

**Bowen Island Public Library
Board of Trustees Meeting — Jan 20, 2022
Via Zoom video conferencing
Minutes**

Attendance and Quorum: Susan Munro (Chair), Don Heth (Treasurer), Melissa Harrison, Sue Ellen Fast, Peter Matthews, Beatrice Anderson, Len Gilday, Jeb Gutelius, Jen Harvey, Kellee Ngan, Windy Dorresteyn, Rachelle Smalldon, Manusha Janakiram, Jennifer Streckmann (ex-officio)

- 1) Call to Order 7:00
- 2) Land acknowledgment
- 3) Approval of Agenda: Approved
- 4) Approval of meeting minutes from November 18, 2021: Approved
- 5) Business arising from the minutes (updated table below)

What	Who	When
Inquire with BIM as to how many Board applications received thus far	Jen S	Done
Look into further promotion of ILL service	Jen S	Ongoing

- 6) New Business
 - a) Welcome to new Trustees: Susan welcomed new and returning library board members and invited each to introduce themselves.
 - b) Board & Committee Roles: Susan thanked Don Heth for agreeing to serve as our treasurer. All asked to consider committees they would like to join/continue with and report their choices to Susan. Susan will review committee roles at our February meeting. We also need a Vice Chair. Current vacancies:
 - (1) Vice Chair
 - (2) Personnel Committee Chair
 - (3) Communications Committee Chair
 - (4) Fundraising Committee (1 position)
 - (5) InterLINK Rep Alternate
 - c) Draft 2022-2024 Strategic Plan: Jennifer reviewed our draft plan. General agreement the document was clearly presented and engaging. Jennifer will bring a revised Strategic Plan and Draft Operational Plan to our February meeting.
 - d) Room Rental Policy Update
 - i) Request to offer free Flex room rentals to Youth ages 13-18, subject to Library capacity. Jennifer said the Dungeons and Dragons tournament held in the Flex Room over the Christmas break was an initiative in support of youth and a great success.
Motion: To amend the Bowen Library Room Rental Policy per the draft. Carried

7) Reports

a) Librarian

- i) In-person library programs have been postponed until COVID-related risk has decreased.
 - ii) Staff have been provided with N95 masks.
 - iii) The COVID-19 specific safety plan has been updated.
 - iv) The Library Foundation's end-of-year fundraising raised \$4,000.70 in November and December,
 - v) On December 2nd the library hosted a virtual event with Haida/Squamish Storyteller Kung Jaadee, coordinated through InterLink. Staff also put on a drop-in Crafternoon before Christmas, which was a wonderful all-ages program.
 - vi) Fines for Food: Dec 15—Jan 15 raised \$380 for the Bowen Food Bank
 - vii) Tech Tutor appointments have been moved back to Zoom and continue to be popular.
 - viii) Staff created a Permanent Indigenous Voices display and worked to decolonize the Children's Non-Fiction Collection.
 - ix) Snug Cove Cultural Corner – The RFP closed January 19th and building permit applications have been submitted.
- b) BIM — Sue Ellen reviewed BIM Council initiatives. Sue Ellen asked if the library could repurpose the septic tanks and pumps now surplus to our needs following library's connection to the Snug Cove sewer.

8) Next meeting date scheduled for February 17, 2022.

9) Adjournment: 8:30

Tasks from meeting minutes

What	Who	When
Consider which committees to join and report to Susan	All	By Feb meeting
Revise 2022-2024 Strategic Plan	Jennifer	By Feb meeting
Write operational guidelines for Strat Plan	Jennifer	By Feb meeting
Followup re septic tanks and pumps	Len	By Feb meeting

Bowen Island Public Library
Board of Trustees Meeting — February 17, 2022
Via Zoom video conferencing
Minutes

Attendance and Quorum: Susan Munro (Chair), (Vice Chair), Don Heth (Treasurer), Peter Matthews, Beatrice Anderson, Len Gilday, Jeb Gutelius, Kellee Ngan, Windy Dorresteyn, Rachelle Smalldon, Manusha Janakiram, Jennifer Streckmann (ex-officio)

