

**Bowen Island Public Library  
Board of Trustees Meeting October 19, 2023  
Minutes**

Attendance and quorum: Jeb Gutelius (Acting Chair), Anji Redish (Finance Committee Chair), Sue Ellen Fast (BIM Councillor), Beatrice Anderson, Kellee Ngan, Rachelle Smalldon, Sujata Connors, Christina Gray, Jennifer Madden, Anita Schuller, Peter Matthews (arrived 7:27pm), Tina Nielsen (ex-officio)  
 Regrets: Don Heth (Chair), Len Gilday

1. Call to Order: 7:12pm
2. Land acknowledgment
3. Approval of Agenda - CARRIED
4. Approval of meeting minutes from September 21, 2023 - CARRIED
5. Chair’s Report (verbal):

Jeb Gutelius, as acting Chair, reported on the progress of the naming of the new stage in the outdoor plaza. The committee has met with Liam Edwards (CAO) and Gillian Drake (Manager of Recreation) from BIM and received support for the proposed name “Gathering of Eagles”. Liam proposed that the committee bring the proposed name to Council at the Nov 14 Council meeting for their approval. With Council approval the naming committee would then approach Squamish Nation members for approval of a Squamish translation of the name.

6. Business arising from the minutes (updated table below)

Tasks from previous meeting minutes

Send ideas for Enhancement grant spending to Tina	Board	Agenda Item 6.a.
Discuss details of Prior Service Agreement with BIM	Tina	Agenda Item 6.b.
Check with Liam Edwards re: pavilion naming	Jeb	DONE

a. Enhancement Grant priority list

Chief Librarian Tina Nielsen shared a power point presentation outlining suggested priorities for expenditure of the Provincial Enhancement Grant over 2024 and 2025. Board members discussed the proposal with some questions on details and how to manage the uncertainty of some estimated pricing.

**MOTION:** Move to authorize the Chief Librarian to expend the Provincial Enhancement Grant funds in five categories as specified in the report presented at this meeting, with the ability to use the \$10,000 contingency as needed, or to

transfer line item budget amounts within each category or from one category to another up to a maximum of \$5,000; and that any transfer of budget amounts, either within categories or between categories, in excess of \$5,000 be approved by the Finance Committee in advance; and further that the Chief Librarian provide monthly reports to the Finance Committee on the progress of the grant expenditure.

- CARRIED

b. Prior Service Agreement with BIM.

The Chief Librarian presented a report on the implications of entering into a prior service agreement with Bowen Island Municipality.

MOTION: Move to enter into a prior service agreement with Bowen Island Municipality to recognize prior service for any employee moving from one organization to the other. – CARRIED

7. New Business

a. Board Trustee recruitment and term ends. Received for information.

8. Reports

a. Policy and Planning Committee – Equity, Diversity and Inclusion Policy and Compensation Policy. The board was pleased with the two policies and praised the work of BIM staff in creating their EDI policy that we have adapted. A question was raised as to next steps for the EDI policy and a suggestion that an action plan is required and should be considered in the operational plan of the current or next strategic plan.

MOTION: To approve and adopt the draft Equity, Diversity and Inclusion Policy included in this meeting package. – CARRIED

MOTION: To approve and adopt the draft Compensation Policy included in this meeting package. – CARRIED

b. Finance Chair

i. Monthly Financial report – The board received the monthly financial report for information.

ii. Budget 2024 -Draft

MOTION: To approve the draft 2024 Budget. - CARRIED

c. Chief Librarian – The board received the Chief Librarian’s monthly report for information.

d. BIM - Councillor Fast presented a verbal report on municipality updates.

9. Next meeting date scheduled for November 16, 2023 at 7pm

10. Adjournment 9:08pm