

**Bowen Island Public Library  
Board of Trustees Meeting — March 21, 2024  
By Zoom video conferencing  
Minutes**

Attendance and Quorum: Don Heth (Chair), Jeb Gutelius (Vice Chair), Sue Ellen Fast (arrived 7:20), Peter Matthews, Beatrice Anderson (arrived 7:30), Len Gilday, Kellee Ngan, Angela Redish, Anita Schuller, Gurinder Singh Mann, Deanna Brummitt, Tina Nielsen (ex-officio)  
Regrets: Jennifer Madden, Sujata Connors

1. Call to Order: 7:02
2. Land Acknowledgment
3. Approval of Agenda: APPROVED
4. Approval of meeting minutes from February 15, 2024 – (distributed electronically)  
APPROVED
5. Chair’s Report: Don thanked library committees for their dedicated work. Don also thanked Tina and Angela Redish for presenting the 2024 BIPL budget on February 26 at the BIM budget meeting. Don also thanked Peter and Deanna for attending the meeting by Zoom in support of the library. Staffing increase was acknowledged as a required increase. The presentation seemed well received. .

6. Business arising from the February minutes - updated table below

What	Who	When
Committees to meet to elect Chair as required and create annual task plan	P&P and Personnel	Before March meeting
Complete revised Personnel Policy	P&P Committee	For March or April meeting
Budget Presentation to Council	Anji & Tina	Feb 26, 2024

Anji said the questions from council about our budget were detailed and generally supportive.

7. New Business
  - a. Public Libraries Grant Report –Tina said the report covers regular provincial grants to the Bowen Library as well as one-time grants such as the Covid Relief and Recovery and Emergency Planning and Preparedness Grant, and the 2023 Enhancement Grant. The report addresses how the grants support BIPL’s strategic goals.

**MOTION: To accept the report. CARRIED**

b. Update on Enhancement Grant capital projects – Chief Librarian. Tina reported that a price estimate for the construction of the storage and picnic shelter building was received from one local contractor. The estimated price is significantly higher than our estimates. The board discussed and determined that project scope will be reviewed.

8. Reports (40 minutes)

a. Finance Chair – Anji Redish

- i. Monthly Financial report – Anji reported that revenues were low, as expected early in the year, and that salaries were somewhat lower than anticipated at this time of year.

b. Personnel Committee – Verbal report – Gurinder reported that Sujata had been elected chair of the Personnel Committee. Deanna reported that the committee is developing their workplan for 2024.

c. Policy & Planning Committee – Verbal Report - Bea Anderson/Len Gilday: Bea reported she and Len Gilday have been elected co-chairs. She said draft 5 of the Personnel Policy will be forwarded for review by the Personnel Committee then brought to the board at our April meeting for approval.

d. Chief Librarian – (distributed electronically)

- i. February 27 to March 4 the library had a significant staff shortage (one staff member on vacation and two were ill). By juggling staff assignments, the library remained open except for early closing at 5pm instead of 7pm on one day.
- ii. A Volunteer celebration is scheduled for Sunday April 14 from 4 – 6pm for all library volunteers, including the Board, Friends of the Library, Refundables team and other library volunteers.
- iii. New photocopier has been installed and staff training received.
- iv. Upcoming events include a film presentation made by a Bowen filmmaker Small Town Pride, followed by a discussion. Author Talk: Carol Cram — The Many Faces of MAID.
- v. Planning is proceeding for the Library Building 100<sup>th</sup> Anniversary celebration.
- vi. Inbox Soundproof booth installed and is now available to book on the day of requested use for a maximum of 2 hours per day.

e. InterLINK Board Report – Anita Schuller reported the end of February InterLINK meeting brought many new board members and a new chair. The 2024 InterLINK budget was approved. Anita told InterLINK board members about our building's 100<sup>th</sup> Anniversary celebration.

f. BIM - Councillor Fast reported that BIM Council is beginning its strategic planning process, and budget process is advancing and no changes to library budget have been suggested. Council has a new bench policy. Don thanked Sue Ellen for supportive comments during the Library's budget presentation to Council.

Next meeting date scheduled for April 18 at 7pm Don said this meeting aims to be in-

person for all who can attend.

9. Adjournment: 8:25