

MINUTES
Board Meeting – Zoom
Salt Spring Island Public Library
9 a.m. October 20, 2020

Present: Judy Nurse – Board Chair, Shelagh Bannister – Treasurer, Gary Holman – CRD Director, Adrian Wright, Andrea Little, Peter Freeman, Lavonne Leong, Christie Roome, Karen Hudson – Chief Librarian, Christine Arpita – Recording Secretary

Absent: John Howe

1. CALL TO ORDER

Call to order 9:06 a.m.

2. WELCOME AND INTRODUCTION OF BOARD MEMBERS

All participants were introduced and spoke briefly about their role with the Library board.

3. APPROVAL OF AGENDA

The Board is adopting a consent agenda format for items not requiring a formal motion. If there are no additions or changes, the item is approved.

IslandLink is added under 11. ANY OTHER BUSINESS. As there are no other changes or additions, the Agenda is approved as amended.

4. APPROVAL OF MINUTES

i. **Of Sept 15, 2020 regular meeting**

ii. **Of Sept 18, 2020 special meeting**

There were no additions or changes reported so the Minutes are approved as presented.

5. ELECTION OF VICE CHAIR

The Executive Committee nominates Adrian Wright for VP, and Adrian has accepted the nomination.

Judy called for additional nominations three times, and as there were none, Adrian Wright was elected Vice Chair by acclamation.

6. ACTION ARISING FROM THE MINUTES

i. **Board members committed to attend partner AGMs and to circulate Planned Giving leaflets to financial planners.**

The circulation of Planned Giving leaflets need more thought and will be referred back to the Long Term Planning Committee.

ii. **The Board Development and Long Term Planning committees expressed interest in bringing a facilitator to speak to the Board.**

iii. **The Board will now have 8 meetings per calendar year. Executive to revise the Board calendar.** To be discussed in Any Other Business.

iv. **The Executive Committees should start the CL review process.**

The process has commenced.

7. CORRESPONDENCE

i. **David Holt thank you card**

David Holt sent a card of thanks expressing his pleasure and honor in serving on the Board of Trustees. The Library gave him a gift certificate to Salt Spring Books in appreciation of his service.

8. COMMITTEE AND OFFICER REPORTS

i. Finance Committee/Treasurer

a. Review Third Quarter Financials

Shelagh presented the report. Filed.

b. Annual Appeal Update

Karen reported that as of October 19, the Annual Appeal is at \$24,000 and is coming along as expected. The revenue budget is \$30,000. The appeal was started earlier this year.

ii. Executive Committee

Judy presented the report. The current accountant has not responded to repeated inquiries and acquiring a new accountant for this fiscal year is recommended.

♦ Motion

Moved by Shelagh, Seconded by Adrian:

That the Library take action to replace Ion Accounting and Tax Solutions.

The Salt Spring Public Library Association membership will appoint a new accountant at a Special General Meeting, set for November 17, 9 a.m. Karen, Shelagh, and Christine will interview accountants and will recommend a selection at the Special General Meeting. Shelagh will contact the current firm to notify him of the Library's decision.

iii. Policy Committee

Andrea presented the report. Andrea contacted Babs Kelly of the BCLTA to discuss whether Operational policy changes require Board approval. Generally speaking, it is not necessary. The Policy Committee presented a procedure to keep the Board informed of substantive changes. Human Resource policy will be pulled out of Operational as a separate policy.

iv. Long Term Planning Committee

v. Board Development Committee

Shelagh presented the report and spoke to the importance of the Code of Conduct declaration. In order to assist the Board Development Committee in finding BOT nominees, at the November BOT meeting, Board members will be asked to state whether they wish to step down from the Board at the March AGM. Library domain emails are public and Board members were asked to keep this in mind when using their email accounts. In April there is no BOT meeting slated, but there will be a Board Development event. See the Library Board Calendar for details.

9. CHIEF LIBRARIAN'S REPORT

Karen presented the operational update from March 18 to the current date in order to keep a record of Library activities during the pandemic. Each month items in bold are new from previous board meeting. The Gas tax application is complete and submitted. The Library received one quote from SSI and is now waiting for two off-island quotes. Our Library has reopened with more hours than most other BC libraries. Libraries are closing for longer times over the holidays. Due to staffing, Karen proposed that the Library close from Dec 24, 2020 to January 4, 2021. Karen's vacation in month Dec 3 – 23 but she will be on-island during the last

two weeks. Typical week statistics are being recorded this week. The Library has seen at least a 50% drop in average daily visits. Extended hours on Monday through Wednesday support children and families. Approximately eight local non-profit organizations attended a recent Executive Directors' meeting to support the non-profit sector on the island. The Library will start providing limited seating in 5 locations in the Library – one person at one desk for one hour.

10. C.R.D. DIRECTOR'S REPORT

The Capital Regional Health District, which is part of the CRD, has been asked to provide 3 million dollars for Lady Minto Hospital emergency room expansion.

The Library will receive the CRD requisition in increments, starting in March, or possibly January.

11. ANY OTHER BUSINESS

i. Staff Appreciation – Proposal to hold a lunch after November Board meeting

The event will be held in the Program Room after the Library Board meeting.

ii. Distribution and Discussion of Proposed Board Calendar

Judy presented the calendar and a few changes were suggested.

iii. Evaluation of use of Zoom for Board Meetings

The Board approved of the Zoom format for BOT meetings.

iv. IslandLink

Judy attended the IslandLink Library Federation meeting and is the incoming Chair as of January 2021. A full report will follow.

12. ITEMS FOR UPCOMING AGENDAS

i. Review Capital Plan

ii. Review Strategic Plan

iii. Staffing and Hours

Andrea spoke of staffing and Library open hours, inquiring if open hours should be decreased if staffing is not adequate. Karen replied that a volunteer survey was conducted and that there is volunteer and temporary student staff support for reopening until 5 pm Monday through Wednesday. However, this may need to be addressed in the new year.

13. NEXT REGULARLY SCHEDULED MEETING – Nov 17, 2020 9 a.m.

Into In Camera: 10:21 a.m.

Out of In Camera: 11:26 a.m.

14. ADJOURNMENT

11:26 a.m. Approved.