

**Bowen Island Public Library
Board of Trustees Meeting — June 16, 2022
Via Zoom video conferencing
Minutes**

Attendance and Quorum: Susan Munro (Chair), Jeb Gutelius (Vice Chair), Don Heth (Treasurer), Sue Ellen Fast, Beatrice Anderson, Len Gilday, Kellee Ngan, Rachelle Smalldon, Jennifer Streckmann (ex-officio)

Regrets: Melissa Harrison, Peter Matthews, Jen Harvey, Windy Dorresteyn, Manusha Janakiram,

- 1) Call to Order: 7:05
- 2) Land acknowledgment
- 3) Approval of Agenda with additions: Approved
- 4) Approval of meeting minutes from May 19, 2022: Approved
- 5) Business arising from the minutes (updated table below)

What	Who	When
Assemble board discussion material re COVID relief and recovery grant	Jennifer	ASAP
BCLA Intellectual Freedom zoom session	All board members	June 28, 1pm

Discussion re COVID relief and recovery grant item 6) b) below. Susan encouraged all to attend the BCLA Intellectual Freedom zoom session.

- 6) New Business
 - a) 2021 Annual Report: Agreement around the table Jennifer’s 2021 Annual Report is comprehensive, articulate, and exciting.
 - b) Provincial COVID Relief and Recovery Funding and Emergency Preparedness: Jennifer presented a plan for spending \$32,600.06 in provincial grant funding:
 - i) The library will go Fine Free for three years.
 - ii) Equipment to hold hybrid meetings (in person/remote).
 - iii) Heat/Cool pump installation for library.
 - iv) Website redesign (if funds allow).
 - v) Board supported the plan.
 - vi) Don suggested the budget needs adjustment to reflect these changes.
 - c) Susan reported the Library Foundation AGM will be held prior to our July meeting.
- 7) Reports
 - a) Librarian — Jennifer reported:
 - i) Lauren Breakell hired as Summer Reading Club Library Assistant. Forty kids are signed up in the first two days. Program began June 15.
 - ii) Teen Summer Reading Challenge also launched June 15.
 - iii) FOBILS approved \$5,000 disbursement to Library for new library signage, wage top-

APPROVED July 21, 2022

- up for summer position, and subsidized tickets to Write on Bowen.
 - iv) Summer Babytime series in August planned for new outdoor space.
 - v) Snug Cove Cultural Corner Update – waiting on concrete to pour footings for benches. Construction of plaza area has begun.
 - b) BIM: Sue Ellen reported ongoing Municipal business including information re necessary repairs to Bowen Trunk Rd.
 - c) Finance Committee:
 - i) Don reported we are roughly half-way through the year — all is on track.
 - ii) Don advised line item “library salaries” will rise on Tina’s return from sabbatical.
 - iii) Don advised the budget process is about to begin and the Finance Committee needs one new committee member by end of summer.
 - d) Personnel Committee:
 - i) Susan reported Tina has confirmed she is keen to return from sabbatical to resume her position as Chief Librarian.
 - ii) Jennifer’s performance review is underway.
- 8) Next meeting date scheduled for July 21, 2022.
- 9) Adjournment: 8:10

Tasks from meeting minutes

What	Who	When
Finance Committee needs one additional member	???	By end of summer
Complete Jennifer’s Performance Review	Personnel Comm	Ongoing
All board members to consider director positions with the Library Foundation	Trustees	July Meeting