Regrets: Melissa Harrison, Sue Ellen Fast, Jen Harvey

- 1) Call to Order: 7:05
- 2) Land acknowledgment
- 3) Approval of Agenda: Approved
- 4) Approval of meeting minutes from January 20, 2021: Approved
- 5) Business arising from the minutes (updated table below)

What	Who	When
Follow up re septic tanks and pumps	Len	Complete
Revise 2022-2024 Strategic Plan	Jennifer	Complete
Write operational Guidelines for Strat Plan	Jennifer	Complete
Consider which committees to join and report to susan	All	Complete

- 6) New Business
 - a) Committee Roles: Susan reviewed committee assignments and committee roles. Susan and Peter requested a volunteer step forward as backup for the InterLINK liaison
 - b) 2022-2024 Strategic Plan Review: Jennifer reviewed in detail the new Strategic Plan.
 - i) **Motion to adopt, with minor revisions, the Bowen Island 2022-2024 Strategic Plan. Carried.**
 - c) 2022-2024 Operational Plan Review: Jennifer reviewed in detail the Operational Plan. Susan and Jennifer will refine Operational Plan priorities and timeline to report back next meeting.
- 7) Reports
 - a) Librarian—Jennifer reported:
 - i) Vaccine verification has begun for library programs and events.
 - ii) Two staff took ARETE's COVID-19 Customer Conflict Management – Communicating Health and Safety Guidelines training in preparation for vaccine verification at the Library.

APPROVED March 17, 2022

- iii) The first Volunteer Day is scheduled for March 3rd.
- iv) Current partnership discussions include the Seed Library with BICS and Write on Bowen festival.
- v) Update on drainage issues on the Library/Cove Commons property and the timeline for the Snug Cove Cultural Corner work.
- b) Finances — Don reported while it is a bit early in the year to form a solid opinion everything looks good right now.

8) Next meeting date scheduled for March 17, 2022.

9) Adjournment: 8:20pm

Tasks from meeting minutes

What	Who	When
Request for one volunteer as backup InterLINK rep.	All	ASAP
Refine Operational Plan Timelines and Priorities	Susan & Jennifer	By March mt'g

Bowen Island Public Library
Board of Trustees Meeting — March 17, 2022
Via Zoom video conferencing
Minutes

Attendance and Quorum: Susan Munro (Chair), Jeb Gutelius (Vice Chair), Don Heth (Treasurer), Melissa Harrison, Sue Ellen Fast, Peter Matthews, Beatrice Anderson, Len Gilday, Jen Harvey, Kellee Ngan, Rachelle Smalldon, Manusha Janakiram, Jennifer Streckmann (ex-officio)
Regrets: Windy Dorresteyn

- 1) Call to Order: 7:02 pm
- 2) Land acknowledgment
- 3) Approval of Agenda: Carried
- 4) Approval of meeting minutes from February 17, 2021: Carried
- 5) Business arising from the minutes (updated table below)

What	Who	When
Request for one volunteer as backup InterLINK rep.	All	ASAP
Refine Operational Plan Timelines and Priorities	Susan & Jennifer	By March mt'g

Len agreed to serve as backup InterLINK representative.

- 6) New Business
 - a) Operational Plan review: Jennifer presented the updated Operational Plan based on the 2022-2024 Strategic Plan. Progress on achieving our goals will be updated quarterly.
 - b) Discussion re ways to improve monthly Board Meetings
 - i) Board members met in three Zoom breakout rooms to discuss meeting format, committees, dialogue, etc.
 - ii) Representatives from each group shared ideas discussed. Susan and Jennifer will review options and report back.
 - iii) Susan and Jennifer will review whether to return to in-person or hybrid board meetings for our April meeting.
- 7) Reports
 - a) Librarian — Jennifer reported:
 - i) Masks are optional for staff and patrons as of March 11. Vaccine verification will end April 8th.
 - ii) Tech Tutor program has expanded to include a visit to Bowen Court.
 - iii) Upcoming programs for spring are a drive-in movie at the end of march, a Baby Party in April, a TAG-led Dungeons and Dragons program, Chessmates, Black History and Earth Day Films, and a Tuesday morning book club for seniors
 - iv) The 2022 BC Budget left provincial library grant unchanged.

