

**Bowen Island Public Library
Board of Trustees Meeting — June 15, 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), Peter Matthews (via Zoom), Len Gilday, Kellee Ngan (via Zoom),,, Christina Gray (via Zoom), Angela Redish, Tina Nielsen (ex-officio)

Regrets: Sujata Connors, Sue Ellen Fast, Beatrice Anderson, Rachelle Smalldon, Jennifer Madden, Anita Schuller

- 1) Call to Order 7:20pm
- 2) Approval of Agenda with addition of item 7b - **APPROVED**
- 3) Approval of meeting minutes from May 18, 2023 - **APPROVED**
- 4) Chair’s Report (verbal): Don introduced the Municipal Salary Survey (item 7.b. in our agenda) and said proposed salary increases represent a challenge to the library board.
- 5) Business arising from the minutes (updated table below)

Tasks from previous meeting minutes

What	Who	When
Library Hours to be changed after new staff is hired	Tina	July – Sept 2023
Retroactive step increases for staff	Tina	DONE
Staff health and wellness fund program plan	Tina	Policy attached Item 7.a.
Thank you letter to Minister of Municipal Affairs – Enhancement Grant	Tina & Don	When template available from Library Partners
SOFI submission	Tina	DONE
Celebration of Indigenous People’s event	All invited	June 25 at Cove Commons

- 6) New Business
 - a) Staff Health and Wellness Fund Temporary Policy.
 - (1) Tina introduced the policy with reference to similar temporary policies from both North Vancouver and Gibsons Public Libraries.
 - ii) **Motion: To adopt the Bowen Island Library Employee health and wellness fund (Temporary, expires March 31, 2024) as amended - CARRIED**
 - iii) **Motion: That the Finance Committee will review reimbursement claims from the**

Chief Librarian for the Staff Health and Wellness Fund, and approve or decline such claims for reimbursement based on policy requirements. - CARRIED

- b) Municipal Salary Survey:
 - i) Tina and Don introduced newly received information from BIM about the municipal salary review for library wages (and other BIM wages). The report is recommending increases to all library staff positions. Rough preliminary calculation of the increased cost to our 2023 budget to implement as per BIM's schedule of July 2, 2023 would be approximately \$18,000 including the additional benefit costs. To implement in 2024 budget year would be approximately \$36,000 plus COLA.
 - ii) Following discussion, the Board instructed Tina to write Kristen Watson (BIM CFO) and Liam Edwards (BIM CAO) requesting further detail from the report that shows the principles and practices used to complete the report, and information about how other municipal departments are funding the proposed payroll increases.
 - iii) When received from BIM, the requested information will be passed on to the Personnel Committee to develop a recommendation for the board. The Personnel committee should also meet with the Finance committee to determine financial impact and recommendations for financing any changes to payroll..

- 7) Reports
 - a) Finance
 - i) Monthly Financial (distributed electronically) compared to budget 2023. Angela introduced the newly formatted Bowen Library Monthly Report with Notes. The Board expressed their appreciation of the new format showing actual and budget year to date, as well as full annual budget. Angela said: "Looks like we are in a healthy situation."
 - b) Chief Librarian (distributed electronically)
 - i) Interviews have taken place to fill the position of Library Assistant II. Expect to have a new staff member by end of June.
 - ii) Interviews for the summer grant position are completed. The temporary summer staff member will be announced soon.
 - iii) The Greenman festival was held on the library grounds and was a great success; Internet Security talk by Leo Pedersen also had a good turnout of 17; Babytime has begun. Marysia is doing a great job presenting the program and has extra hours from the Literacy Task Group funding. First Babytime had 25 participants; Two presentations on Alzheimer's and Dementia were well received on May; Mini Pride Parade went off without incident; Last Storytime for the summer was June 14. Storytime will return in September; Summer Reading has begun.
 - iv) The step at Cardena Rd to pavilion ramp has been made inaccessible with a row of boulders and two planters in front of the boulders.
 - v) The installation of a heat pump/air conditioner for the old part of the library should take place by end of July.
 - c) BIM — No report
 - d) InterLINK – Meeting Summary distributed electronically

- 8) Next meeting date scheduled for July 20, 2023 at 7pm

- 9) Adjournment: 9:10pm