

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

Attendance and Quorum: Susan Munro (Chair), Cynthia Nicolson (Vice Chair), Michael Penny (Treasurer), Melissa Harrison (7:16 pm), Sue-Ellen Fast, Don Heth, Peter Matthews, Beatrice Anderson, Len Gilday, Jeb Gutelius, Jen Harvey, Tina Nielsen (ex-officio)

Regrets: None

- 1) Call to Order: 7:05
- 2) New board members: Susan welcomed Jeb and Jen and invited them to introduce themselves.
- 3) Approval of Agenda: carried
- 4) Approval of meeting minutes from November 19, 2020: carried
- 5) Business arising from the minutes (covered below)
- 6) Strategic Plan: Susan presented the draft that was approved in November 2020. Susan, Cynthia and Tina will refine and polish for distribution shortly.
- 7) Reports
  - a) Committees
    - i) Communications (Vacant, Vacant, Len) No Report.
    - ii) Personnel (Don, Susan, Bea) Don reported the Succession Plan for the Chief Librarian is very close and should be ready for distribution very soon.
    - iii) Policy & Planning (Melissa, Cynthia, Vacant, Vacant) Tina reported she is looking to recruit a library science student to review library policies.
    - iv) Finance (Michael, Peter, Vacant, Tina)
      - (1) Michael: January 2021 monthly financials. It is early in the year so not much to report yet.
      - (2) Year End 2020 Draft Financial Report. Further year end invoices are expected. Final year end 2020 will likely be known in February.
      - (3) COVID budget impacts 2020 and 2021 Tina reported because the library was closed to the public from March 16 to July 7, 2020 revenues were down (no fines collected, no room rentals) and expenses were affected both positively and negatively.
      - (4) Tina will meet with Liam and Raj to discuss the availability of COVID Restart Grant funding to help pay for increased library staffing needs due to COVID. We have requested that surplus on 2020 budget be rolled into library 2021 budget to help cover need for increased staff hours.
      - (5) Creation of a library Fundraising Committee to be reviewed at our February meeting.

b) Librarian: Library hours open to the public now increased from 14 to 18 hours per week.

c) InterLINK

i) Summary from most recent InterLINK Board meeting provided for information.

Michael reviewed 2021 InterLINK Budget documents:

**Motion: to receive the InterLINK 2021 budget as an item of information.** Carried

d) BIM: Sue Ellen reported:

i) Bowen Library's budget is included in the BIM budget public consultation.

ii) BIM has now listed The Old General Store as a heritage building.

8) Next meeting date February 18, 2021

9) Adjournment: 8:15 carried.

Bowen Island Public Library  
Board of Trustees Meeting —February 18, 2021  
Via Zoom video conferencing  
Minutes

Attendance and Quorum: Susan Munro (Chair), Cynthia Nicolson (Vice Chair), Michael Penny (Treasurer), Melissa Harrison (7:15pm), Don Heth, Peter Matthews, Beatrice Anderson, Len Gilday, Jeb Gutelius, Jen Harvey, Tina Nielsen (ex-officio)  
Regrets: Sue-Ellen Fast

- 1) Call to Order: 7:05 pm
- 2) Approval of Agenda: carried
- 3) Approval of meeting minutes from January 21, 2021: carried
- 4) Approval of minutes of budget report, motion and electronic vote January 27, 2021:  
**Motion: To ratify the electronic vote January 27, 2021.** carried
- 5) Business arising from the minutes (updated table below):
  - a) Tina reviewed the draft strategic plan. Susan, Tina and Cynthia will arrange to polish the design.

What	Who	When
Finalize Succession Plan for Chief Librarian	Personnel Com.	See 7) a) ii below
Provide opportunity for library science student to have a work experience at BIPL	Tina	In progress
Meet with Raj and Liam to discuss COVID Restart Grant funding and library surplus for library staffing needs in 2021	Tina	Done – Decision to use surplus funds
Review creation of Fundraising Committee	Board	February meeting

- 6) Committees
  - a) Appointment of members to committees
    - i) Susan reviewed library board committee appointments:
      - (1) Finance (Michael, Peter, Tina)
      - (2) Board Development (Susan, Don, Sue Ellen)
      - (3) Personnel (Don, Susan, Bea)
      - (4) Policy & Planning (Melissa, Len, Bea)
      - (5) Communications (Cynthia, Jeb, Jen)
      - (6) Fundraising (ad hoc) (Michael, Jeb, Jen)

