

MINUTES
Board Meeting – Zoom
Salt Spring Island Public Library
9 a.m. November 17, 2020

Present: Judy Nurse (Chair), Adrian Wright (Vice Chair), Shelagh Bannister (Treasurer), , Peter Freeman, Andrea Little, John Howe, Christie Roome, Karen Hudson (Chief Librarian), Christine Arpita (Recording Secretary)

Absent: Gary Holman (CRD Director), Lavonne Leong

1. CALL TO ORDER

9:04 a.m.

2. APPROVAL OF AGENDA

Shelagh clarified that the process of Item 4.i. will be through confidential letters. The agenda is adopted with the clarification.

3. APPROVAL OF MINUTES

- i. **Of October 20, 2020 regular BOT meeting** – Circulated
Approved as circulated.

4. ACTION ARISING FROM THE MINUTES

- i. **Board members will be asked to state whether they wish to step down from the Board at the March AGM**
The Board Development Committee sent letters to the Trustees.
- ii. **Staff Appreciation**
Judy will present staff appreciation gifts at the Library at the weekly November 17 staff meeting.

5. CORRESPONDENCE

- i. **Grant approval from SSI Foundation for MakerSpace** – Circulated
SSI Foundation will provide \$10,000.
- ii. **Clarification to CRD RE acquisition of neighbouring property** – Circulated

6. COMMITTEE AND OFFICER REPORTS

- i. Finance Committee/Treasurer – Circulated
 - a. **Approval of revised 2021 budget**
Shelagh presented the budget and cash flow.
The CRD provided the figures for the 2021 requisition – a \$7000 increase from 2020 – and the budget was adjusted accordingly. The CRD will provide \$50,000 for office renovations and will advance requisition funds in January, April and July instead of a single payment in August. Interest charges will be covered by an increase to the requisition. Because no reserve is required, cash on hand at year-end is higher. The adjusted budget shows a deficit of \$65,142 but will be covered by surplus funds.

- *Motion*
Moved by Shelagh, Seconded by Adrian:
That the 2021 budget and accompanying cash flow be accepted as presented.
Approved.

b. Annual Appeal Update

The Annual appeal goal of \$30,000 was reached. Currently the campaign has raised \$30,500. A friend of Sally Rycroft will donate \$1000 to the Endowment fund in Sally's memory.

c. Renovation Cost

The Library received three bids for office renovation and MakerSpace. One was significantly lower (\$58,500) than the other two. Money cannot be spent until end of CRD fiscal year on March 29, 2021. Discussions with company about timing are underway.

ii. Executive Committee – Circulated

Judy presented the report. The SGM went smoothly. Christine will contact the new accountant.

iii. Policy Committee – Circulated

Andrea presented the report.

a. Terms of Reference – Circulated

- *Motion*
Moved by Andrea, Seconded by Adrian:
That the board approve changing the name of the board committees from “Permanent Committees” to “Standing Committees”.
Approved.

- *Motion*
Moved by Andrea, Seconded by Adrian:
That the board approve the revised terms of reference for the Board Standing Committees.
Approved.

b. Bylaws – Circulated

The board was invited to examine the bylaws and contact Andrea with input or questions. The Bylaws will be discussed at the next Policy meeting in January and then presented to the board for review at the next BOT meeting.

Andrea was thanked for her work with the Policy Committee.

iv. Long Term Planning Committee – Circulated

Judy presented the report.

a. Strategic Plan Review – Circulated.

Alyssa Andress, Library Assistant was tasked with distributing the Planned Giving flyers to local accountants, lawyers, and financial planners.

Karen presented the final objectives of strategic plan of 2020. Items in yellow had updates. The Strategic objectives are now complete for this year.

v. Board Development Committee – Circulated

Shelagh presented the report. Board members were encouraged to submit “pandemic photos” to increase profile of board and encourage connection with community.

7. CHIEF LIBRARIAN’S REPORT – Circulated

Karen presented the report. Book and CD sales have resumed. According to Typical Week statistics, library visits are down 65%; program room usage down 83%; computer use down 70%. Three staff attended a mental health first aid workshop which discussed the issue from a community perspective. Masks are provided to patrons by request at circulation desk. The StoryWalk is well attended. Aidan Hughes, Teen Program Coordinator is running an “Adulthood 101” series. The Library has been nominated for a Salty Award. The Board was encouraged to vote for the Library and also for volunteer Jill Bartle who spearheaded the “Bend it Like Bonnie” fundraiser for COVID-19-related supplies. The Library has a new YouTube and TikTok account.

8. C.R.D. DIRECTOR’S REPORT

Judy presented the report in Gary’s absence.

Property issue on hold for now, will be discussing with CRD staff and Archives.

Capital Region Hospital District has approved a capital plan that includes a \$3 million contribution from the CRHD to the proposed new Lady Minto emergency room.

Gary forwarded the following questions:

1. Islands Trust will be consulting with CRD regarding the village planning exercise for Ganges village. Has the library been identified by the Trust as a stakeholder?

No

2. I’d like to discuss with Shelagh whether the library will be incurring a deficit in 2020 due to COVID. CRD has been provided some federal funding to address the revenue impacts on CRD facilities, but I’m not sure if the library qualifies.

To be determined.

3. Has the library received the gas tax grant yet?

No. We have received grant approval but will not receive funds until April 2021.

9. ANY OTHER BUSINESS

i. Strategic Planning Summary or Process– Circulated

Judy asked for preliminary input for possible specific community stakeholders which may become a focus for the upcoming strategic plan. The following were suggested:

- Seniors, isolated from community connection and have issues with digital literacy.
- DAISSI, Black and Indigenous People of Colour (BIPOC) groups. The Library partnered this year with DAISSI for a speaker program. Karen is part of local BIPOC group. The library received a grant for \$2500 to purchase Juvenile BIPOC and LGBTQ materials and has requested an additional \$2500 grant for adult materials.
- Indigenous – particularly the local Xwaaqw'um group.
- School District – to address the needs of students, especially as the District Learners program coordinator position was cut.
- Truth Decay: Address the need for information literacy to verify sources online.
- Address the escalating mental health concerns on Salt Spring Island.

10. NEXT REGULARLY SCHEDULED MEETING – January 19, 2021, 9 a.m. Zoom

11. ADJOURNMENT

10:22 adjourn.