

**Bowen Island Public Library
Board of Trustees Meeting — Jan 20, 2022
Via Zoom video conferencing
Minutes**

Attendance and Quorum: Susan Munro (Chair), Don Heth (Treasurer), Melissa Harrison, Sue Ellen Fast, Peter Matthews, Beatrice Anderson, Len Gilday, Jeb Gutelius, Jen Harvey, Kellee Ngan, Windy Dorresteyn, Rachelle Smalldon, Manusha Janakiram, Jennifer Streckmann (ex-officio)

- 1) Call to Order 7:00
- 2) Land acknowledgment
- 3) Approval of Agenda: Approved
- 4) Approval of meeting minutes from November 18, 2021: Approved
- 5) Business arising from the minutes (updated table below)

What	Who	When
Inquire with BIM as to how many Board applications received thus far	Jen S	Done
Look into further promotion of ILL service	Jen S	Ongoing

- 6) New Business
 - a) Welcome to new Trustees: Susan welcomed new and returning library board members and invited each to introduce themselves.
 - b) Board & Committee Roles: Susan thanked Don Heth for agreeing to serve as our treasurer. All asked to consider committees they would like to join/continue with and report their choices to Susan. Susan will review committee roles at our February meeting. We also need a Vice Chair. Current vacancies:
 - (1) Vice Chair
 - (2) Personnel Committee Chair
 - (3) Communications Committee Chair
 - (4) Fundraising Committee (1 position)
 - (5) InterLINK Rep Alternate
 - c) Draft 2022-2024 Strategic Plan: Jennifer reviewed our draft plan. General agreement the document was clearly presented and engaging. Jennifer will bring a revised Strategic Plan and Draft Operational Plan to our February meeting.
 - d) Room Rental Policy Update
 - i) Request to offer free Flex room rentals to Youth ages 13-18, subject to Library capacity. Jennifer said the Dungeons and Dragons tournament held in the Flex Room over the Christmas break was an initiative in support of youth and a great success.
Motion: To amend the Bowen Library Room Rental Policy per the draft. Carried

7) Reports

a) Librarian

- i) In-person library programs have been postponed until COVID-related risk has decreased.
- ii) Staff have been provided with N95 masks.
- iii) The COVID-19 specific safety plan has been updated.
- iv) The Library Foundation’s end-of-year fundraising raised \$4,000.70 in November and December,
- v) On December 2nd the library hosted a virtual event with Haida/Squamish Storyteller Kung Jaadee, coordinated through InterLink. Staff also put on a drop-in Crafternoon before Christmas, which was a wonderful all-ages program.
- vi) Fines for Food: Dec 15—Jan 15 raised \$380 for the Bowen Food Bank
- vii) Tech Tutor appointments have been moved back to Zoom and continue to be popular.
- viii) Staff created a Permanent Indigenous Voices display and worked to decolonize the Children’s Non-Fiction Collection.
- ix) Snug Cove Cultural Corner – The RFP closed January 19th and building permit applications have been submitted.

b) BIM — Sue Ellen reviewed BIM Council initiatives. Sue Ellen asked if the library could repurpose the septic tanks and pumps now surplus to our needs following library’s connection to the Snug Cove sewer.

8) Next meeting date scheduled for February 17, 2022.

9) Adjournment: 8:30

Tasks from meeting minutes

What	Who	When
Consider which committees to join and report to Susan	All	By Feb meeting
Revise 2022-2024 Strategic Plan	Jennifer	By Feb meeting
Write operational guidelines for Strat Plan	Jennifer	By Feb meeting
Followup re septic tanks and pumps	Len	By Feb meeting