

**Bowen Island Public Library
Board of Trustees Meeting — May 16, 2024
Hybrid Meeting — Library Annex and via Zoom video conferencing
Minutes**

Attendance and Quorum: Don Heth (Chair, via Zoom), Peter Matthews (via Zoom), Beatrice Anderson, Len Gilday (via Zoom), Kellee Ngan (via Zoom), Sujata Connors (7:15pm via Zoom then in person starting at 8:15pm), Angela Redish (via Zoom), Anita Schuller, Gurinder Singh Mann (via Zoom), Deanna Brummitt (left at 8:25pm), Tina Nielsen (ex-officio)
 Regrets: Jeb Gutelius (Vice Chair), Sue Ellen Fast, Jennifer Madden

1. Call to Order: 7:05
2. Land acknowledgment
3. Approval of Agenda: APPROVED
4. Approval of meeting minutes from April 18, 2024 (distributed electronically)
APPROVED
5. Chair’s Report: Don acknowledged the hard work done by the Policy and Planning and the Personnel Committee on the Revised Personnel Policy.
6. Business arising from the April minutes - updated table below:

What	Who	When
Provide a monthly report on Enhancement Grant Spending to Finance Committee	Tina	DONE
P&P and Personnel Committees joint meeting to review Personnel Policy	P&P, Personnel Committees, Don and Tina	DONE - Report under agenda item 8.a.
Research cost of hand dryers for public washrooms	Tina	\$400 - \$1300 per unit depending on model.

7. New Business:
 - a. Board Privacy and Security report (distributed electronically) Tina reviewed the report provided in the agenda package. Tina, Leo Pedersen (internal IT staff), and David McCullum, an outside IT contractor, reviewed the issues of concern, the liability risks and looked at possible solutions. They all agreed that the liability risk is low, and recommended that we provide @bowenlibrary.ca email addresses for all board trustees, except the BIM council rep who has a bimbc.ca address. They also recommended setting up a Board SharePoint database to

save documents and provide access to those documents. Communication and document sharing for library board purposes would only go through the assigned library email address. Tina will explore whether the municipality insurance policy covers cyber security claims. **MOTION: That the library board approve expenditures of up to \$2500 (two thousand and five hundred dollars) from the Computer Software Subscription account to provide improved security and privacy for board member communications through the establishment of bowenlibrary.ca emails and a document management and storage system to be used by staff and trustees. CARRIED**

b. Statement of Financial Information (SOFI) for approval (distributed electronically) Anji and Tina provided background information. **MOTION: To approve the Statement of Financial Information. APPROVED**

8. Reports

a. Policy & Planning Committee – Revised Personnel Policy for board consideration (distributed electronically). Tina reviewed large changes from the previous library Personnel Policy including changes to policies re hiring of relatives, hours of work, the disciplinary process, and vacation pay. A few questions arose which will be followed up by Chief Librarian. **MOTION: To approve the Revised Personnel Policy. APPROVED**

b. Finance Chair – Anji Redish: Anji reported the library has received some good news: BIM has approved the 2024 Five Year Financial Plan in full including the Library budget as requested.

i. Monthly Financial report – (distributed electronically)

c. Chief Librarian - (distributed electronically)

i. Lucie Robichaud has been hired as the Summer Reading Club Lead. Lucie has been an on-call staff member since her work last summer with SRC.

ii. We have implemented new software called Princh to enable printing from any device and credit card payment options.

iii. The community calendar is now on our website.

iv. Library is a co-sponsor of Bowen Island Pride event, a Pride parade and picnic event planned for June 1.

d. InterLINK Board Report: Anita reported on events at the recent InterLINK board meeting. Of particular interest — InterLINK is planning to use grant funding to offer free or discounted Accessibility Audits for member libraries.

e. BIM - Councillor Fast (no report)

9. Next meeting date scheduled for June 20 immediately following Library Foundation AGM scheduled for June 20 at 7pm