- ii) InterLINK Rep and alternate: Michael reviewed the duties of the InterLINK rep and asked for a board member to fill in as alternate representative when he is unavailable. Peter volunteered as alternate and will attend the InterLINK new member orientation session February 23.
  - b) New Fundraising Committee: Michael, Jeb and Jen will write a mandate for this new committee. Michael said all board members should feel they are part of the fundraising effort.
- 7) Reports
  - a) Committees
    - i) Communications: no report
    - ii) Personnel: Don presented the Succession Plan for the Chief Librarian and thanked committee members Susan and Bea for their assistance and Tina for her cooperation. The board thanked Don, Susan and Bea for creating an excellent plan.
      - (1) **Motion: That the Personnel Committee be directed to maintain a recruitment plan for the position of Chief Librarian and that this plan be reviewed on an annual basis by the Committee.** Carried
      - (2) **Motion: That the recruitment plan described in the February report of the Personnel Committee, as comprised by Tables 1 through 4, be adopted as the current plan.** Carried
    - iii) Policy & Planning: no report
    - iv) Finance: Michael reviewed the financial report and commented that this early in the year it is not easy to discern trends. Tina reported that BIM CFO has added \$45,000 into revenue from library surplus and included corollary wages and benefits to meet library staffing needs in 2021.
  - b) Librarian—Tina reported:
    - i) Job description for additional staff member is being created
    - ii) A letter has gone out advising volunteers we cannot reinstate the existing volunteer program in 2021.
    - iii) Staff are registered for an Equity, Diversity and Inclusion Course.
    - iv) New bird-watching kits are ready to be put into circulation
  - c) InterLINK – Next Board meeting Feb 23, 2021 includes new member orientation
  - d) BIM: no report
- 8) Next meeting date March 18, 2021
- 9) Adjournment: 8:15

Bowen Island Public Library  
Board of Trustees Meeting — March 18, 2021  
Via Zoom video conferencing  
Minutes

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

- 1) Call to Order: 7:00 pm
- 2) Approval of Agenda plus addition of item 5) c) under New Business: Carried
- 3) Approval of meeting minutes from February 18, 2021: Carried
- 4) Business arising from the minutes (updated table below)

What	Who	When
Arrange for polishing design of the strategic plan	Susan	Done <a href="#">On website</a>
Write mandate for Fundraising Committee	Michael, Jen, Jen	On agenda

- 5) New Business
  - a) BCLTA Governance workshop – verbal report: Jen reported this was a well facilitated workshop. She saw the important take away as distinguishing between issues of library governance and library operations—the board should focus on big picture issues and allow the Chief Librarian to focus on day-to-day operations.
  - b) Strat Plan quarterly review: Tina reviewed library’s progress meeting goals for the Covid pandemic Strategic Plan 2020-2021. Communications Committee will consider packaging information from our Q1 progress for marketing to community.
  - c) Chief Librarian’s request for a one-year personal leave: Board received the confidential letter from Chief Librarian. Susan reported the Personnel Committee and the Executive Committee (Susan, Michael, Bea, Don, and Cynthia) met to consider Tina’s request and were in support.
    - i) **Motion: That the library board approves a one-year personal leave for Tina Nielsen, from September 7, 2021 to September 6, 2022, with details, including recruitment of an interim Chief Librarian, to be established by the Personnel committee and other board members as necessary. Carried**
- 6) Reports
  - a) Committees
    - i) Executive Committee appointments – Chair, Vice Chair and Treasurer:

**(1) Motion: That the library board approve the appointments of Susan Munro as Chair, Cynthia Nicolson as Vice Chair, and Michael Penny as Treasurer to the Executive Committee. Carried**

