

**Bowen Island Public Library
Board of Trustees Meeting — February 16, 2023
via Zoom video conferencing
Minutes**

Attendance and Quorum: Don Heth (Chair), Jeb Gutelius (Vice Chair), Peter Matthews, Beatrice Anderson, Len Gilday, Kellee Ngan, Sujata Connors, Christina Gray, Jennifer Madden, Angela Redish, Anita Schuller, Tina Nielsen (ex-officio)
 Regrets: Rachelle Smalldon, Sue Ellen Fast

1. Call to Order 7:02pm
2. Land acknowledgment
3. Approval of Agenda: Approved
4. Approval of meeting minutes from January 19, 2023: Approved
5. Chair’s Report (verbal)
 Don thanked Tina for pulling together the 2022 Payroll Expenditure report.
 Don thanked the board members for stepping up to fill committee roles.
 The municipal budget process has begun in earnest. The Board Chair and Chief Librarian will present our draft budget at BIM Council meeting February 27. Interested board members are encouraged to attend.
6. Business arising from the minutes (updated table below)

Tasks from previous meeting minutes

What	Who	When
Revise 2023 library budget	Finance Comm	By Feb meeting Item 8.a.iii
Meet with BIM CFO to review 2022 budget questions	Tina/Finance Comm	By Feb meeting Item 8.a.ii
Board members to consider committee assignments and tell Tina their preferences	All	By Feb meeting Item 7.b
Distribute committee mandates to board members	Tina	ASAP - Complete

7. New Business
 - a. Committee TOR and membership.
 - i. **Recommendation:** That the Committee structure and mandates be revised to state that all standing committees will have a membership of a minimum of 3 and a maximum of 5 board members.
MOTION: To accept recommendation 7.a.i - CARRIED
 - b. Committee and other Appointments

Recommendation: That the Committees of the Board be comprised as follows:

- i. Personnel Committee: Bea Anderson, Rachelle Smalldon, Sujata Connors
- ii. Finance Committee: Peter Matthews, Jeb Gutelius, Anji Redish, Don Heth
- iii. Policy & Planning: Anita Schuller, Len Gilday, Bea Anderson, Kellee Ngan, Jen Madden
- iv. InterLINK Rep: Anita Schuller with Peter Matthews as Alternate
- v. Friends of the Library Liaison: Christina Gray

MOTION: To accept recommendation 7.b. as modified - CARRIED

c. Treasurer Position

Recommendation: That the role of Treasurer and Finance Committee Chair be referred to the Finance Committee for review, and that the Finance committee report back at the March 16, 2023 board meeting with a recommendation.

MOTION: To accept recommendation 7.c - CARRIED

d. Communications committee and Fundraising committee

Recommendation: That the Policy and Planning Committee review the Terms of Reference of the Fundraising and Communications committees and report back to the board on March 16, 2023 with a recommendation on continuance, discharge or revision of these committees.

MOTION: To accept recommendation 7.d - CARRIED

8. Reports

a. Finance

Don Heth temporarily relinquished his role as Board Chair to Jeb Gutelius.

i. 2022 Year End Unaudited Final

Don Heth, Treasurer, reviewed the unaudited 2022 year-end report.

ii. 2022 Salary expenses

Tina reviewed the report on 2022 payroll expenditures.

iii. Revised 2023 Budget for approval

Following discussion, the board agreed to leave any further adjustments to the draft 2023 budget to the discretion of the Finance Committee.

MOTION: To approve the Bowen Island Public Library Budget 2023 Draft 3.2 - CARRIED

iv. Monthly Financial compared to draft budget 2023

Very early in the year to be able to make assessments of budget spending.

b. Librarian

The position of weekend supervisor has been posted locally and will be on provincial library job board by next week.

Tina reviewed some of the many upcoming library programs.

Blackout blind has been installed in the Annex to aid video presentations.

c. InterLINK: No Report

d. BIM: No Report

9. Next meeting date scheduled for March 16, 2023

10. Adjournment 8:45pm