

**Bowen Island Public Library
Board of Trustees Meeting — Sept 21, 2023
via Zoom video conferencing
Minutes**

Attendance and Quorum: Don Heth (Chair), Jeb Gutelius (Vice Chair), Peter Matthews, Beatrice Anderson, Len Gilday, Kellee Ngan, Rachelle Smalldon, Sujata Connors (arrived 7:06pm), Christina Gray, Jennifer Madden, Anita Schuller (arrived 7:50), Tina Nielsen (ex-officio)
Regrets: Sue Ellen Fast, Angela Redish,

1. Call to Order: 7:02pm
2. Land acknowledgment
3. Approval of Agenda with addition of item 7e: Approved
4. Approval meeting minutes from July 20, 2023 (distributed electronically) Approved
5. Chair’s Report (verbal): Don said library committees were “firing on all cylinders” and expressed appreciation for their hard work. Don said we should start thinking about our upcoming strategic planning session. Should we aim for the fall of this year or spring 2024?
6. Business arising from the minutes (updated table below)

Tasks from previous meeting minutes

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

7. New Business
 - a. Provincial enhancement grant expenditure discussion.
 - i. Don led a discussion about broad, strategic ways of approaching the possibilities and identifying how best to deploy the money. Don reminded the board of the terms of the grant: roughly \$150,000 to enhance library services, the money must be spent by the end of 2025.
 - ii. Tina described her preference for a high-level category approach which could help the board sense where to focus. Her approach would divide possible projects into “buckets”. She identified four principal buckets: Collections, Facility, Human Relations, and Programming. Board discussed other ways of dividing projects using different “buckets.”.

- iii. Discussion about finding the balance between investing one-time grant money in physical things (furniture, renovations, collections, et cetera) and people (programming, staff training, additional staff, et cetera). Physical things would persist following the grant while people would need fresh money to carry on beyond the grant.
 - iv. Discussion about who does what: Does the board decide the high-level priorities and Tina and staff use this board direction to craft a first draft of where to put the money then bring that draft to the board for review?
 - v. Don said we were raising good questions and we should start winnowing choices down soon. Pass on comments to Tina.
- b. BIM – Prior Service Agreement between BIM and BIPL: Tina said this agreement would allow employees of BIM and BIPL to carry benefits across if they move from one employer to the other. More discussion with BIM is needed to fine tune details including questions around budget implications and seniority. Board agreed we are not opposed but need to find out more.
- c. Revised Room Rental Policy for approval (distributed electronically) Tina reviewed the policy which is a refinement of an existing policy.
- i. **Motion: To accept the revised Room Rental Policy as presented. Carried**
- d. Centennial of the Library Building 2024: The Union Steamship Company built their general store in 1924. It stocked provisions and housed the post office. Today, that building is home to our library. Tina outlined some of the potential partners, events and exhibits to celebrate the centennial.
- e. Naming the Cultural Corner: Jeb described the progress he and Sujata have made towards naming the Culture Corner pavilion. In discussions with two representatives of The Hearth, Simon James, known also as Winadzi (creator of the “Eagle Descending” sculpture for the pavilion) and Bob Baker of the Squamish Eagle Song Dancers it was agreed the name “A Gathering of Eagles”, or similar, and the equivalent in the Squamish language would be an appropriate formal name for the pavilion. Tina suggested that the subcommittee ask Liam Edwards for his opinion about how best to proceed.
8. Reports
- a. Policy and Planning Committee – Workplan progress: Beatrice Anderson reported the Policy and Planning Committee had revised the library’s Compensation and EDI policies and would present the Personnel Policy for review and acceptance at our October meeting.
 - b. Finance Chair – Monthly Financial report (distributed electronically): Jeb reviewed the report and noted that while Library Donations are low now, the majority of donations come in November and December.
 - c. Chief Librarian (distributed electronically):
 - i. Lucie Robichaud (hired as Summer Reading Club Library Assistant) has joined the library team as a casual on call Library Assistant I. Lucie will work as needed and as available during her upcoming Grade 12 year.
 - ii. Summer Reading Club wrap up celebration was Sept 9. Mayor Leonard came

and handed out medals to those kids who completed the 50 days of reading challenge.

- iii. The National Day for Truth and Reconciliation and Orange Shirt Day take place on September 30. The library will be holding an event called “ReconciliACTION” in the Annex that day and all are invited.
 - iv. Write on Bowen (a library-supported program) Sept 16-17 was a great success.
 - v. Heat Pump has been installed in the old library and has been working well to cool the building during warm temperatures.
- d. BIM (Deferred – Councillor Fast absent)

9. Next meeting date scheduled for October 19, 2023, at 7pm

10. Adjournment 9:05