- ii) Communications: Cynthia Nicolson said the Communications Committee will consider repackaging our Q1 Strategic Plan Review for presentation to the public.
  - iii) Personnel: Don reported the Personnel Committee will develop a strategy, in coordination with Tina, for hiring an interim librarian.
  - iv) Policy & Planning: Nothing to report
  - v) Fundraising (draft Terms of Reference distributed electronically):
    - (1) Jen reported the Fundraising Committee's key goal is planning and implementing fundraising initiatives to further Library activities and projects not covered by the Library's operating budget. Susan thanked the committee for developing the Fundraising Committee's terms of reference.
    - (2) MOTION: To accept the terms of reference for the Fundraising Committee as presented.
  - vi) Finance: Michael reported everything is in line.
- b) Librarian:
- i) Tina reported the Snug Cove Cultural Corner project is aiming for completion in early 2022. Next steps are design development and hiring of a project manager.
  - ii) Visits to the library are averaging 50% of pre-Covid numbers. Tina will prepare hourly library usage statistics for Oct – Dec 2020 in comparison to Jan – March 2021 statistics for our next meeting.
- c) InterLINK – Summary attached- Peter attended the new member orientation by Zoom. Michael has been reappointed to the InterLINK Finance Committee.
- d) BIM: Sue-Ellen advised the Use of Public Spaces Bylaw is on the agenda for BIM Council meeting Monday, March 22. This bylaw will regulate the use of public spaces including the lands surrounding the Library, the Hearth, and the Caring Circle.
- 7) Next meeting date April 15, 2021
- 8) Adjournment: 8:05 pm

Bowen Island Public Library  
Board of Trustees Meeting—April 15, 2021  
Via Zoom video conferencing  
Minutes

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

- 1) Call to Order: 7:10
- 2) Approval of Agenda with additional item under New Business: Carried
- 3) Approval of meeting minutes from March 18, 2021: Carried
- 4) Business arising from the minutes (updated table below):

What	Who	When
Consider repacking Q1 Strat Plan review for Undercurrent ad	Comms Comm. W. Tina	By April meeting
Develop strategy for hiring interim librarian	Personnel Comm	On table
Present statistics comparison of library usage in Oct – Dec 2020 compared to Jan-March	Tina	For April meeting

- 5) New Business: Territorial or Indigenous land acknowledgment.  
Jen Harvey asked the board to consider giving a territorial Indigenous land acknowledgment at the start of our board meetings. All were in agreement. Meetings should commence with an Indigenous land acknowledgment.
- 6) Reports
  - a) Committees
    - i) Communications: Cynthia reported the committee met with Tina on April 6 to review the existing Strategic Plan with a view to updating the Library's communication plan.
    - ii) Personnel: Don reported the Personnel Committee met twice with Tina to review options for filling the position of Interim Chief Librarian.
      - (1) The committee focused on two options: EITHER we reconfigure responsibilities within existing staff OR we seek an external Interim Library Director. The committee recommends Option 1: reconfiguring existing responsibilities. The board discussed the choices and agreed to support Option 1.
      - (2) Tina will write up a Proposal Letter for the suggested staff member to fill the interim position.
      - (3) Board has agreed the Personnel Committee can proceed with advertising for an

outside recruit if reconfiguring, our preferred option, proves unsuitable.

- iii) Policy & Planning: Nothing to report
  - iv) Fundraising: Nothing to report
  - v) Finance: Michael reported "...things are humming along."
  - b) Librarian: Tina reported due, to the COVID situation, the library is planning for online programming only this spring and summer. Postings for two positions have returned 17 applications. Two well qualified candidates have been selected.
  - c) InterLINK (summary distributed electronically) — Michael reported the InterLINK board applauded BIPL's success fundraising \$398,000 to construct a public community square at Cove Commons.
  - d) BIM: No report
- 7) Next meeting date May 20, 2021
- 8) Adjournment: 8:20pm



Bowen Island Public Library  
Board of Trustees Meeting — May 20, 2021  
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, Peter Matthews, Beatrice Anderson, Len Gilday, Jeb Gutelius, Jen Harvey, Tina Nielsen (ex-officio)

**Pre-Board meeting, the board attended the special BCLTA event “Reconciliation and Relationship Building” from 6:30pm to 8pm with our regular board meeting following immediately afterwards.**

- 1) Call to Order: 8:25
- 2) Land acknowledgment
- 3) Approval of Agenda: Carried
- 4) Approval of meeting minutes from April 15, 2021; Carried
- 5) Business arising from the minutes (updated table below)

What	Who	When
Compose Proposal Letter re position of Interim Chief Librarian	Tina for review by Susan	Done

