

Bowen Island Public Library
Board of Trustees Meeting — January 16, 2020
Bowen Library — Annex
Minutes

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

- 1) Call to Order: 7:05pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from November 21, 2019: Carried
- 4) Susan welcomed Tina back following a 2-month medical leave.
- 5) Business arising from the minutes:
 - a) Elizabeth created an infographic to illustrate use-of-library statistics. All agreed this should be widely seen. Suggestions for presentation include as an Undercurrent ad, in the eNewsletter, on the website, as a bookmark, to Council, in BIM ad or newsletter. Elizabeth, Susan and Tina will develop the reverse side of the bookmark.
 - b) Sue-Ellen will alert Susan re date for BIM public budget consultation. Board members encouraged to attend consultation and talk up library wage parity.
 - c) Tina will follow up with Emma Chow re Cardena sidewalk/library boundary safety issues.
- 6) New Business
 - a) Board Self Evaluation for yearend: Policy and Planning Committee will review options and bring back recommendations.
 - b) Strategic Planning for 2020-2022: Susan will confirm Carol MacKinnon's availability for April 25. Library will close that day so staff can attend. Strategic Planning event to be held in the Annex.
 - c) Board executive: Susan Munro agreed to stand again as Chair; Michael Penny agreed to stand again as Treasurer; Susan reported Cynthia has agreed to stand as Vice-Chair. Further nominations were called for and none came forward. Nominations were closed. Susan Munro, Michael Penny and Cynthia Nicolson appointed to Board Executive Committee as noted by acclamation.
 - d) Committee Appointments for 2020:
 - i) **Motion: Committees for 2020 to be the same as 2019 except the removal of Melanie McLeod, who is no longer with the board, from Board Development and Personnel Committees, and the appointment of Beatrice Anderson to the Personnel Committee and the appointment of Don Heth, as Chair of the Personnel Committee, to the Board Development Committee. Carried**
 - e) Budget review request from Raj Hayre. Report and recommendations from Finance and Personnel Committees.
 - i) **Motion: In response to an inquiry from the CFO at BIM, the board has reviewed**

the basis of the 2020 library budget and wishes to submit the budget as originally approved. Unanimously carried

- 7) Reports
 - a) Committees:
 - i) Personnel: Don will bring Beatrice up to speed on Personnel Committee role.
 - b) Monthly Financial – year-end 2019 distributed electronically. Michael reported everything looked to be in line.
 - c) Librarian – distributed electronically
 - i) Tina reported that during her 2-month medical leave remaining staff did an excellent job. Tina thanked Susan Geist, in particular, for her leadership.
 - ii) Landscaping work completed for Phase 1—garden beds prepared, grass hydro-seeded and trees planted.
 - d) InterLINK: **Motion: To receive the InterLINK budget as an item of information. Carried.**
 - e) BIM: Sue-Ellen reported there was a lot going on behind the scenes.
- 8) Next meeting date: February 20, 2020
- 9) Adjournment: 8:45 pm

Bowen Island Public Library
Board of Trustees Meeting — February 20, 2020
Bowen Library — Annex
Minutes

Attendance and Quorum: Michael Penny (acting Chair and Treasurer), Sue-Ellen Fast, Elizabeth Bowker, Peter Matthews, Steve Mitchell, Beatrice Anderson, Len Gilday, Tina Nielsen (ex-officio)
Regrets: Susan Munro (chair), Cynthia Nicolson (vice-chair), Melissa Harrison, Don Heth