APPROVED April 21, 2022

b)BIM — Sue Ellen reported:

- i) Electric Vehicle charging stations in the library parking lot will be working soon.
- ii) Municipal public buildings, including the Library, will be exempt from charges to pay for the Snug Cove sewer upgrade.

8) Next meeting date scheduled for April 21, 2022 – In person!

9) Adjournment: 8:15

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Tasks from meeting minutes

What	Who	When
Review options for improving board meetings	Jennifer & Susan	ASAP
Review when/how to return to in-person board meets	Jennifer & Susan	ASAP

**Bowen Island Public Library
Board of Trustees Meeting — April 21, 2022
Via Zoom video conferencing
Minutes**

Attendance and Quorum: Jeb Gutelius (Acting Chair), Don Heth (Treasurer arrive 7:15), Peter Matthews, Len Gilday, Kellee Ngan, Windy Dorresteyn, Jennifer Streckmann (ex-officio)

Regrets: Susan Munro (Chair), Melissa Harrison, Sue Ellen Fast, Jen Harvey, Beatrice Anderson, Rachelle Smalldon, Manusha Janakiram

- 1) Call to Order: 7:03
- 2) Land acknowledgment
- 3) Approval of Agenda with revision: approved
- 4) Approval of meeting minutes from February 17, 2021: approved

- 5) Business arising from the minutes (updated table below)

What	Who	When
Review options for improving board meetings	Jennifer & Susan	ASAP
Review when/how to return to in-person board meetings	Jennifer & Susan	ASAP

Discussion re improving board meetings deferred to Susan's return. Decision to pause In-person meetings until COVID conditions improve.

- 6) New Business
 - a) Provincial Funding: Bowen Library received a one-time Provincial Grant of \$32,600.24. Library must decide how to spend the money by August. Jennifer will research options.
 - b) Committee Work Assignments – Jennifer presented draft for review.
- 7) Discussion – BCLA review of Intellectual Freedom Statement
 - a) Jennifer explained the BC Library Association's Statement of Intellectual Freedom is currently pending review by the BCLA board. This survey is an important first step of that review process.
 - b) <https://bclaconnect.ca/intellectual-freedom-survey/>
- 8) Reports
 - a) Librarian—Jennifer presented her monthly report:
 - i) We have switched from the COVID-19 Safety Plan back to the Communicable Disease Plan. Mask wearing for staff is optional. Vaccine verification for programs ended April 8.
 - ii) Canadian Heritage Grant Award of \$15,000 to BIAC, Library, and BIM for June 21st–

APPROVED May 16, 2022

July 1st programming.

- iii) Friends of the Library large book sale back on in May.
 - iv) Tech Tutor visit to Bowen Court very successful with an audience of 16.
 - v) Baby Party & Drive-in Movie was very successful with 23 and 32 participants respectively.
 - vi) One eRead Canada is underway for the month of April with unlimited checkouts of The Break by Katherine Vermette.
 - vii) Tech Tutor private appointments, Bring Your Own Book Bookclub, Teen Advisory Group, Storytime, Black History Month Films, Chessmates, continue
 - viii) Upcoming programs are a TAG-led Dungeons and Dragons program, Chessmates, Black History Films, a Documentary on Greta Tunberg for earth day, and a Tuesday morning book club for seniors
- b) Financial: Don reported the budget seemed fine with the caveat that BIM council had yet to approve their (and our) 2022 budget.
- c) InterLINK: Len attended via Zoom the March 29 InterLINK meeting as Peter's backup. He reported on the interesting discussion about meaningful Territorial Acknowledgments following the InterLINK board's March 14 session with decolonial facilitator Nahanee Creative. Participants described the session as excellent. These were some takeaways:
- i) There is no perfect way to do Territorial Acknowledgments.
 - ii) Everyone has the authority to make mistakes
 - iii) We are all at different stages on this journey.
 - iv) The journey will be a long and messy process
 - v) If we are not careful, the journey will not sustain itself.

