

**Bowen Island Public Library
Board of Trustees Meeting – October 17, 2024
Hybrid Meeting – Library Annex and via Zoom video conferencing
Minutes**

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

1. Call to Order: 7:14pm
2. Land acknowledgment
3. Approval of Agenda with date correction and addition of Financial Report Summary from P. Matthews to be sent after this meeting - APPROVED
4. Approval of meeting minutes from September 19, 2024 – APPROVED
5. Chair’s Report –D. Heth reminded the board of the upcoming board position expiry dates and encourages those board members to apply for re-appointment. T. Nielsen has sent emails to those board members whose terms expires Dec 31, 2024.
6. Business arising from the July minutes - updated table below

What	Who	When
Cyber Security Insurance follow-up	T. Nielsen	In progress
Recommendations re Enhancement Grant use	T. Nielsen	Agenda Item 8.a
Present Finance Orientation Document to board	T. Nielsen	Sent by email
Consider who to facilitate strat plan session	P&P and D. Heth	Soon
Poll committee chairs re Library chair succession (Sujata – Personnel; Bea and Len - P&P)	D. Heth and T. Nielsen	Soon

- The application for Cyber security coverage is in process and will be submitted to MIABC as soon as complete.
- Agenda Item 8.a. will provide update on Enhancement Grant spending.
- Finance orientation document has been sent to all board members.

- Committee Chairs will meet with Don to review plans for next year

7. Reports:

- Finance Chair A. Redish absent. P. Matthews provided the monthly financial report noting that despite some unusual events, the overall financial situation was close to expected. A summary of the monthly finances was provided on table by P. Matthews and will be sent to board members after the meeting.
- Chief Librarian – T. Nielsen reported:
 - Draft 2025 Budget will come to the board at the November meeting.
 - T.Nielsen and D. Brummitt have reviewed the changes to the Personnel Policy offered at our September meeting and are both happy with the version provided in today’s agenda package item 9.a. After staff have reviewed the policy they will be sent letters outlining fresh consideration for accepting the terms of the new policy.
 - Customer Survey was launched October 11. 61 responses to date. Further marketing of the survey will take place over the next few weeks. The survey closes Nov 8.
 - Reminder that the library will be closed Nov 15 for a staff development day.
- InterLINK Board Report. A. Schuller absent – no report.
- BIM – Councillor Fast reported on: UBCM; reconciliation involvement with “Culturally Committed” group; offer to carry messaging forward to Minister’s meetings; encouraged the library to participate in the OCP update; the appointment of the new CAO, Kirn Dhillon; and the tight financial climate at BIM.

8. New Business (10 minutes)

- MOTION: I move that the board move *in camera* for discussion of Personnel Issues as per the BIPL Complete Polices, section 9.3 – APPROVED**
- CLOSED MEETING ADJOURNED**
D. Heth reported that a motion was passed during the closed meeting worded as follows: **MOTION: That the Board direct the Finance Committee to develop a five year plan that includes a children’s services position to be contracted from January 1, 2025 through December 31, 2026 and funded from the remaining Enhancement Grant funds. - APPROVED**

9. Continuing Business (10 minutes)

- T. Nielsen reported that the revised Personnel Policy is ready to receive ratification of its approval from September
 - MOTION: To ratify approval of the Revised Personnel Policy Dated October 17, 2024. – APPROVED**
- In the absence of the stage naming subcommittee members, T. Nielsen reported on the process and results of naming of the stage. Final step was to request a Squamish language translation of the Eagle Gathering Stage. All agreed to using the recommended name of Sp’ákw’us Gathering Stage as the official name.

MOTION: To approve Sp'ákw'us Gathering Stage as the official name of the new stage outside the library and the Gallery. – APPROVED

10. Information Items

- a Customer Survey
- b Monthly Finance summary – to be sent by email

11. Next meeting date scheduled for November 21, 2024, at 7pm

12. Adjournment: 8:50pm