- 1) Call to Order: 7pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from January 16, 2020: Carried
- 4) Business arising from the minutes:
 - a) Tina reported Carol MacKinnon is available to lead our Strategic Planning session April 25
 - b) Michael reported that Don, Len, Michael and Susan represented the library at the recent BIM public consultation re the 2020 municipal budget. Our presentation seemed well received.
- 5) New Business
 - i) Board Self Evaluation (the form will be distributed electronically for Board members to complete on line)
(1) **MOTION: To approve and circulate the Board Self Evaluation. Carried**
 - ii) Provincial Grant Report draft (distributed electronically).
(1) **MOTION: To approve the Bowen Island Public Library Provincial Library Grants Report 2019. Carried**
- 6) Reports:
 - a) Committees
 - i) Policy and Planning: New policies needed – Recent snow days led to questions about library policy for bad weather or emergency closing. Library policy re emergency closing will be part of a larger discussion about library policies at our upcoming Strategic Planning session. Check with BIM re municipal emergency closing policies.
 - ii) Personnel: Beatrice reported the committee had determined succession planning (for senior staff and board members) was a longer-term priority to be explored at the upcoming Strategic Planning session.
 - b) Monthly Financial –
 - i) Year end revised draft for 2019 presented for information.
 - ii) No significant data available for current 2020 to date.
 - c) Librarian:
 - i) Tina reported the library had applied for 2 Canada Summer Job positions (Youth Program Coordinator and Program Assistant).
 - ii) Grant applications submitted to BI Community Foundation for Youth Drop In nights; to Knick Knack Nook for landscape planting and water bottle filling station; and to

Kimberley Foundation for STEAM (Science, Technology, Engineering, Arts and Math) equipment and programs.

iii) Michael Penny also reported that the Friends of Bowen Island Library will hold a Mini Book Sale (focusing on fiction) March 8 in the Annex.

d) InterLINK: No meeting

e) BIM: Sue-Ellen reported the Island Discovery Learning Community is negotiating to relocate to Evergreen Hall in Deep Bay. The move may result in increased numbers of library visits.

7) Next meeting date: March 19

8) Adjournment: 8:30

Bowen Island Public Library
 Board of Trustees Meeting — April 16, 2020 — 7pm
 Via Zoom video conferencing
 Minutes

Attendance and Quorum: Susan Munro (chair), Cynthia Nicolson (vice-chair), Michael Penny (Treasurer), Melissa Harrison, Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Steve Mitchell, Beatrice Anderson, Len Gilday, Tina Nielsen (ex-officio)
 Regrets: None

- 1) Call to Order: 7:15pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from February 20, 2020. (March 19th meeting cancelled)
 Carried
- 4) Business arising from the minutes (updated table below)

What	Who	When
Develop reverse side of Infographic bookmark	Elizabeth, Susan, Tina	Soon
Follow up with Emma Chow re Cardena boundary issues	Tina	DONE – See librarian’s report
Submit Provincial Grant Report	Tina	DONE
Complete Board self-evaluation	Board	Done
Check with BIM re emergency closing policy	Tina	By Strat Plan 2020

- 5) New Business
 - i) Covid 19 – Tina reported:
 - (1) Tina is a member of the BIM Emergency Operations Centre Team, attending daily Zoom meetings most days since EOC was activated mid-March.
 - (2) She is in regular contact with BC Libraries Branch and other library directors
 - (3) She is also in daily communication with BIM.
 - (4) Tina’s take away: “This very fluid and ever changing situation requires constant monitoring as things change daily if not hourly.”
 - (5) Library staff has been working from home whenever possible, and in the library with physical distancing and hygiene protocols in place.
 - (6) Staff work during the closure includes tech tutoring by email or video chat; researching new technologies to improve remote work; website updates; setting up zoom on all staff computers; catching up on neglected projects and tasks.