- 6) New Business
  - a) Statement of Financial Information for board approval.
    - i) Board approved the draft Statement of Financial Information as circulated today.
- 7) Reports
  - a) Committees (Only those committees with reports to give are noted)
    - i) Personnel – Interim Library Director Update
      - (1) Personnel Committee Chair Don Heth reported that the search for a candidate for Interim Library Director has been posted and we are accepting applications until May 31, 2021.
    - ii) Finance: Michael reported: “Things seem to be humming along nicely.”
  - b) Librarian:
    - i) Tina reported that the library’s new Customer Services Assistants, Emily Gow and Brynna Hourihan, are doing great work and fitting in well.
    - ii) New public service hours as of June 1, 2021 expanded to Tuesday through Friday 10am – 5pm and Saturday 12pm – 4pm.
    - iii) Personnel priority is maintaining appropriate COVID-safe staff work-spaces.
  - c) InterLINK – Board Meeting Summary circulated electronically. Michael reported there has

been no InterLINK meeting since our last board meeting.  
d)BIM: Sue-Ellen reported the municipality has just passed the Island Plan 2021, Council's strategic plan for 2021.

8) Next meeting date June 17, 2021

9) Adjournment 9:10pm

Tasks from meeting minutes

What	Who	When
Draft Budget for 2022	Finance Committee	July meeting
Notify Foundation members of AGM	Tina	June 3, 2021

Bowen Island Public Library  
Board of Trustees Meeting —June 17, 2021  
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, Peter Matthews, Beatrice Anderson, Len Gilday, Jen Harvey, Tina Nielsen (ex-officio)

Regrets: Jeb Gutelius

- 1) Call to Order: 7:15
- 2) Land acknowledgment
- 3) Approval of Agenda: Add report from Policy and Planning Committee under Reports 7) a) iii): Carried
- 4) Approval of meeting minutes from May 20, 2021: Carried
- 5) Business arising from the minutes (updated table below)

What	Who	When
Draft Budget for 2022	Finance Committee	August meeting

- 6) New Business
  - a) Q2 Strat Plan Update: Tina reviewed second quarter accomplishments.
- 7) Reports
  - a) Committees (Only those committees with reports to give are noted)
    - i) Personnel:
      - (1) **7:50 pm Motion: Move to in camera session to discuss qualifications of candidates for the Interim Library Director position: Carried**
      - (2) **8:13pm Motion: Move out of in camera session: Carried**
    - ii) Finance: Michael reported the effect of the pandemic has clearly reduced both income and expenses.
    - iii) Policy and Planning:
      - (1) Melissa reported the committee will set a date using Doodle Poll for a late fall strategic planning session. Chris Corrigan's availability as facilitator will be determined and dates suggested based on his availability. The focus of the session will be reviewed at our September board meeting.
      - (2) P&P will also work on:
        - (1) The collections development policy revision with staff (an item on our strategic plan)
        - (2) Development of an Equity, Diversity and Inclusion policy, adapted from

BIM's recently approved EDI policy.

(3) A communicable disease plan with staff, once one is provincially mandated,

(4) Consideration of Truth and Reconciliation Calls to Actions, and the United Nations Declaration on the Rights of Indigenous Peoples in all policy work.

b) Librarian—Tina reported:

i) Draft 2022 budget will be reviewed by Finance Comm. Before our next meeting.

ii) Emily Gow has been hired as our Summer Library Assistant through the Canada Summer Jobs Program. Summer Reading Club began June 15.

iii) Open hours increased June 1 to 32 hours per week from 18 hours per week.

c) InterLINK: Distributed electronically

d) BIM: Sue-Ellen reported the municipality's Island Plan 2021 included a commitment to support the Bowen Island Library's Cultural Corner project.

e) Friends of the Bowen Island Library: Michael reported that FOBILS is now accepting book donations, and hoping to provide small booksales this summer and fall.

8) Next meeting date scheduled for August 19, 2021.

