

Bowen Island Public Library
Board of Trustees Meeting — January 18, 2024
via Zoom video conferencing
Minutes

Attendance and Quorum: Don Heth, Jeb Gutelius, Sue Ellen Fast, Beatrice Anderson, Len Gilday, Kellee Ngan, Sujata Connors, Jennifer Madden, Angela Redish, Anita Schuller, Gurinder Singh Mann, Deanna Brummitt, Tina Nielsen (ex-officio)

Regrets: Peter Matthews

1. Call to Order: 7:05 pm
2. Land acknowledgment
3. Approval of agenda with additions of 8.b.ii and 8.b.iii **APPROVED**
4. Approval of meeting minutes November 16, 2023 (distributed electronically) **APPROVED**
5. Chair's Report (Verbal): Don welcomed Deanna and Gurinder to our board. Don shared some good news: A patron is donating \$80,000-\$100,000 to create an endowment in support of the Med Shed. Don spoke to the goal of having an in-person only meeting to further acquaintanceships between board members. Don will send out information about a date for an in-person meeting.
6. Business arising from November minutes:
 - a. Board applicants reviewed and recommendation to Council - DONE
 - b. Benefit cost overrun attributed to salary increases from Sainas review and one extra staff member moving onto benefit plan and pension. - DONE
 - c. Send Effectegy Strat Plan Proposal to all board members – DONE
7. New Business
 - a. Election of Chair, Vice Chair and Finance Committee Chair.
 - i. Don Heth nominated as Chair. Further nominations solicited. No further nominations. Don Heth acclaimed Chair
 - ii. Jeb Gutelius nominated as Vice Chair. Further nominations solicited. No further nominations. Jeb Gutelius acclaimed Vice Chair.
 - iii. Angela Redish nominated as Finance Committee Chair. Further nominations solicited. No further nominations. Angela Redish acclaimed Finance Committee Chair.
 - iv. Committee appointments deferred to February meeting. Don asked members to give some thought to which board committees they would like to contribute to. Tina will distribute information about committee mandates. Board members are asked to let Tina know their preference.

Committee assignments will be on the agenda for February's board meeting.

- b. Ratify electronic vote on Board Development Committee Report. **MOTION: To ratify the motion made by email November 21, 2023, which states: That the following names be submitted to the Municipal Council of Bowen Island for appointment to the Board of the Bowen Island Public Library: Deanna Brummitt, Jeb Gutelius, Don Heth, Jennifer Madden, Gurinder Singh Mann, and Kellee Ngan. CARRIED**

8. Reports

- a. P&P report on Personnel Policy – Retirement & Vacation considerations (distributed electronically): Much discussion around the table. P&P Committee will follow up and present the revised Personnel Policy at our next meeting.
- b. Finance – Monthly Financial and revised budget (both distributed electronically)
 - i. Finance Chair Angela Redish reviewed the revisions made to the 2024 budget. **MOTION: To approve BIPL Budget 2024 Draft 3. CARRIED**
 - ii. Staff Health and Wellness Fund: **Motion: That \$350 be made available to each staff member to spend as they see fit to enhance their health and wellness. CARRIED**
 - iii. Enhancement Grant Fund: **MOTION: That the library board approve the reallocation of \$20,000 from Heating Changes Annex/Gallery budget line item towards the balance required for one soundproof booth and the remainder towards further Capital line items. CARRIED**
- c. Chief Librarian's Report (distributed electronically):
 - i. 2023 benefits ran over budget due to increased wages from implementation of compensation review recommendations and the addition of one more staff member to extended benefit plan.
 - ii. Babytime and Storytime will continue in 2024.
 - iii. Piloting a "Study Club" for high school students on Wednesday afternoons.
 - iv. Friends of the Library (FOBILS) are beginning collection of used books in February. Their storage space is very limited.
 - v. 2023 annual statistics indicate library use has rebounded post-COVID. Circulation of Electronic Materials has tripled from 5,638 to 15,213 between 2019 and 2023.
 - vi. Updated operational plan for 2022-2024 Strategic Plan provided for information.
- d. InterLINK
Anita Schuller reported on the InterLINK budget presented for board consideration and comment. No comment provided.
- e. Bowen Island Municipality
Sue Ellen Fast reported that BIM budget discussions were continuing and the 5-year financial plan is now out for public consultation. She will continue to keep

us informed on budget process. OCP review expected in 2024. The Active Transportation Plan was presented to Council.

9. Adjournment: 9:10 pm