- (7) Tina reported the consensus opinion of both Libraries Branch and BIM was that the library is likely to be shut for several months. She is being advised that the initial wave of infections may recede sometime during the summer. She is advised to anticipate another wave of infection in the fall.
- (8) Much discussion around the implications of events for our library.
 - (1) If another wave of infection in the fall results in school closings—how can or should the library respond?
 - (2) Should the library be purchasing books if we cannot lend them?
 - (3) Tina has postponed opening the Hold Pickup Service for books for the moment for reasons of safety—both for the health of the public and of staff. Service is ready to go when this becomes possible
 - (4) We absolutely must plan for virtual programming. Tina: “It is likely to be a long time until everything gets back to ‘normal’.”
 - (5) Postpone developing library Infographic bookmark until we can resume circulating books.
 - (6) Staff and Aubin Van Berckel are in the exploration stage for holding virtual storytimes, summer reading club and other programming for youth. E. Bowker has offered to help with older youth online programming.
- (9) Temporary BIM Policies: Remote Work and Interim Employment – BIPL adoption distributed electronically. **Motion: For BIPL to adopt these interim policies with the necessary changes for library application. Carried**
- ii) Board Self-evaluation: Susan reported the self-evaluation showed “the board seemed to think we’re doing well most of the time.” She said the survey also showed some areas would benefit from reflection and review. Results of the survey will be reviewed at BIPL’s Strategic Plan 2020.
- iii) Change Foundation AGM date – May 21 proposed (instead of June). All agreed.

6) Reports

a) Committees

- i) Personnel: Don reported staff succession planning will be ready for discussion at BIPL Strategic Plan 2020
- ii) Finance: Michael said everything was covered in the monthly financial statements.
- iii) Policy & Planning: Cynthia advised postponing BIPL Strategic Plan 2020 (now scheduled for April 25). It was felt meeting in person would be preferable to a virtual meeting. Cynthia, Susan and Tina will discuss further. Tina will advise Carol MacKinnon about our changing plans.
- iv) Communications: Elizabeth said nothing to report.
- v) BIM: Sue-Ellen reported that Library Board members’ attendance at Council and Budget meetings, to present BIPL’s point of view, were to our benefit. For instance: when BIM made budget cuts in response to Covid 19 Library salary adjustments were protected.

b) Monthly Financial: Michael reported: “Everything looks in order.”

c) Librarian: Tina reported:

- i) She is awaiting confirmation from Raj Hayre of library budget final numbers for 2020.
- ii) All library programs were cancelled as of March 16, 2020. Programs up to March 15 included Storytime, Knowing Our Place Book Club, Friends of Library Fiction BookSale (\$678 raised).

- iii) Staff are working on ideas for online programming, and options for Summer Reading Club.
- iv) Landscaping work around the Gallery entrance, plaza area, lawn and Caring Circle is near completion.
- v) Foundation finances are low as Cove Commons funds are reaching final depletion.
- d) InterLINK: Board meeting summaries for meetings on Feb 25 and March 31, 2020 were distributed electronically.
- e) BIM – EOC updates available at <https://www.bowenlandmunicipality.ca/eoc>

7) Next meeting date May 21, 2020

8) Adjournment: 8:40pm Carried

Bowen Island Public Library
Board of Trustees Meeting — May 21, 2020
Via Zoom video conferencing
Minutes

Attendance and Quorum: Susan Munro (chair), Cynthia Nicolson (vice-chair), Michael Penny (Treasurer), Melissa Harrison, Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Steve Mitchell, Beatrice Anderson, Len Gilday, Tina Nielsen (ex-officio)

- 1) Call to Order: 7:05pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from April 16, 2020 (with correction to 6) a) i) delete “board and”): Carried
- 4) Business arising from the minutes (updated table below)

What	Who	When
Review results of Board self-assessment survey	All	BIPL 2020 Strat Plan Not yet scheduled
Present succession planning report	Personnel Committee	BIPL 2020 Strat Plan Not yet scheduled
Reschedule BIPL 2020 Strat Plan session	Susan, Cynthia, Tina	In progress

- 5) New Business Covid 19 – Restoration of library services phased plan—Tina reported:
 - a) The province did not order libraries to close, so is also not ordering libraries to reopen. Decisions regarding restoration of library services and opening the building to the public rests with the library board and through authority delegated to the Chief Librarian.
 - b) Tina reviewed the five phase Bowen Library reopen plan
 - i) Reopening involves many areas and details to contemplate and arrange, it will take time to plan for each phase to be implemented safely.
 - ii) For the protection and safety of our volunteers, staff will be performing duties previously done by volunteers until the COVID situation allows for the safe return of volunteers to library duties.
 - iii) Public access hours will be determined, in large part, by staff availability, and by availability of safety controls.
 - iv) Much discussion around the table about reopening.
 - v) Peter suggested reviewing the budget for ways to add additional staff hours. Tina agreed this was a good idea and has some options through outside funding.
 - vi) Susan said much remains to be determined and flexibility is the name of the game.