9) Next meeting date scheduled for May 19, 2022.

10) Adjournment 8:45

Tasks from meeting minutes

What	Who	When
Review, then present to board, options for how to spend provincial grant money	Jennifer	ASAP

**Bowen Island Public Library
Board of Trustees CLOSED Meeting — April 21, 2022
Via Zoom video conferencing
Minutes**

Attendance and Quorum: Jeb Gutelius (Acting Chair), Don Heth (Treasurer arrive 7:15), Peter Matthews, Len Gilday, Kellee Ngan, Windy Dorresteyn, Jennifer Streckmann (ex-officio)

Regrets: Susan Munro (Chair), Melissa Harrison, Sue Ellen Fast, Jen Harvey, Beatrice Anderson, Rachelle Smalldon, Manusha Janakiram

New Business:

- a) Patron Letter: Jennifer presented background to patron's letter. Board supported Susan's letter in response.
- b) Library Surplus Account Update
 - i) Due to an accounting error in the Financial Department the library surplus amount will be revised. More information to come.

**Bowen Island Public Library
Board of Trustees Meeting — May 19, 2022
Via Zoom video conferencing
Minutes**

Attendance and Quorum: Susan Munro (Chair), Jeb Gutelius (Vice Chair), Don Heth (Treasurer), Melissa Harrison (arrive 7:20), Peter Matthews, Beatrice Anderson, Len Gilday, Windy Dorresteyn, Rachelle Smalldon, Manusha Janakiram, Jennifer Streckmann (ex-officio)
Regrets: Sue Ellen Fast, Jen Harvey, Kellee Ngan,

- 1) Call to Order: 7:05
- 2) Land acknowledgment
- 3) Approval of Agenda: approved
- 4) Approval of meeting minutes from February 17, 2021: approved
- 5) Business arising from the minutes (updated table below)

What	Who	When
Review, then present to board, options for how to spend provincial grant money	Jennifer	ASAP

- 6) New Business
 - a) 2022 Budget Approval. Don reviewed the Bowen Library's amended budget.
 - i) **Motion: That we ratify that we approve the amended budget motion as presented electronically on April 28. Carried**
 - b) SOFI Approval: **Motion to approve the 2021 Statement of Financial Information as presented. Carried**
 - c) Provincial Funding Allocation Brainstorm:
 - i) Jennifer provided background: The BC Ministry of Municipal Affairs has announced that Bowen Island Public Library will receive total one-time grants of \$32600.24 to be used to support COVID-19 relief and recovery (including emergency planning).
 - ii) Jennifer said we need to report to the province the plan of how we will spend our grant by August 15.
 - iii) Much discussion about priorities for using our grant.
 - iv) Jennifer will assemble the information to facilitate further discussion.
 - d) Intellectual Freedom Session: Jennifer said the BC Library Association's Intellectual Freedom Committee will make a presentation for Bowen Trustees and Staff on Tuesday June 28, 1pm. If you are interested and wish to attend let Jennifer know.
- 7) Reports
 - a) Librarian:
 - i) The Summer Reading Club position has now been filled

APPROVED June 16, 2022

- ii) The Bowen Library will celebrate Indigenous People's Day June 21-26. The program will include:
 - (1) An evening of short indigenous films that celebrate Pacific coast Indigenous art and culture.
 - (2) Storytime and drumming with Kung Jaadee of the Xaayda (Haida) people.
 - (3) Squamish weaving with Cheximiya
 - iii) Snug Cove Cultural Corner Update – Plants have arrived and the courtyard area is almost complete. Work will soon begin in the front plaza.
 - b) Finance Committee: Don reported everything seems on track.
- 8) Next meeting date scheduled for June 16, 2022.
- 9) Adjournment 8:40

Tasks from meeting minutes

What	Who	When
Assemble board discussion material re COVID relief and recovery grant	Jennifer	ASAP
BCLA Intellectual Freedom zoom session	All board members	June 28, 1pm

Bowen Island Public Library
Board of Trustees Meeting — June 16, 2022
Via Zoom video conferencing
Minutes