9) Adjournment: 8:40

#### Tasks from meeting minutes

What	Who	When
Present Draft Budget 2022 for review	Finance Comm & Tina	August meeting
Arrange Doodle Poll for late fall 2021 Strat Plan	P&P Committee	ASAP
Contact Chris Corrigan re availability	P&P Committee	ASAP

Bowen Island Public Library  
Board of Trustees Meeting —August 19, 2021  
Via Zoom video conferencing  
Minutes

Attendance and Quorum: Susan Munro (Chair), Cynthia Nicolson (Vice Chair), Michael Penny (Treasurer), Len Gilday, Jeb Gutelius, Melissa Harrison (7:18 pm), Jen Harvey, Don Heth, Peter Matthews, Tina Nielsen (ex-officio), Jennifer Streckmann (ex-officio)

Regrets: Sue-Ellen Fast, Beatrice Anderson

- 1) Call to Order: 7:05 pm
- 2) Land acknowledgment
- 3) Approval of Agenda: Carried
- 4) Approval of meeting minutes from June 17, 2021: Carried
- 5) Business arising from the minutes (updated table below)

What	Who	When
Present Draft Budget 2022 for review	Finance Committee & Tina	Agenda Item 7)a)i
Arrange Doodle Poll for late fall 2021 Strat planning	P&P Committee	Agenda Item 7)a)iii
Contact Chris Corrigan re availability for strat plan	P&P Committee	Agenda Item 7)a)iii

- 6) New Business
  - a) Susan welcomed Jen Streckmann, just beginning her position as Interim Library Director. Susan said the board was ready to assist Jennifer and looked forward to working with her.
- 7) Reports
  - a) Committees (Only those committees with reports to give are noted)
    - i) Finance (monthly report and 2022 budget draft distributed electronically)
      - (1) Michael reported “There is nothing of immediate concern.” Numerous accounts are under reported making monthly financial statements incomplete.
      - (2) BIPL Budget 2022 represents an attempt at carrying on business as usual.
      - (3) Tina reviewed BIM’s budget process. The primary thing is our request for more staffing.
      - (4) **Motion: That the board approve the 2022 Library Draft Budget as presented.**

**Carried.**

- (5) Susan thanked Michael, Peter, and Tina for their work crafting the budget.
- ii) Communications (verbal): Cynthia said that the committee was very impressed with Susan and Tina's presentation to council—a great example of the library being proactive with a good news story.
- iii) Policy & Planning (verbal)
  - (1) Melissa reported:
    - Len had talked with Chris Corrigan about facilitating a strategic planning session. Chris can be available in November.
    - Melissa Suggested the session focus:
      - What did we learn from 2020?
      - How best move forward as we will not be returning to our prior state?
      - What are the things we're likely to encounter over the next five years?
  - (1) P&P recommends focusing our plan on the short term (12-18 months) while also peering further into the future.
  - (2) Len will share with Chris our progress on items from last year's strategic plan and ideas from Lessons Learned following COVID.
  - (3) Tina asked to prepare a short, written summary of key lesson's learned from the COVID experience to share with Chris and help tune-up safety plans.
  - (4) Meeting to be organized as two half day sessions over two days.
  - (5) Susan invited comments and questions:
    - (i) General support for developing a strategic plan session as described.
    - (ii) Peter advised maintaining the short term/long term balance.
    - (iii) Jen would like an opportunity to review and consider ideas in advance.
  - (6) Len will share with Chris notes re progress on last year's strategic plan objectives and ideas from COVID lessons learned.
  - (7) P&P will meet with Chris in October to map out strategic planning session
  - (8) Melissa reported "library policy development is competently underway."
- b) Librarian—Tina reported:
  - i) Susan Munro and Tina Nielsen presented to Council on July 26 with some information about staffing and our positive experience adding two part time staff.
  - ii) Memory kits are now available to aid islanders coping with dementia.
  - iii) Orange Shirt Day (Sept 30) — the library is hoping to host a program giving away books on Truth and Reconciliation.
  - iv) Storytime to resume — either in person or via Zoom.
  - v) Bibliocommons catalog is now in place.
  - vi) Cultural Corner Landscaping Project is in the beginning of design phase. During her leave, Tina will continue her role as library liaison to the CC Landscaping Project.
  - vii) Tina and Jennifer are working together on a smooth transfer to Jennifer's assumption of responsibilities.
  - viii) Michael said the Friends book sales are well attended and good fundraisers.
- c) InterLINK: Michael reported that, while there has been no recent meeting, there has been much online discussion about and support for the Lillooet Area Library Association's Wildfire Emergency Information website — essential resources and information for the community about safe practices during the local wildfire emergency.
- d) BIM: No report

8) Next meeting date scheduled for September 16, 2021.