Motion: The board expresses confidence in the preliminary Restoration of Library Services Phased Plan Post covid-19 Pandemic. Carried

6) Reports

a) Committees

- i) Personnel: Don reported succession planning models for staff and particularly the Chief Librarian position will be reviewed at BIPL 2020 Strategic Planning
- ii) Finance: Michael advised, given the circumstances, we may want to review the 2020 budget in summer or early fall.
- iii) Policy and Planning: Cynthia said they had nothing to report
- iv) Communications: Elizabeth said they had nothing to report

b) Monthly Financial: Michael reported many expenses are down (courier, utilities, programming, cleaning) otherwise everything is as planned.

- i) SOFI approval: **Motion: That the board approves the Statement of Financial Information for the fiscal year ended December 31, 2019. Carried**

c) Librarian—Tina reported:

- i) Takeout book borrowing has been reinstated.
- ii) Grant for summer employee has not been approved yet.
- iii) Recommended staff wage increases will go forward as approved. Staff expressed their deep appreciation and many thanks to the board for their advocacy work in support of staff remuneration revisions. The board thanked Sue-Ellen for her strong support on this important initiative.
- iv) The new lawn in front of the Annex is now green and has been mown. Len also reported that the work done in front of the Gallery is complete and was very well done.

d) InterLINK: Michael said InterLINK board will meet next week and he is looking forward to finding out how other libraries are adapting to current circumstances.

e) BIM: Sue-Ellen reported the municipality is starting to reopen.

f) Friends of the Library AGM report (Michael and Tina):

- i) Michael reported FOBIL raised over \$10,000 last year and donated \$15,000 to the library. The annual book sale, a significant source of income, is on hold and book donations are no longer being accepted. One or two small book sales may be held in the Annex in the fall or winter if conditions are favorable.

7) Next meeting date June 18, 2020

8) Adjournment: 8:45pm

Bowen Island Public Library
 Board of Trustees Meeting — June 18, 2020
 Via Zoom video conferencing
 Minutes

Attendance and Quorum: Susan Munro (chair), Cynthia Nicolson (vice-chair), Michael Penny (Treasurer), Melissa Harrison, Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Beatrice Anderson, Len Gilday, Tina Nielsen (ex-officio)
 Regrets: Steve Mitchell

- 1) Call to Order: 7:35
- 2) Approval of Agenda: carried
- 3) Approval of meeting minutes from May 21, 2020: carried
- 4) Business arising from the minutes (updated table below)

What	Who	When
Reschedule BIPL 2020 Strat Plan session	Susan, Cynthia, Tina	Confirm a facilitator and their availability in August or September
SOFI submission to Libraries Branch	Tina	Done

- 5) New Business
 - i) Letter to Provincial Select Standing Committee on Finance and Government Services
(1) MOTION: To approve the letter to the Provincial Select Standing Committee on Finance and Government Services, and to authorize signing by Susan Munro and Tina Nielsen and delivery by email before June 26, 2020. carried
 - ii) Tina reviewed the Bowen Library’s Safety Plan to re-opening the door to the public (as per Phase 3 for the Restoration of Library Services Plan) when conditions are right. The Plan was developed by Tina Nielsen, Chief Librarian, with Library staff input and in consultation with Tyler Ruggles, BIM Occupational Health & Safety representative. All people interactions were reviewed for their risk level and their effective controls to reduce the risk of COVID-19 transmission, based on the Occupational Health and Safety Hierarchies.
(1) MOTION: Subject to completion of the Bowen Island Public Library Safety Plan, staff safety training and acquisition of required equipment, the Board authorizes the Chief Librarian to implement Phase 3 of the Restoration of Library Services Phased Plan. carried
- 6) Reports
 - a) Committees:
 - i) Personnel: Don reported the committee is working on materials focusing on the job description for the Chief Librarian in relation to succession planning and for

discussion at BIPL 2020 Strat Plan.

