

**Bowen Island Public Library
Board of Trustees Meeting — May 18, 2023
Hybrid Meeting — Library Annex and via Zoom video conferencing
Minutes**

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

1. Call to Order: 7:05 pm
2. Land acknowledgment
3. Approval of Agenda with addition to New Business 7.f.: APPROVED
4. Approval of meeting minutes from April 20, 2023: APPROVED
5. Chair’s Report (verbal): Don confirmed that the municipality has approved the library’s 5-year financial plan — excellent news. Don gave special thanks to Tina for her excellent presentation to Council saying it is great to feel the municipal council (and the community) is solidly behind us.
6. Business arising from the minutes (updated table below)

Tasks from previous meeting minutes

What	Who	When
Sub-committee looking at naming of the stage/pavilion to report at May board meeting*	Jeb Gutelius and Sujata Connors	See note below
Schedule a Joint Operating Committee of the Library and the Arts Council meeting to review Operating Agreement.	Tina and Don	Still ongoing
Policies to review or create in 2023 to Policy & Planning Committee	Tina	P&P will meet June 16, 10am
Consider options for enhancement grant expenditure	Board	Before Budget 2024 cycle begins

*Note: Jeb reported the naming sub-committee has met. The sub-committee agreed to follow BIM’s naming criteria. The sub-committee will meet again next week.

7. New Business
 - a. Change of Library hours (Report distributed electronically): Tina reviewed the rationale and issues and presented her proposal: To increase our Saturday hours from 12pm–4pm to 10am-4pm. To achieve this within the same total weekly hours, Tina proposes a reduction of one hour per day on Thursday and Friday. **MOTION: To approve the Chief Librarian’s recommendations in her report Library Operating Hours — Proposed**

Change dated May 18, 2023. CARRIED

- b. BIM Revised Staff Compensation Policy (distributed electronically): Tina reviewed the revised BIM policy that was approved by BIM Council on April 11, 2023 and its implications for library staff and library budget. **MOTION: In view of the contributions of the library staff to the well-being of the community and in alignment with the municipality's policy on compensation, we move to provide step increases for eligible staff as outlined by the Chief Librarian, retroactive to January 1, 2023. CARRIED**
 - c. Staff health and wellness fund (Report distributed electronically): Tina reviewed the proposal. **Motion: In support of the commitment and dedication of the library staff to public service during the past 3 years of COVID-19 pandemic, we move that this Board accept the Chief Librarian's recommendation (dated May 18, 2023) for a one-time staff health and wellness fund, to a maximum of \$350 per staff member, supported by funds from the Covid Relief and Recovery Grant. CARRIED**
 - d. All are invited to attend the celebration of National Indigenous People's event at Cove Commons, Sunday, June 25.
 - e. BC Library Trustees Association AGM – May 29th 6:30 pm. All board members are invited to participate in the AGM and library directors are welcome to attend as guests. Each attendee is required to register. To register email Babs Kelly (babs.kelly@bclta.ca) with: your name, the name of your BC public library board, and your role.
 - f. Don and Tina will write a letter to the Province of BC thanking the Minister for the one-time Enhancement Grant.
8. Reports
- a. Finance:
 - i. Statement of Financial Information – For approval (distributed electronically): Don reviewed the statement with the Board. **MOTION: The Bowen Island Public Library board approves the Statement of Financial Information for the year 2022. CARRIED**
 - ii. Monthly Financial compared to draft budget 2023: Angela, Finance Committee Chair, reviewed the Monthly Report — “Overall, we’re in a very good place.”
 - b. Chief Librarian (attached)
 - i. Budget 2023 has now been adopted. Our request was approved without amendment.
 - ii. We received confirmation of the Canada Summer Jobs grant and were approved for 75% of our request (8 weeks). Friends of the Library have approved funding to support the Summer Reading Club (and other items) and we will use that funding to provide an additional 3 weeks of employment for the Summer Reading Club position. The position has been posted.
 - iii. Funding from the Literacy Task Group is being provided for us to present 2 sessions of Babytime this year and a homework help program in the fall.
 - c. BIM (Verbal - Sue Ellen Fast): Sue Ellen congratulated the library for being good

neighbours to the great blue herons who nest behind the library. Sue Ellen has documented nesting for the past 25 years.

9. Next meeting date scheduled for June 15, 2023, and will start with the Foundation AGM
10. Adjournment: 8:55