Susan, on behalf of the board, thanked Tina both for her 25 years of service and, in particular, the effort and leadership Tina has brought to the past year's challenges has been outstanding. The board is happy to support Tina taking this year off—and welcome Jennifer!

9) Adjournment: 8:25

#### Tasks from meeting minutes

What	Who	When
Prepare short summary of lessons learned from COVID	Tina	ASAP
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

**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

**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 1<sup>st</sup>.
  - 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 8<sup>th</sup>.
  - 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 1<sup>st</sup> 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

**Bowen Island Public Library**  
**Board of Trustees Meeting — November 18, 2021**  
**Via Zoom video conferencing**  
**Minutes**

Attendance and Quorum: Susan Munro (Chair), Cynthia Nicolson (Vice Chair), Michael Penny (Treasurer), Melissa Harrison, Don Heth, , Len Gilday, Jen Harvey, Jennifer Streckmann (ex-officio)

Regrets: Sue Ellen Fast, Beatrice Anderson, Jeb Gutelius, Peter Matthews

- 1) Call to Order: 7:07 pm
- 2) Land acknowledgment
- 3) Approval of Agenda as amended: Carried
- 4) Approval of meeting minutes from October 21, 2021: Carried
- 5) Business arising from the minutes (updated table below)

What	Who	When
Further revise Collection Development Policy	Jennifer	See 6) a) below
Further revise the Board Manual	Jennifer, Susan	Done

- 6) New Business
  - a) Impact of BC floods on libraries: Jennifer reported the Fraser Valley, Merritt, and Princeton libraries have been affected. Interlibrary Loans may be delayed due to shipping issues province-wide.
  - b) Collection Development Policy. Jennifer reviewed changes.  
**Motion: To adopt the Collection Development Policy as revised. Carried.**
  - c) Strategic Plan Review: Len reported Review is proceeding smoothly.
  - d) Community Survey: Jennifer reviewed survey responses: 226 community members responded. Library staff will meet to consider how library might adapt to ideas presented.
  - e) Funding for part-time circulation positions in the new year.  
**Motion: The board approves the expenditure of funds to support the customer service position until March 31, 2022, to a maximum of \$10,000. Carried.**
  - f) Board Development and 2022 Meeting Dates: Susan encouraged board members with terms expiring at year's end, and who wish to continue serving on the board, to reapply as soon as possible. All asked to encourage suitable candidates to apply. Susan thanked Cynthia and Michael, retiring from our board at year's end, for their years of wise advice.

- 7) Reports

Approved January 20<sup>th</sup>, 2022

- a) Committees (Only those committees with reports to give are noted)
  - i) Finance: Michael reported nothing looks alarming.
  - ii) Policy & Planning: Len reported revised Collection Development Policy now approved and Strategic Plan Review is under way.
- b) Librarian — Jennifer reported:
  - i) No updates on municipal staff vaccination policy
  - ii) Susan Munro and Jennifer presented the 2022 budget to Council Oct. 25
  - iii) All staff have been enrolled in an Indigenous training session run by Bob Joseph of Corporate Indigenous Training. This session will focus on Indigenous history, current issues impacting communities, legislation, and Indigenous self-government.
  - iv) FOBILS will run a large book sale December 11<sup>th</sup>.
  - v) Storytime is going well
  - vi) Nightwatch with an Astronomer event happened Oct 23<sup>rd</sup> and was successful
  - vii) Teen Advisory Group and BYOB Book Club continue
  - viii) Dec 2nd – Virtual Event with Haida/Squamish Storyteller Kung Jaadee.
  - ix) Annex and Flex Room rentals are open.
  - x) Audio/visual borrowing is down, and with the remaining budget the library has purchased a film license from Criterion Pictures. This will allow the library to respond to the community's need for spaces to connect. Potential programs include a Black History Month film series in February.
  - xi) Snug Cove Cultural Corner design approved by Advisory Design Panel and Mayor and Council have approved the project to begin building permit phase.
  - xii) Three sheds have been cleared out and are ready for removal
  - xiii) Sewer connection is complete.
  - xiv) Naloxone kit now available in the library. Staff will be briefed on proper use.
- c) BIM: No report

8) Next meeting date scheduled for January 20, 2022.

9) Adjournment: 8:05

#### Tasks from meeting minutes

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

Approved January 20<sup>th</sup>, 2022