Attendance and Quorum: Susan Munro (Chair), Jeb Gutelius (Vice Chair), Don Heth (Treasurer), Sue Ellen Fast, Beatrice Anderson, Len Gilday, Kellee Ngan, Rachelle Smalldon, Jennifer Streckmann (ex-officio)

Regrets: Melissa Harrison, Peter Matthews, Jen Harvey, Windy Dorresteyn, Manusha Janakiram,

- 1) Call to Order: 7:05
- 2) Land acknowledgment
- 3) Approval of Agenda with additions: Approved
- 4) Approval of meeting minutes from May 19, 2022: Approved
- 5) Business arising from the minutes (updated table below)

What	Who	When
Assemble board discussion material re COVID relief and recovery grant	Jennifer	ASAP
BCLA Intellectual Freedom zoom session	All board members	June 28, 1pm

Discussion re COVID relief and recovery grant item 6) b) below. Susan encouraged all to attend the BCLA Intellectual Freedom zoom session.

- 6) New Business
 - a) 2021 Annual Report: Agreement around the table Jennifer's 2021 Annual Report is comprehensive, articulate, and exciting.
 - b) Provincial COVID Relief and Recovery Funding and Emergency Preparedness: Jennifer presented a plan for spending \$32,600.06 in provincial grant funding:
 - i) The library will go Fine Free for three years.
 - ii) Equipment to hold hybrid meetings (in person/remote).
 - iii) Heat/Cool pump installation for library.
 - iv) Website redesign (if funds allow).
 - v) Board supported the plan.
 - vi) Don suggested the budget needs adjustment to reflect these changes.
 - c) Susan reported the Library Foundation AGM will be held prior to our July meeting.
- 7) Reports
 - a) Librarian — Jennifer reported:
 - i) Lauren Breakell hired as Summer Reading Club Library Assistant. Forty kids are signed up in the first two days. Program began June 15.
 - ii) Teen Summer Reading Challenge also launched June 15.
 - iii) FOBILS approved \$5,000 disbursement to Library for new library signage, wage top-

APPROVED July 21, 2022

- up for summer position, and subsidized tickets to Write on Bowen.
 - iv) Summer Babytime series in August planned for new outdoor space.
 - v) Snug Cove Cultural Corner Update – waiting on concrete to pour footings for benches. Construction of plaza area has begun.
 - b) BIM: Sue Ellen reported ongoing Municipal business including information re necessary repairs to Bowen Trunk Rd.
 - c) Finance Committee:
 - i) Don reported we are roughly half-way through the year — all is on track.
 - ii) Don advised line item “library salaries” will rise on Tina’s return from sabbatical.
 - iii) Don advised the budget process is about to begin and the Finance Committee needs one new committee member by end of summer.
 - d) Personnel Committee:
 - i) Susan reported Tina has confirmed she is keen to return from sabbatical to resume her position as Chief Librarian.
 - ii) Jennifer’s performance review is underway.
- 8) Next meeting date scheduled for July 21, 2022.
- 9) Adjournment: 8:10

Tasks from meeting minutes

What	Who	When
Finance Committee needs one additional member	???	By end of summer
Complete Jennifer’s Performance Review	Personnel Comm	Ongoing
All board members to consider director positions with the Library Foundation	Trustees	July Meeting

**Bowen Island Public Library
Board of Trustees Meeting — July 21, 2022
Hybrid Meeting — Library Annex and via Zoom video conferencing
Minutes**

Attendance and Quorum: Susan Munro (Chair), Jeb Gutelius (Vice Chair), Don Heth (Treasurer), Sue Ellen Fast, Peter Matthews, Beatrice Anderson, Len Gilday, Jen Harvey, Kellee Ngan, Jennifer Streckmann (ex-officio)

Regrets: Rachelle Smalldon, Melissa Harrison

- 1) Call to Order: 7:15
- 2) Land acknowledgment
- 3) Approval of Agenda as amended: approved
- 4) Approval of meeting minutes from June 16, 2022: approved
- 5) Business arising from the minutes (updated table below)

What	Who	When
Finance Committee needs one additional member	???	End of Summer

Jeb agreed to join the Finance Committee — Jeb will leave the Communications Committee

