

Bowen Island Public Library  
 Board of Trustees Meeting — September 19, 2024  
 Hybrid Meeting — Library Annex and via Zoom video conferencing  
 Minutes

Attendance and Quorum: Don Heth (Chair, via Zoom), Beatrice Anderson, Deanna Brummitt (via Zom), Len Gilday, Jennifer Madden (via Zoom), Gurinder Singh Mann (via Zoom), Peter Matthews (arrive 7:40 via Zoom), Kellee Ngan (via Zoom), Angela Redish (Finance Chair), Anita Schuller, Tina Nielsen (ex-officio)

Regrets: Jeb Gutelius (Vice Chair), Sujata Connors, Sue Ellen Fast,

1. Call to Order: 7:05
2. Land acknowledgment
3. Approval of Agenda: APPROVED
4. Approval of meeting minutes from July 18, 2024 (distributed electronically)  
APPROVED
5. Chair’s Report –Don welcomed board members back after our summer break. He advised his 8-year term on the board will be up at end of 2024 and, (according to provincial regulation) he must retire from our board at year’s end. To help ensure a smooth transition Tina and Don will consult committee chairs re a succession plan.
6. Business arising from the July minutes - updated table below

What	Who	When
Develop Strategic Plan Update plan	Tina and P&P Committee	In Process. Report agenda item 7.b.
100 <sup>th</sup> Anniversary OGS/Library, plan, volunteer, attend	Board	DONE
Cyber Security Insurance	Tina	In Process

- Tina reported the 100<sup>th</sup> Anniversary OGS/Library celebration attracted about 250 people and was a wonderful success.
- Tina said questions about cyber security insurance are still unresolved and she will nudge our insurance provider.

7. Reports:

- Finance: Angela Redish reported Finance Committee has developed a Finance Orientation Document (FOD). General agreement from the board that the FOD will be of use for both new board members and existing members.
- Monthly Financial Report - (distributed electronically): Angela Redish reported that: “Happily, the finances are unexciting,”. Revenue is higher than predicted due to the unexpected provincial grant and payroll remains low.

- Policy & Planning – Strategic Plan process and update. Len, Bea, and Tina reported the P&P Committee has developed a customer survey now being refined to enhance ease-of-use. The survey results, combined with research done by staff, will provide background and framework for a facilitated strategic planning session in early 2025. The search for an appropriate facilitator will begin shortly. Len thanked P&P Committee members including Chair Don for their contributions to developing the survey.
- Chief Librarian – (distributed electronically) Tina reported:
  - The Library Foundation received a donation of \$10,000 in August, as well as a donation of \$1,000 earlier in the month.
  - Lucie Robichaud has completed her summer job with us as Summer Reading Club Program Lead. Summer Reading Club (SRC) was very successful this year. A new format of bringing in outside presenters for special workshops was very well received and praised. We will continue with this model for next year's SRC.
  - Lucie continues as a casual on-call employee with us. Having her here full-time made an enormous difference for staff effectiveness and efficiency. Research on staffing levels at similar libraries found that staff hours per hour open ranges from 3.4 to 8.6 with the average across 10 libraries being 5.13. Bowen Library has 3.78 staff hours for every hour open. Initial inquiry into costs for a consultant to review staff job descriptions and structure, possibly with Pemberton Library.
  - Enhancement Grant updates: Tina has now received an estimated cost of \$51,000 to construct a wheelchair ramp from the stage to Cardena Dr.
  - Other considerations for Enhancement grant are:
    - Revised and simplified staff breakroom renovation – up to \$40,000.
    - New exterior book drop - \$8,000 to \$12,000.
    - Consultant to review staffing structure.
    - Some libraries are using the one-time Enhancement Grant money for additional staffing. This would be a temporary event unless ongoing funding can be found.
    - Tina will bring recommendations to our October meeting.
    - Tina advised that Enhancement Grant funds must be committed by March 1, 2025 and fully expended by end of 2025.
- InterLINK Board Report. Next meeting Sept 24 – No report.
- BIM – Councillor Fast at UBCM – No report.

#### 8. New Business (10 minutes)

- Staff Recognition Policy: Tina reported the template for this policy is based on BIM's recognition policy and has been approved by the P&P Committee. Budgetary impact will be low. **MOTION: To approve the Staff Recognition Policy as circulated. APPROVED.**

- Privacy Policy: Tina reported the Library Privacy Policy is based on a provincial template and was reviewed and approved by the P&P Committee. **MOTION: To approve the Privacy Policy as circulated. APPROVED.**

9. Continuing Business (10 minutes)

- Revised Personnel Policy – Library Personnel Policy was revised by Personnel Committee and P&P Committee to reflect changes in the new BIM Personnel Policy. Tina reviewed changes in the revised document and Deanna Brummitt explained the legal dimension of employee “fresh consideration” and other changes to the policy.
  - MOTION: To approve in principle, with revisions as discussed at this meeting, the Library’s Personnel Policy. APPROVED**
  - MOTION: In consideration of employee’s acceptance of the revised Personnel Policy terms and signing new employment letters the board approves a paid day off on December 24, 2024. APPROVED.**

10. Information Items

- 2023 Annual Report
- SRC 2024 Final Report

11. Next meeting date scheduled for October 17, 2024, at 7pm

12. Adjournment: 8:50

Tasks from meeting minutes:

What	Who	When
Cyber Security Insurance follow-up	Tina	By Oct meeting
Recommendations re Enhancement Grant use	Tina	By Oct meeting
Present Finance Orientation Document to board	Angie	October meeting
Consider who to facilitate strat plan session	Tina	Soon
Poll committee chairs re Library chair succession	Tina & Don	Soon