- ii) Finance: Michael had nothing to report
 - iii) Policy & Planning: Cynthia had nothing to report
 - iv) Communications: Elizabeth had nothing to report
- b) Monthly Financial: Michael noted accounts were exhibiting anomalies because of the current COVID circumstances. He recommended reviewing the library budget in the fall for possible amendments.
- c) Librarian—Tina reported:
- i) Tentative plan for reopening to the public (Phase 3) is to begin July 7 depending upon staff training, signage and acquisition of necessary supplies.
 - ii) Staff is now returning to the library for the majority of their work.
 - iii) Grant for summer employee has been approved for part time hours over 16 weeks. The job has been posted on our website and in the Undercurrent. The skills required will focus on online programming, social media, graphic design, and technology skills.
 - iv) The Donor Recognition sign for the Cove Commons will be installed Friday, June 19.
- d) InterLINK – Michael reported agreement among members that libraries’ staff were working under stressful conditions and were showing great resilience.
- e) BIM: Sue-Ellen reported the new BIM CAO Liam Edwards is now in place.

7) Next meeting date July 16, 2020

8) Adjournment: 8:45 PM

Bowen Island Public Library
Board of Trustees Meeting — July 16, 2020
Via Zoom video conferencing
Minutes

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

- 1) Call to Order: 7:05pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from June 18, 2020: Carried
- 4) Business arising from the minutes (updated table below)

What	Who	When
Reschedule the BIPL 2020 Strat Plan session either in person or remotely after finding a facilitator	Susan, Cynthia and Tina	Ongoing
Send letter to Provincial Select Standing Committee on Finance and Government Services	Tina	DONE
Review budget for amendments related to COVID-19 in the fall	Finance Committee	Before Sept board meeting

Susan reported 2020 Strat Plan is not yet scheduled. Susan, Cynthia and Tina are reviewing objectives for the session. The session seems likely to be held online. Options for a facilitator are being considered.

- 5) Reports
 - a) Committees
 - i) Personnel: Don reported that the committee met this week to develop a succession plan for our Chief Librarian. The plan will have three elements: job description, set of evaluation tools and recommendations for how to advertise the job. This plan should be ready for review by year-end.
 - ii) Finance: Michael said that with Cove Commons complete, funded through the Foundation, donations have shrunk and the Finance Committee will consider new Foundation fund raising opportunities.
 - iii) Policy and Planning: Nothing to report
 - iv) InterLINK: Nothing to report
 - b) Monthly Financial: Michael reviewed Mid Year Projections and said while revenue was down (fines and fees were reduced, donations likely down) expenses such as travel, cleaning, office supplies and other costs were also reduced.
 - c) Librarian:
 - i) Tina reported that the library has now been open to the public for two weeks.

Business has been slow and steady at about 75% of normal. Occupancy is now limited to seven including two staff out front. Tina says staff are thrilled to have people back in the stacks. Patrons seem pleased.

- ii) Open hours and staffing will be assessed at the end of July to determine the impact of our direct public service hours on other staff responsibilities.
- iii) New staff: Jordyn Zirk has joined the team through Canada Summer Jobs funding. Jordyn will be coordinating virtual programming. Ben Shapland has been offered hours to work primarily on the “Connecting through COVID” program. The program is being offered in partnership with the Bowen Island Health Centre Foundation. “Connecting through COVID” will provide health, social and financial COVID-19 support to seniors and other vulnerable populations through technology training and access to online resources.
- d) BIM: Sue-Ellen reported that the municipality is working on an equity policy to address “diversity, inclusion, anti-racism, and equity.” She also said that if the Community Centre referendum is successful, the building could be complete by 2025.

