

**Bowen Island Public Library
Board of Trustees Meeting — July 20, 2023
Hybrid Meeting — Library Annex and via Zoom video conferencing
Minutes**

Attendance and Quorum: Don Heth (Chair), Beatrice Anderson (arrived 7:10), Len Gilday, Kellee Ngan, Rachelle Smalldon (via Zoom), Sujata Connors (via Zoom, Join 7:30), Christina Gray (via Zoom), Jennifer Madden (via Zoom), Angela Redish, Anita Schuller (arrived 7:15), Tina Nielsen (ex-officio)

Regrets: Jeb Gutelius (Vice Chair), Sue Ellen Fast, Peter Matthews,

1. Call to Order 7:05pm
2. Land acknowledgment
3. Approval of Agenda: APPROVED
4. Approval of meeting minutes from June 15, 2023: APPROVED
5. Chair’s Report (verbal): Don said he was “happy and exhilarated” to learn the library had received a second installment of the provincial Enhancement Grant, in the amount of \$65,100, bringing our total grant to \$154,476. This amount must be spent over the next 2.5 years. Don identified our challenge to be identifying how best to deploy the money. Don thanked the Province of British Columbia for such substantial one-time support for libraries.
6. Business arising from the minutes (updated table below)

Tasks from previous meeting minutes

What	Who	When
Write BIM CAO and CFO requesting further information about how municipal departments are funding the proposed municipal salary increases	Tina	Tina reported she had been unable to obtain further information, yet.
Review the proposed Library salary increases	Personnel Committee	Agenda Item 8.b Closed meeting and verbal report
Review the proposed Library salary increases	Finance Committee	Agenda Item 8.c Verbal report
Library Hours to be changed after new staff is hired	Tina	DONE effective July 18, 2023

What	Who	When
Thank you letter to Minister of Municipal Affairs – Enhancement Grant	Tina & Don	When template available from Library Partners

7. New Business

a. Provincial enhancement grant phase 2:

- i. Don reviewed important conditions of the grant: \$150,000+ to enhance library services, the money must be spent within 2.5 years — the end of 2025.
- ii. Tina presented information about how some other libraries of similar size are using their grant — enhancing programming, library services, collections, infrastructure, etc.
- iii. Tina will consult with library staff to identify projects that might be best suited for our library and the Bowen Community. Tina will distribute a list of possible projects for board members to consider.
- iv. Board members asked to email ideas re best ways to use the grant to Tina.
- v. Board will discuss next steps in identifying appropriate Enhancement Grant project at our September board meeting.

8. Reports

a. Policy and Planning Committee – Len reported that P&P Committee had met to consider library policies needing refreshment and decided to focus on three: the Compensation, Personnel, and Equity, Diversity, and Inclusion Policies. The Committee asked Tina to review of these policies and recommend changes for the Committee to consider. Tina has distributed to the Committee suggested revisions to the Compensation Policy and a draft EDI policy.

b. Personnel Committee – Salary Review recommendation

MOTION to move to a Closed Meeting:

The Library Board hereby declares that a portion of the meeting being held at 7:00 pm on Thursday July 20, 2023 is to be closed to the public and library staff on the basis that the items on the agenda comply with the closed meeting criteria specified in **Sections 90(1)(a)(c)** of the *Community Charter*:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;

MOTION to move out of the Closed Meeting:

- i. Finance Committee Report

Motion: to support the implementation of salary adjustments

retroactive to July 2, 2023, to align with the municipality’s recommended pay bands presented in the Bowen Island Municipality Compensation Review report dated April 26, 2023. The salary adjustments will be supported, if necessary, through surplus with recommendation to include the consequences of changes in the 2024 fiscal year budget. CARRIED

Motion to authorize an adjustment in salary for the Chief Librarian, retroactive to July 2, 2023, and based on the recommended Step 4 salary bands presented in the Bowen Island Municipality Compensation Review report dated April 26, 2023. CARRIED

- ii. Monthly Financial compared to budget 2023 (distributed electronically): Angela reported that everything looks OK. She noted that salaries are underspent due to staff vacancies, and benefits are overspent slightly more than last month.
- c. Chief Librarian (distributed electronically)
 - i. Mia Casalese hired as Library Assistant II.
 - ii. Lucie Robichaud hired as Summer Reading Club Library Assistant.
 - iii. Library hours changed July 18, 2023 — Saturdays now 10am — 4pm, Thursday and Friday are each 1 hour shorter.
 - iv. Babytime sessions in May and June averaged 14 participants per program.
 - v. Summer Reading Club has more than 121 children signed up for the 50-day reading challenge. Mayor Andrew Leonard has been invited to present medals and certificates on August 19.
 - vi. National Indigenous People’s Day Celebration June 25 featured an informal opening of the new stage and the blessing of the carving “Eagle Descending” by Bowen artist Simon James.
- d. BIM (Verbal - Sue Ellen Fast) No Report

9. Next meeting date scheduled for September 21, 2023 at 7pm

10. Adjournment

Tasks from meeting minutes

Distribute list of potential Enhancement Grant projects for Board to consider	Tina	ASAP
Email ideas re potential Enhancement Grant projects to Tina	Board	By September meeting
Tina will send out list of possible Enhancement grant projects to the board	Tina	ASAP