- 6) New Business
 - a) Board Housekeeping: Manusha has moved off-island and resigned the library board.
 - b) Intellectual Freedom Debrief: Jennifer, Peter, and Don reviewed the excellent presentation by BCLA about issues surrounding intellectual freedom. Jennifer and Susan will prepare a clear, concise statement presenting the library's position on issues surrounding intellectual freedom. The printed statement will be available to library staff and board members.
 - c) Jennifer's Performance Review: Susan reported the Personnel Committee is completing the review.
 - d) Provincial Relief and Recovery Funding: Jennifer reported funds will permit the installation of a library heat pump.
 - i) **Motion: \$500 from Board Expenses budget (65-2-0600-008) be allocated to the Association of BC Public Library Directors to help improve library public awareness. Carried.**
 - e) Joint Operations Committee is updating the Joint Operations Agreement guiding shared use of the Annex/Gallery space.
- 7) Reports
 - a) Librarian: Jennifer reported:
 - i) Summer Reading Club is underway, some programs include: Crazy Comics (Draw and write a graphic novel); Paws & Claws: Rescue Animals Visit the Library; Sleepy Stuffies (Stuffed animal sleepover at the Library); Movie Night 'The Golden

Compass'

- ii) Library Co-op is providing website upgrades through the COVID Relief & Recovery funding.
 - iii) Write on Bowen August 6/7. Annex will be closed to library patrons on Saturday/Sunday.
 - b) BIM: Sue Ellen reported BIM council will not meet in August, returning in September.
 - c) Finance Committee:
 - i) Don reported that Committee members (Don, Peter, and Jeb) will meet in August to rough in our 2023 budget. The Committee will meet with Tina in late September to fine tune.
 - ii) Don reported while salaries are a bit ahead of the trend line library financials look good.
- 8) This is Jennifer's last board meeting (Tina Nielsen will return to her position of Library Director September 6). **Motion: The board expresses gratitude to Jennifer for her excellent service to the Bowen Library, library staff and volunteers, the library board, and the community of Bowen Island. Carried — with enthusiastic applause.**
- 9) Next meeting date scheduled for Sept 15, 2022.
- 10) Adjournment: 8:25

Tasks from meeting minutes

What	Who	When
Prepare concise statement presenting library's position on intellectual freedom	Susan & Jennifer	ASAP
Complete Jennifer's Performance Review	Personnel Comm	ASAP
Joint Operations Committee update Ops Agreement	Ops Comm	Soon
Rough in 2023 library budget	Finance Comm	August

**Bowen Island Public Library
Board of Trustees Meeting — September 15, 2022
Hybrid Meeting — Library Annex and via Zoom
Minutes**

Attendance and Quorum: Susan Munro (Chair), Jeb Gutelius (Vice Chair), Melissa Harrison, Peter Matthews, Len Gilday, Kellee Ngan, Rachelle Smalldon, Tina Nielsen (ex-officio)
Regrets: Don Heth (Treasurer), Sue Ellen Fast, Beatrice Anderson, Jen Harvey,

- 1) Call to Order: 7:05pm
- 2) Land acknowledgment
- 3) Approval of Agenda: Approved
- 4) Approval of meeting minutes from July 21, 2022: Approved
- 5) Business arising from the minutes (updated table below)
Tasks from previous meeting minutes

What	Who	When
Prepare concise statement presenting library's position on intellectual freedom	Tina	ASAP
Complete Jennifer's Performance Review	Personnel Comm	DONE
Joint Operations Committee update Ops Agreement	Ops Comm	DONE
Rough in 2023 library budget	Finance Comm	DONE

Susan welcomed Tina's return to her position of Library Director. Jennifer Streckmann's term as Interim Library Director was a great success.

