

Bowen Island Public Library
Board of Trustees Meeting — February 15, 2024
Minutes

Attendance and Quorum: Don Heth, Beatrice Anderson, Angela Redish, Deanna Brummitt, Gurinder Singh Mann (Zoom), Peter Matthews (Zoom), Jennifer Madden (Zoom), Kellee Ngan (Zoom), Tina Nielsen (ex-officio)

Regrets: Jeb Gutelius, Sue Ellen Fast, Len Gilday, Sujata Connors, Anita Schuller

1. Call to Order: 7:04 pm
2. Land acknowledgment
3. Approval of Agenda **APPROVED**
4. Approval of meeting minutes January 18, 2024 – (distributed electronically) **APPROVED**
5. Chair’s Report: Don Heth thanked the board for responding to requests for committee members. He outlined some of the upcoming tasks for the board committees. Personnel committee to review recruitment and succession plan and to undertake the evaluation of the Chief Librarian this year. Policy and Planning committee to finalize revised Personnel Policy and bring to the board, as well as working on a plan for our next strategic planning session. Finance is responsible for producing our next budget for 2025 later this year, and reviewing and tracking the expenditure of the Enhancement Grant. Don noted a special thanks to Bea Anderson for her many years on both the Personnel and Policy and Planning committees.
Don outlined the upcoming budget presentation to Council on Feb 26, 2024. All board members are invited to attend the meeting as meeting guests. Tina will send the municipal agenda with time for the library presentation once available.
6. Business arising from the January minutes:
 - a. Committee appointments to follow in agenda item 7.
 - b. Revised Personnel Policy presentation to the board has been deferred to March meeting.
7. New Business
 - a. Board Committee appointments (Don Heth and Tina Nielsen ex-officio on all committees)
 - i. Policy and Planning – Bea Anderson, Len Gilday, Kellee Ngan, Anita Schuller and Jen Madden appointed.
 - ii. Personnel – Gurinder Singh Mann, Deanna Brummitt appointed. Looking for at least one more member.
 - iii. Finance – Angela Redish (Chair), Peter Matthews, Jeb Gutelius appointed.
 - iv. Board Development – Don Heth (Board Chair), Sue Ellen Fast (Council Rep), Personnel Chair (to be determined)
 - v. InterLINK – Anita Schuller Rep, Peter Matthews Alternate confirmed.
 - vi. Friends of the Library Liaison – Deanna Brummitt appointed.

8. Reports

a. Finance Chair

- i. Monthly Financial report (distributed electronically). Angela Redish presented the monthly report.

b. Chief Librarian's Report (distributed electronically).

- i. Tina Nielsen gave an overview of her monthly report with details on the Friends of the Library AGM, upcoming library events and closures. She also reviewed the addition of Community Integration Services from the Provincial Ministry of Social Development and Poverty reduction monthly in the library and recent plans and expenditures of the Enhancement Grant.

c. BIM – Councillor Fast absent. No Report

9. Next meeting date scheduled for March 21 at 7pm and will be by Zoom only. April meeting will be in person only.

10. Adjournment 7:58 pm