

**Bowen Island Public Library  
Board of Trustees Meeting — July 18, 2024  
Hybrid Meeting — Library Annex and via Zoom video conferencing  
Minutes**

Don Heth (Chair, via Zoom), Len Gilday (via Zoom), Beatrice Anderson, Peter Matthews (via Zoom, arrive 7:35pm), Kellee Ngan (via Zoom), Sujata Connors, Jennifer Madden (via Zoom), Angela Redish, Gurinder Singh Mann (via Zoom), Deanna Brummitt (via Zoom), Tina Nielsen (ex officio)

Regrets: Jeb Gutelius (Vice Chair), Sue Ellen Fast, Anita Schuller

1. Call to Order: 7:29pm
2. Land acknowledgment
3. Approval of Agenda: APPROVED
4. Approval of meeting minutes June 20, 2024 (Distributed electronically): APPROVED
5. Chair’s Report – Don brought some good news: The province has added an additional \$8,964 to our Enhancement Grant. Tina and Don have written the BI Community Foundation to thank them for assistance in setting up the Janice Skeels Endowment Fund to support the Library’s Med Shed Program.
6. Business arising from the June minutes - updated table below (5 minutes)

What	Who	When
Municipal insurance policy coverage for the Library for cyber security claims.	Tina	ASAP – BIM recommends we seek our own coverage
Report back to board on staff review of Personnel Policy	Tina	Deferred to September 19 meeting.
Policy and Planning Committee to discuss Strategic Planning fall 2024	P&P	July meeting

Len reported that he and Beatrice (P&P Committee co-chairs) met via Zoom with Tina and Don to review plans for our upcoming Strategic Planning Session. Results of that conversation:

- Tina will consult with libraries of about our size to gauge successful recent community surveys. She will then construct a tightly focussed survey for Bowen to be reviewed by P&P committee before wide distribution on-island. Tina will collate responses to survey then distribute to P&P for comment. The aim is to distribute our survey to the public by August.
- Tina will assemble a package of supporting documents including census data to

throw light on island demographics and summaries or themes from the BI Foundation Vital Conversations 2023 report.

- Tina and P&P will review options for a facilitator to lead our planning session. Board members are asked to offer Tina the names of potential facilitators. P&P to meet with the selected facilitator to discuss session plan.
- Strategic Planning session to be held either late 2024 or early 2025. The aim is to have a one day in person session on a Saturday. Location to be determined.

## 7. Reports (20 minutes)

### a. Finance Chair

- i. Monthly Financial report (distributed electronically) Angie thanked Peter Matthews for handling financial reporting at our last meeting. Angie said revenues were up, thanks to the additional \$8,964 provincial enhancement grant, and expenses were down due to a reduction in salaries and benefits. Don congratulated Angie for wrestling down expenses. Angie cautioned: "Let's wait and see."

### b. Chief Librarian (distributed electronically) Tina reported:

- i. She will begin creating a draft 2025 budget to be presented to the Finance Committee in August or early September.
- ii. Further policies suggested for creation or revision in 2024 are those associated with the Personnel Policy and those related to current plans and legal requirements. Staff are developing these and will bring forward to P&P for review.
- iii. Planning for the 100<sup>th</sup> anniversary/birthday of the Old General Store (the Library building) is ongoing. The date is set for Saturday August 10<sup>th</sup> from 12pm – 3pm in and around the Library.
- iv. Enhancement Grant Update: Eycy Contracting has reviewed plans for a renovation of the washrooms and office area to make a more efficient office space and to provide a breakroom for staff. Price came in over our available budget. The board had a discussion of other possibilities:
  - i. Trim the staff breakroom plan.
  - ii. Wheelchair accessible ramp for the outdoor performance space.
  - iii. New carpet for the old library building
  - iv. A second soundproof booth
  - v. Hand dryers to protect sewer system from excess paper
  - vi. Simple covered outdoor shed for library programming
  - vii. Board members are asked to suggest other affordable projects.

c. InterLINK Board Report – No report. Next Meeting September 24

d. BIM – Report deferred

## 8. New Business

- a. Update on Enhancement Grant — covered in Librarian's Report 7.b.iv

## 9. Continuing Business

a. New board emails and SharePoint check in. Leo is available to assist board members who need help.

10. Next meeting date scheduled for September 19, 2024 at 7pm

11. Adjournment: 9:05pm

Tasks from meeting minutes

What	Who	When
Develop Strategic Plan Update plan	Tina and P&P Committee	ongoing
100 <sup>th</sup> Anniversary OGS/Library, plan, volunteer, attend	Board	August 10