- 6) New Business
 - a) Budget 2023: Peter reported the 2023 draft library budget will be presented at our next meeting.
 - b) Snug Cove Cultural Corner Project Update: The project has slowed down greatly. We are working with our architect/project manager to communicate to New Rhodes our disappointment with the delays. Grand opening forecast for spring 2023.
 - c) Pavilion naming: The Board discussed the process for naming of the Pavilion. It was agreed that a joint process with The Hearth and Bowen Island Municipality should be undertaken. Consideration of the BIM Policy # 19-03 "Public Spaces Naming and Donor Recognition Policy" will need to be part of that process.
 - d) Joint Operating Agreement between Library and Hearth due for review. Tina and Susan will follow up.

7) Reports

a) Finance: Peter reported salaries appear a bit high but not concerning.

b) Librarian: Tina reported:

- i) Tina meeting with Kristen Watson to review library 2022 expenditures.
- ii) Handover from Jen Streckmann back to Tina went well.
- iii) Summer Reading Club was very successful.
- iv) Storytime to resume on September 16. Staff member Marysia McGilvray will take the first session. Marysia is developing strong babytime and storytime skills. Jen provided excellent mentorship in these areas.
- v) Library will be closed Friday Sept 30 for National Day for Truth and Reconciliation.
- vi) Tina will research and distribute a synopsis of available options for Bowen mayoralty candidates to present their positions and answer questions from the public.

c) BIM: No report

8) Next meeting date scheduled for Oct 20, 2022.

9) Adjournment: 8:30

Tasks from meeting minutes

What	Who	When
Prepare statement on intellectual freedom	Tina	ASAP
Present 2023 draft library budget	Finance Comm	Next meeting
Review the Joint Operations Agreement between the Library and the Hearth to ensure clarity and details regarding outdoor spaces	Susan & Tina	ASAP
Prepare synopsis 2022 candidate pre-election events and send to Board	Tina	ASAP

**Bowen Island Public Library
Board of Trustees Meeting – October 20, 2022
Hybrid Meeting – Library Annex and via Zoom
Minutes**

Attendance and Quorum: Susan Munro (Chair), Jeb Gutelius (Vice Chair), Bea Anderson, Peter Matthews, Don Heth, Kellee Ngan, Rachelle Smalldon, Tina Nielsen (ex-officio)

Regrets: Sue Ellen Fast (Council Rep), Jen Harvey, Len Gilday, Melissa Harrison

- 1) Call to Order: 7:14pm
- 2) Land acknowledgment
- 3) Approval of Agenda: Approved with additions 6)c) and 7)d): APPROVED
- 4) Approval of meeting minutes from September 15, 2022: APPROVED
- 5) Business arising from the minutes (updated table below)

Tasks from previous meeting minutes

What	Who	When
Prepare statement on intellectual freedom	Tina	Item 7) b) i)
Present 2023 draft library budget	Finance Comm	Item 7) a) i)
Review the Joint Operations Agreement between the Library and the Hearth to ensure clarity and details regarding outdoor spaces	Susan & Tina with BIM and Joint Operations Committee	Schedule planned for early 2023
Prepare synopsis 2022 candidate pre-election events and send to Board	Tina	DONE
Communication to BIAC re naming of Pavilion	Susan and Tina	DONE

- 6) New Business
 - a) SCCCCP Update - Verbal
 - b) Winter holiday closure – Recommendation that the library be closed Saturday December 24, Sunday December 25, Monday December 26 and Sunday January 1, 2023.
 - i) MOTION: That Bowen Island Public Library close on December 25, 2022 and January 1, 2023 as per statutory holidays, and that the library close on December 24, 2022 in lieu of Boxing Day, December 26, 2022 which falls on a regularly closed day. **APPROVED**
 - c) Board member renewals and vacancies: Susan reviewed the upcoming term expiries of board members and the final date for 2 outgoing board members who have served the maximum 8 years. Those whose term expires this year (see below) can expect an email from Tina outlining when and how to apply for re-appointment should they wish to

continue on the board. Susan and Tina both encouraged members to apply for re-appointment.