6) Next meeting date September 17, 2020

7) Adjournment: 8:10 pm

Bowen Island Public Library
 Board of Trustees Meeting —September 17, 2020
 Via Zoom video conferencing
 Minutes

Attendance and Quorum: Susan Munro (Chair), Cynthia Nicolson (Vice Chair), Michael Penny (Treasurer), Don Heth, Peter Matthews, Beatrice Anderson, Len Gilday, Steve Mitchell, Elizabeth Bowker (arrived at 7:30 — item 5c), Tina Nielsen (ex-officio)
 Regrets: Melissa Harrison, Sue-Ellen Fast

- 1) Call to Order 7:05 pm
- 2) Approval of Agenda with correction: Carried
- 3) Approval of meeting minutes from July 16, 2020: Carried
- 4) Business arising from the minutes (updated table below)

What	Who	When
Review 2020 Strat Plan objectives and find facilitator.	Susan, Cynthia and Tina	Done
Consider new Foundation fundraising opportunities	Finance Committee	
Review budget for amendments related to COVID-19 in the fall	Finance Committee	In progress
Develop succession plan for Chief Librarian	Personnel Committee	By year end
Assess open hours and staffing levels	Tina	Done. No Change

- 5) Reports
 - a) Committees
 - i) Personnel: Don reported the committee is making progress on the Chief Librarian’s succession plan and expects the board will have a draft to review in December.
 - ii) Finance: Michael reported the Finance Committee would prepare the 2021 annual budget for presentation to the municipality following the strategic planning session.
 - iii) Communications: Tina reported that we would advertise in the Undercurrent that the library would be closed Saturday, September 26 allowing staff to attend the Strategic Planning session. This notice will include a link to a survey to help us with planning that asks patrons which library services they value most highly during COVID.
 - b) Monthly Financial: Michael reported that, due to the effects of COVID, library expenditures are down for: travel, training, cleaning, postage, and programming.

Expenses are up for health, safety, and salaries.

c) Librarian:

- i) With limited staff hours and no volunteer services, library hours open to the public remain the same for the fall: 14 hours per week — Wednesday to Saturday.
- ii) Jordyn Zirk (Canada Summer Jobs placement) will remain with us 3 days per week, until end of October.
- iii) Draft budget for 2021 is in development.
- iv) Outdoor Storytime took place over the summer with pre-registration and limited numbers due to cancellations for inclement weather.
- v) StoryWalk stations to be installed on library grounds, coming end September. The program is being led by Jordyn Zirk.
- vi) Connecting Through COVID, funded by Health Centre, BI Community Foundation and the Government of Canada, provides Senior's hours, tech help and computer access to seniors and those struggling to access resources during COVID.
- vii) Public Works is moving out from the library building and returning to municipal hall this fall. Will PW parking become dedicated to library patrons? Tina will inquire when appropriate.

d) InterLINK: No meetings so no report

e) BIM: No report

6) Next meeting date October 15, 2020

7) Adjournment: 7:50

Bowen Island Public Library
 Board of Trustees Meeting – October 15, 2020
 Via Zoom video conferencing
 Minutes

Attendance and Quorum: Susan Munro (Chair), Cynthia Nicolson (Vice Chair), Michael Penny (Treasurer), Melissa Harrison, Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Len Gilday, Steve Mitchell, Tina Nielsen (ex-officio)

Regrets: Beatrice Anderson,

- 1) Call to Order: 7:05
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from September 17, 2020 with correction to the librarian’s report, item c) 1) should read “With limited staff hours....” Carried
- 4) Business arising from the minutes:

What	Who	When
Consider new Foundation fundraising opportunities	Finance Comm. & Communications Comm.	November meeting
Develop succession plan for Chief Librarian	Personnel Committee	By year end

