the Library’s ongoing work of reconciliation and decolonization She said a land acknowledgement should be considered by the Board for BIPL’s Plans and Policies. An acknowledgement specific to each plan and policy would include the statement that: *Bowen Island Public Library operates on the traditional, ancestral, and unceded homelands of the Squamish and Tsleil-Waututh peoples.*

- i) Policy and Planning Committee will review board committee mandates to include a Land Acknowledgement header appropriate to each committee.
- c) Discussion re Christmas holiday hours:
  - i) **Motion: To close only on December 24, 25, 26, and January 1.** Carried

7) Reports

a) Committees:

- i) Finance: Michael reviewed the monthly report — “Nothing irregular appears to be happening.”
- ii) Policy & Planning: Melissa reported planning for the library’s 2021 Strategic Planning session is proceeding smoothly.
  - (1) Facilitator Chris Corrigan has been booked for the mornings of November 16 and Tuesday November 23. Both are Tuesdays, allowing staff to participate.
  - (2) P&P will meet in October with Chris (via Zoom) to map out plans for our sessions.
  - (3) Peter said The Board Manual refers to the board reporting to the Ministry of Education instead of Municipal Affairs and the link in the Board Manual to the CANADIAN LIBRARY ASSOCIATION (CLA) STATEMENT ON INTELLECTUAL FREEDOM is incorrect. Jennifer will follow-up.

b) Librarian — Jennifer reported:

- i) On August 25 the Provincial Health Officer reinstated the Mask Mandate in indoor spaces. The transition has been smooth, with patrons quickly adopting the new policy. There was no change to staff protocol as staff never stopped wearing masks.
- ii) The COVID-19 Safety Plan has been replaced with the Communicable Disease Plan.
- iii) Proof of Vaccination is not required to enter the library as determined by Public Health. Patrons have been coming into the library for help accessing their card, and staff are printing QR codes for free.
- iv) Susan Munro and Jennifer Streckmann will present to Council on October 25 for the budgetary staffing ask. Board members are encouraged to attend via Zoom.
- v) Emily Gow wrapped up her position as Summer Reading Club Coordinator on August 27th but continues in her part-time role.
- vi) New opening hours will begin October 1<sup>st</sup>, adding on Sundays 12-4 and Thursdays 10-8pm.
- vii) 73 kids signed-up for the SRC this year (65 in-person and 8 online).
- viii) Staff are celebrating September as Literacy month with an online video series called PhonoFun which teaches pre-reading skills.
- ix) National Day for Truth and Reconciliation – Staff will be handing out copies of 3 books to the public to encourage families to have conversations about Indigenous history.
- x) Storytime will be starting up again October 8th with a registration system and limited capacity.
- xi) The library will be undergoing construction to hook up to the Cover Sewer System. There will be fencing around the library and one day of work in the parking lot. No other impacts to library service are expected.
- xii) Jennifer and staff are working on a community survey to inform the library’s direction and focus over the next few years.
- xiii) Michael congratulated Jennifer on her first presentation as Interim Chief Librarian.

- c) InterLINK: Nothing to Report
- d) BIM: Sue Ellen updated the board on council business

- 8) Next meeting date scheduled for October 21, 2021.
- 9) Adjournment: 8:30pm

**Tasks from meeting minutes**

What	Who	When
Investigate the number of board members required on each committee.	P&P Committee	ASAP
Review board committee mandates to include a Land Acknowledgement header appropriate to each committee.	P&P Committee	ASAP
Meet with Chris Corrigan to map out 2021-StratPlan	P&P Committee	October
Update board manual re item 7) a) ii) (3) above	Jennifer	ASAP
Attend presentation to BIM council by Susan and Jennifer re library budget ask.	All encouraged	October 25