Board member terms expiring this year who are eligible for re-appointment:

- Beatrice Anderson, Sue Ellen Fast, Len Gilday, Jen Harvey, Peter Matthews

Board members who will complete the maximum 8 years of service on Dec 31, 2022:

- Melissa Harrison
- Susan Munro

7) Reports

a) Finance

- i) Budget 2023: Don Heth, Finance Committee Chair presented the draft 2023 budget to the board. Board discussed the proposed budget and had no suggested alterations at this time. Tina will meet with BIM CFO Kristen Watson and communicate with the Finance Committee if further changes are suggested by the CFO.
- ii) Monthly Financial: Finances as of September 30, 2022 were presented. Don Heth explained some of the factors that have led to the salary line running high – benefits for Interim Director, assigned to salary, Canada Summer Job position not budgeted but included in actual, 2 weeks of 2021 payroll processed in early 2022.

b) Librarian: Tina reviewed her report.

- i) Intellectual Freedom Statements: Board reviewed the prepared talking points for intellectual Freedom issues, and discussed process for responding to any questions they may encounter from members of the public. The Board Chair or Chief Librarian are official spokespersons for the library, and existing policies define the library's position on Freedom to Read and Intellectual Freedom.

c) BIM – No report

d) InterLINK – Brief report by Chief Librarian from Len Gilday. Praise from the North Van City InterLINK rep for staff, collections and programs at Bowen Library.

8) Next meeting date scheduled for Nov. 17, 2022.

9) Adjournment: 8:40pm

Tasks from this meeting

What	Who	When
Board membership 2023 – Advertise, board member renewal reminder	Tina & Board Development Committee	November
Budget revisions (if needed) to Finance Committee	Tina	November
Joint Operations Agreement review with focus on new exterior spaces.	Joint Operations Committee and BIM	Winter 2023

BOWEN ISLAND PUBLIC LIBRARY ASSOCIATION
BOARD OF TRUSTEES MEETING
VIA ZOOM VIDEO CONFERENCING
NOVEMBER 17, 2022, FOLLOWING FOUNDATION MEETING

Susan Munro (Chair), Jeb Gutelius (Vice Chair), Don Heth (Treasurer), Melissa Harrison, Peter Matthews, Len Gilday, Beatrice Anderson, Kellee Ngan, Rachelle Smalldon, Tina Nielsen
Regrets: Sue Ellen Fast, Jen Harvey

- 1) Call to Order: 7:50pm
- 2) Land acknowledgment
- 3) Approval of Agenda: Carried
- 4) Approval of meeting minutes from October 20, 2022: Carried
- 5) Business arising from the minutes (updated table below)

Tasks from previous meeting minutes

What	Who	When
Board membership 2023 – Advertise, board member renewal reminder	Tina & Board Development Committee	DONE
Budget revisions (if needed) to Finance Committee	Tina	DONE
Joint Operations Agreement review with focus on new exterior spaces.	Joint Operations Committee and BIM	Jan-March 2023

- 6) New Business
 - a) Snug Cove Cultural Plaza update – Tina reported the pavilion roof structure is complete. Waiting for metal roofing installation. Working with contractor to complete benches, electrical for pavilion, bike racks. BIM is working on changing slope of some pathways to improve drainage and account for the parking lot paving.
- 7) Reports
 - a) Finance
 - i) Budget 2023 draft 3.1 revisions
(1) **Motion to adopt budget version 3.1 as the budget for the year 2023. Carried**
 - ii) Monthly Financial: Don reported, based on information from CFO Kirsten Watson, salaries appear higher than expected. Don and Tina are pursuing answers for why this is so.

b) Librarian: Tina reported on upcoming library programmes:

- i) Chessmates – Nov 24 and Dec 8. 6:30pm – 8pm
 - ii) French Conversation Club – Sat. Nov 19, Sun. Dec 11, 12pm – 1pm
 - iii) Storytime Friday mornings 10:30am
 - iv) Career Advisor Nov 23, 2pm – 5pm
 - v) Way To Go!: Poetry, music and conversation on the end of life. Nov 20 @ 1:30
 - vi) Supporting BIM film screening “Uncharted Waters” Wed Nov 30 @6:30pm
- c) BIM: No report

8) Next meeting date scheduled for January 19, 2023

9) Susan and Melissa are retiring from the library board at year end, so this is their last meeting. All board members present thanked them for eight years of wise advice and good company.

10) Adjournment: 8:45