

Bowen Island Public Library
 Board of Trustees Meeting — November 21, 2024
 Hybrid Meeting — Library Annex and via Zoom video conferencing
 Minutes

Attendance and Quorum: Don Heth (Chair), Jeb Gutelius (Vice Chair, via Zoom), Beatrice Anderson, Deanna Brummitt, Sujata Connors (via Zoom), Len Gilday, Jennifer Madden (via Zoom), Peter Matthews (via Zoom), Kellee Ngan (via Zoom), Angela Redish, Anita Schuller, Tina Nielsen (ex-officio)

Regrets: Sue Ellen Fast, Gurinder Singh Mann

1. Call to Order: 7:05
2. Land acknowledgment
3. Approval of Agenda: APPROVED
4. Approval of meeting minutes from October 17, 2024 - APPROVED
5. Chair’s Report – Don acknowledged the diligent work of Committee Chairs and thanked them for meeting with he and Tina.
6. Business arising from the September minutes - updated table below (5 minutes)

What	Who	When
Cyber Security Insurance report	T. Nielsen	In process
Board members to consider re-appointment		DONE
Report to Council on Sp’ákw’us Gathering Stage	T. Nielsen	Moved to Dec 9 Council agenda
Send October Finance Summary to board	P&P	DONE
Consider who to facilitate strat plan session	D. Heth and T. Nielsen and P&P	See Item 7.c. following
Committee chairs to meet with D. Heth and T. Nielsen re: work plans for 2025	T. Nielsen and D. Heth	DONE
Report to Finance Committee on outcome of budget and enhancement grant discussions		DONE

7. Reports:
 - a. Finance

- i. Draft 2025 Budget for approval (distributed electronically) — Angela reviewed budget 2025 which represents the request library will take to Council’s December 9 meeting. Library will be represented at Council by Don Heth, Angela Redish, and Tina Nielsen. Key items:
 - i. Request additional \$28,156 to cover COLA and step increases to salary and benefits. Includes extra 2.5 hours and bump up to include benefits for one staff. Does NOT include new Children's position.
 - ii. Provincial Enhancement Grant transfer from Library Reserves to operating expenses \$79,436
 - iii. **MOTION: To adopt the BIPL 2025 Budget: APPROVED**
- ii. Monthly Financial Report (distributed electronically) Angela reported we are 85% through the year and expenses seem relatively on track. Donation revenue tends to peak late in the year.
- b. Board Development Committee – Recommendations for Board appointment. Don Heth, as chair of the Board Development Committee and to avoid a conflict of interest, temporarily passed the Board meeting chair to Jeb Gutelius. Don (BDC Chair) reported the Library Board needed seven applicants.
 - i. **MOTION: The Board recommends that Cindyl Arnold be recommended to the Bowen Island Municipal Council to be appointed to the Bowen Island Library Board for a two year term. CARRIED**
 - ii. **MOTION: The Board recommends that Beatrice Anderson be recommended to the Bowen Island Municipal Council to be reappointed to the Bowen Island Library Board for a two year term. CARRIED**
 - iii. **MOTION: The Board recommends that Sujata Connors be recommended to the Bowen Island Municipal Council to be reappointed to the Bowen Island Library Board for a two year term. CARRIED**
 - iv. **MOTION: The Board recommends that Len Gilday be recommended to the Bowen Island Municipal Council to be reappointed to the Bowen Island Library Board for a two year term. CARRIED**
 - v. **MOTION: The Board recommends that Peter Matthews be recommended to the Bowen Island Municipal Council to be reappointed to the Bowen Island Library Board for a one year term. CARRIED**
 - vi. **MOTION: The Board recommends that Angela Redish be recommended to the Bowen Island Municipal Council to be reappointed to the Bowen Island Library Board for a two year term. CARRIED**
 - vii. **MOTION: The Board recommends that Anita Schuller be recommended to the Bowen Island Municipal Council to be reappointed to the Bowen Island Library Board for a two year term. CARRIED**
- c. Don Heth resumed his role as board meeting chair.
- d. Policy and Planning – Len Gilday reported the P&P Committee is considering two potential facilitators to lead our Strategic Planning session: Chris Corrigan, who we have used in the past but has limited time availability, and Maria Turnbull, from Vantage Point Strategies Society. Vantage Point is a BC non-profit that

serves other BC non-profits in areas of governance, leadership, human resources, and strategic planning.

- i. Don Heth, Tina Nielsen and Len Gilday met with Maria Turnbull for 30 minutes via Zoom. Maria described how she would approach a strategic planning session with our library board and staff. She has worked with libraries and the BCLTA and lives on Bowen.
 - ii. Don Heth, Tina Nielsen, Len Gilday, and Bea Anderson recommend going with Maria Turnbull and Vantage Point.
 - iii. Discussion about whether to do a single six-hour session or two three-hour sessions scheduled close together. Board preference was for two three-hour sessions. Tina will follow up with Maria re potential dates.
 - iv. Discussion re deliverables: What type of material will Maria deliver following our session to help the library move towards our updated Strategic Plan? Tina will follow up.
- e. Chief Librarian (distributed electronically) Tina reported:
- i. Customer Survey extended. No fixed closing date, but likely end of November. 255 responses to date. 2021 survey had 221 responses.
 - ii. Food Matters – two talks in this four talk series in partnership with Bowen Island Food Resilience Society. Well attended with approximately 30 people at each weekend event.
 - iii. Sponsored talk with the Health Centre “Embracing the Expected: A discussion on Death and Dying”. More sponsored talks are being planned.
 - iv. Sheila Harrington Author Talk “Voices for the Salish Sea” in partnership with BI Conservancy
 - v. Staff have all received a letter to be signed acknowledging their acceptance of the new Personnel Policy and the consideration of Dec 24, 2024 as a paid day off.
 - vi. Christmas lights are up! Staff put up lights on the Library. Light Up Bowen crew is decorating the remainder of the grounds, and stage/plaza area.
- f. InterLINK Board Rep (distributed electronically) Anita Schuller reported on the recent InterLINK Board Meeting Sept 24, 2024.
- i. Board Skills Survey Results and Development Initiatives. There are several areas where Interlink Board members need and would like further training but because of the high turnover in members every year, it is hard to train people and perhaps not efficient. Training is also available through BCLTA, so duplication should be avoided.
 - ii. Anita reported on an interesting discussion around the BC Professional Development Framework. There are 10 different organizations that provide PD at present it was felt that a framework would be helpful to streamline the PD offered to staff over the next 3 years. Some areas to focus on are accessibility, climate issues and dealing with difficult clients.
- g. BIM – Councillor Fast: No report.

8. Don Heth acknowledged that he has served four two-year terms on the Library Board and that having reached the maximum allowable time on the board, this would be his last meeting both as Board chair and as a board member. He said he had enjoyed his time on the board and wished us well.
9. Next meeting date scheduled for January 16, 2025 at 7pm
10. Adjournment: 8:50pm