

**Bowen Island Public Library
Board of Trustees Meeting – June 20, 2024
via Zoom video conferencing Minutes**

Attendance and Quorum: Don Heth (Chair), Jeb Gutelius (Vice Chair), Peter Matthews, Len Gilday, Kellee Ngan, Sujata Connors, Jennifer Madden, Anita Schuller (arrived 7:06 pm), Gurinder Singh Mann (arrived 7:08 pm), Tina Nielsen (ex-officio)

Regrets: Sue Ellen Fast, Beatrice Anderson, Deanna Brummitt, Angela Redish

1. Call to Order 7:03 pm
2. Land acknowledgment
3. Approval of Agenda: APPROVED
4. Approval of meeting minutes from May 16, 2024: APPROVED
5. Chair’s Report: Don commented on new Board email and Sharepoint (see Item 9)
6. Business arising from the May minutes - updated table below

What	Who	When
Investigate whether the municipality insurance policy covers Library cyber security claims.	Tina	July meeting – request made, waiting on reply from BIM
Report back to board on staff review of Personnel Policy	Tina	In process
Review term “employee” in the Personnel Policy and report on its application in the policy in relation to temporary or casual employees.	Tina	Done - no conflicts found
Policy and Planning Committee to discuss Strategic Planning fall 2024	P&P	July meeting

7. Reports
 - a. Finance
 - i. Monthly Financial report (distributed electronically) Peter reported that year-on-year he could see nothing of concern.
 - b. Chief Librarian (distributed electronically)
 - i. Enhancement Grant expenditure total as of June 14 is \$23,195.76. Working to get a ballpark estimate from a contractor before proceeding with further design development work on the staff breakroom renovation.
 - ii. Two staff members are taking a cataloging course August to October.
 - iii. Community calendar is now on our website. Beta testing now and wider

- promotion planned for July.
- iv. Summer Reading Club events posted on our website. 65 kids have signed up for the 50 day reading challenge.
 - v. Bowen Pride was a great event on June 1st. Several hundred people turned out and paraded down the Multi use pathway from BICS to the Bowfest Field.
 - vi. Planning for the 100th anniversary/birthday of the Old General Store (the Library building) is ongoing. The date is set for Saturday August 10th from 12pm – 3pm in and around the Library.
 - vii. Staff and Chief Librarian will review options for enhancement grant expenditure. Chief Librarian will bring forward a review of the expenditure plan at the July board meeting with options for new or revised projects.
- c. InterLINK Board Report – No Report. No meeting since last report
 - d. BIM – No Report
8. New Business (15 minutes)
- a. Strategic Planning – 2022-2024 updated workplan attached. Don led discussion about plans for our next strategic planning session. Consideration of community engagement in advance of strategic planning was discussed. Further discussion and planning will take place at the July board meeting.
9. Continuing Business (15 minutes)
- a. New board emails and SharePoint check in: Following general discussion it was recommended the July board meeting include an introduction re our new system with either Leo Pedersen (Library Tech Tutor) and/or David McCullum (Tech Consultant who worked with Leo and Tina to recommend privacy options). When Leo returns from holidays June 28, he will be available for help setting up board members computers for our new system.
10. Next meeting date scheduled for July 18 immediately following 7pm Foundation AGM.