- 5) Strategic Plan update (verbal): Cynthia reported a draft of Strategic Plan 2020 will be available for review by the board at our November board meeting. Don shared his appreciation for the effort put in by Susan, Cynthia and Tina. All agreed.
- 6) Reports
 - a) Committees
 - i) Communications (Steve, Elizabeth, Len): No report.
 - ii) Personnel (Don, Susan, Bea): Don reported the Chief Librarian succession plan draft is on target for presentation end of the year.
 - iii) Policy & Planning (Melissa, Cynthia, Elizabeth, Steve): No report
 - iv) Finance (Michael, Peter, Elizabeth, Tina) – 2021 Annual Budget discussion: Michael said the finance committee was looking for Board response to 3 different approaches to staffing. Budgets outlining the 3 approaches were distributed electronically.
 - (1) no staff changes and COLA increase only
 - (2) 0.5 FTE added plus COLA
 - (3) 1.0 FTE added plus COLA.
 - (4) **Motion: To approve a budget based on the draft budget that includes adding**

**1.0 FTE and COLA pending clarification of costs of salaries and benefits.
Carried.**

- (5) 2021 budget submission will be reviewed once costs are clarified.
 - b) Librarian: (report distributed electronically)—Tina reported:
 - (1) Staff are reviewing options for open hours
 - (2) Staff are comfortable with eliminating materials quarantine
 - (3) As we move into late October library is likely to increase occupancy numbers
 - (4) Library is receiving requests to book the Annex or use it during open hours
 - c) InterLINK: The summary of the September 29th InterLINK Board meeting was distributed with in the agenda package. Michael and alternate Steve Mitchell were unable to attend as the meeting was on the same date as our second strategic planning session.
 - d) BIM: BIM Council and the BIM CAO will meet next week for a strategic planning session. Library encouraged to maintain close communications with Council
- 7) December holidays closure proposal. Discussion deferred to November board meeting
- 8) Next meeting date November 19, 2020
- 9) Adjournment: 9pm

Bowen Island Public Library
 Board of Trustees Meeting — November 19, 2020
 Via Zoom video conferencing
 Minutes

Attendance and Quorum: Susan Munro (Chair), Cynthia Nicolson (Vice Chair), Michael Penny (Treasurer), Melissa Harrison (7:12 pm), Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Beatrice Anderson, Len Gilday, Steve Mitchell, Tina Nielsen (ex-officio)

- 1) Call to Order: 7pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from October 15, 2020: Carried
- 4) Business arising from the minutes:

What	Who	When
Consider new Foundation fundraising opportunities	Finance Comm. & Communications Comm. Steve and Elizabeth have offered to advise following their retirement from our board.	Priority task in January

- 5) Strategic Plan Draft (distributed electronically)
MOTION: To adopt the Bowen Island Library Strategic Plan 2021 as amended. Carried.
- 6) New board members: Tina reported we have received applications for re-appointment from Bea Anderson, Peter Matthews and Cynthia Nicolson. No new applications to join our board as of yet. Deadline to submit applications November 27. Board members asked to encourage likely candidates to apply.
- 7) Reports
 - a) Committees
 - i) Communications (Steve, Elizabeth, Len): No report.
 - ii) Personnel (Don, Susan, Bea): On track to present succession plan for Chief Librarian at January board meeting
 - iii) Policy & Planning (Melissa, Cynthia, Elizabeth, Steve): No report.
 - iv) Finance (Michael, Peter, Elizabeth, Tina) – Michael reported the 5-year financial plan (2021 Library budget and projections) has been submitted to BIM.

b) Librarian: Tina reported

- i) Hours open will remain at 14 hours/week until year end.
 - ii) With COVID cases rising, the library is not increasing seating or public computers
 - iii) Performance reviews for regular staff have been completed.
- c) InterLINK: Michael attended a facilitated session about Truth & Reconciliation.
- d) BIM: Sue-Ellen said these are early days for determining the municipal budget.

8) December holidays closure proposal. (Distributed electronically):

Motion: The library will remain closed to the public between December 23, 2020 and January 2, 2021 except for two days of limited service, dates to be determined. Carried.

9) Next meeting date January 21, 2021

10) Susan thanked Steve and Elizabeth, leaving the board at year end, for their valuable contribution and their generous offer to assist with our ongoing fundraising/communication efforts. All raised a virtual glass in appreciation.

11) Adjournment: 8:30