

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

Attendance and Quorum: Susan Munro (Chair), Cynthia Nicolson (Vice Chair), Don Heth, Peter Matthews, Beatrice Anderson, Len Gilday, Jeb Gutelius, Jen Harvey, Jennifer Streckmann (ex-officio)

Regrets: Michael Penny (Treasurer), Melissa Harrison, Sue-Ellen Fast,

- 1) Call to Order: 7:05am
- 2) Land acknowledgment
- 3) Approval of Agenda: Carried
- 4) Approval of meeting minutes from September 16, 2021: Carried
- 5) Business arising from the minutes (updated table below)

What	Who	When
Investigate the number of board members required on each committee.	P&P Committee	In Process
Review board committee mandates to include a Land Acknowledgement header appropriate to each committee.	P&P Committee	In Process
Meet with Chris Corrigan to map out 2021-StratPlan	P&P Committee	See P&P report
Update board manual	Jennifer	See 6) d) below

- 6) New Business
 - a) New Collection Development Policy. Jennifer reviewed the new policy. Following board discussion, Jennifer will revise and bring back to the board.
 - b) Funding for part-time circulation positions in the new year.
The current position contracts end Dec. 31, 2021. Motion to continue funding two part-time positions until the 2022 Budget is approved (March, 2022).
Discussion regarding how to move forward if Council does not approve the additional funding. **Motion: The board approves the expenditure of funds to support the customer service position until March 31, 2022, to a maximum of \$10,000. Board agreed to table the motion.**
 - c) Board Terms and Recruitment
 - i) Michael and Cynthia will be stepping down Dec. 31, 2021.
 - ii) BIM will place advertisements to recruit new board members
 - iii) Board members encouraged to invite suitable candidates to apply

Approved Nov. 18, 2021

- iv) Jennifer will remind board members whose terms are expiring to reapply for appointment.
- d) Revised Board Manual: Jennifer will revise and share with Susan.

7) Reports

- a) Committees (Only those committees with reports to give are noted)
 - i) Finance (monthly report circulated electronically) Peter reported all looks good.
 - ii) Policy & Planning (Oral): Len and Beatrice reported planning for the Strategic Planning session with Chris Corrigan is proceeding smoothly. Changes to Collection Development Policy are complete.
- b) Librarian—Jennifer reported:
 - i) The provincial mask mandate continues and more information on mandatory vaccines for BC Public Service employees will be released on November 1st.
 - ii) Annex room rentals are coming.
 - iii) Interlibrary Loans are back to the pre-covid limit of 5 per patron
 - iv) FOBILS have funded new staff name tags to better identify staff.
 - v) National Day for Truth and Reconciliation — library gave away 164 titles.
 - vi) Library attended whale day with Squamish Elder Bob Baker at BICS.
 - vii) Storytime began October 8th.
 - viii) Library is running a Two-Sentence Horror Story program for patrons of all ages.
 - ix) Teen Advisory Group had a successful first program.
 - x) Tech Tutor appointments continue to be very popular.
 - xi) New opening hours started October 1st and patrons expressed their appreciation.
 - xii) Snug Cove Cultural Corner—the design is currently being finalized.
 - xiii) Community survey is going well
 - xiv) Literary Task Force has shown interest in funding kits on Indigenous topics for children.
 - xv) Library has been hooked up to the Cove Sewer System and parking is no longer impacted.
- c) InterLINK: Peter reviewed highlights from the September 28 board meeting.
- d) BIM: No report

8) Next meeting date scheduled for November 18, 2021.

9) Adjournment: 8:30 pm

Tasks from meeting minutes

What	Who	When
Further revise Collection Development Policy	Jennifer	By Nov. meeting
Encourage suitable candidates to apply for board position	All	ASAP
Remind board members whose term is expiring to reapply if they desire to continue on the board.	Jennifer	ASAP
Further revise the Board Manual	Jennifer, Susan	ASAP