

Minutes
SSIPLA Board of Trustees Meeting
Tuesday, January 19 at 9 am via ZOOM

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

Regrets: Gary Holman (CRD Director)

1. Call to Order – 9 a.m.

- A. Acknowledgement of Indigenous land
Shelagh described changes in the landscape of her neighbourhood and reminded the Board to keep in mind that Salt Spring land is unceded. Peter will present the land acknowledgement at the next BOT meeting.
- B. Reading of Mission Statement: Judy read the Mission Statement. *We exist to provide information, resources and expertise to support the cultural, social and intellectual pursuits of our patrons.*

2. Consent Agenda

- A. Approval of Agenda

- ♦ **Motion**

- Moved by John, Seconded by Adrian:*

- That the agenda be approved as amended. Approved.*

- B. Explanation of consent agenda – Circulated
- C. Motion to use a Consent Agenda at our Board meetings, which will lead to the development of a policy.

- ♦ **Motion**

- Moved by Adrian, Seconded by Shelagh:*

- That the consent agenda be used. Approved.*

3. Consent Agenda

- A. November 2020 Board Minutes
 - B. Committee and Officer Reports – Circulated
 - a. Finance – Circulated
 - i. 2020 Draft Financial Statements – Circulated
 - b. Executive – Circulated
 - c. LTP – Circulated
 - i. Strategic Plan – Circulated
 - ii. Board Responsibilities in Strategic Plan – Circulated
- Lavonne is now chair of this committee.

- d. Policy – Circulated
 - i. Bylaws Review – Circulated
 - ii. Investment Policy Changes – for information only
- e. Board Development – Circulated
- f. Chief Librarian’s Report – Circulated

4. Action Arising from the November 2020 Board Minutes

None noted

5. Other Business

A. Approval for Book Drop Chute upgrade in 2021

Karen gave a history of the two book drop chutes. The current smart book drop chute will be upgraded to Windows 10 at a cost of \$12,000. The second book drop will be closed off. This will take off \$30,000 off of the capital plan for 2022.

♦ **Motion**

Moved by Shelagh, Seconded by John:

That the smart book drop chute be upgraded for \$12,000 in 2021. Approved.

B. Discretionary Spending – Payroll

Karen described the Library Technician and Information Technician job descriptions and holiday coverage, necessitating an increase to the payroll budget beyond discretionary spending limits.

♦ **Motion**

Moved by John, Seconded by Andrea:

That the Payroll expenditures be increased by \$1400. Approved.

C. Forwarding Library emails

Microsoft changed their security settings, no longer allowing forwarding library domain emails to non-Outlook email services. Peter will help trustees individually to solve the issue.

6. Correspondence

- A. BC Libraries Trustee Association (BCLTA) continue to lobby for sustainable and reliable provincial funding for public libraries - Email
- B. The provincial Libraries Branch moved to the Ministry of Municipal Affairs. - Email
- C. CRD – January Requisition advance – Circulated.

Andrea departed 9:38 a.m.

D. Bequest from J. Crawford for \$102,761 plus residual estate. – Circulated

The funds were received and will be held in a 6-month GIC. Possible uses for the bequest were discussed including special projects related to reconciliation. The board

discussed the idea of setting up a “Friends of the Library” charitable organization. Christie will investigate the possibility. A decision on the bequest and on the possible “Friends” organization will not be reached until it is discussed at the Strategic Planning session scheduled for the fall.

7. CRD Director’s Report

No Report.

8. Board Discussion

Librarian Julia Wagner presented the BIPOC LGBTQ youth collection project. An adult BIPOC collection is underway. Both projects have been fully funded by the Muriel Berman Fund through the Vancouver Foundation.

The Board discussed Library Board Trustee recruitment, specifically in regard to diversity. The long-term goal is to have a highly functional diverse board. Christie will work with Julia to recommend a book title for trustees to read before the Board retreat.

Points of consideration:

- What does diversity on Salt Spring Island look like?
- Willingness to take on roles required by the Board
- Fostering a safe environment/culture for communication, different perspectives, listening and reflective feedback

The short-term goal is to recruit up to four nominations for trustees for the upcoming AGM on March 18. Shelagh described the process:

- The Board Development Committee (BDC) finds candidates, reviews CVs and has discussions
- The BDC then will recommend the nominations to the Board of Trustees.

9. Motion to Adjourn

The meeting was adjourned at 10:45 a.m.

10. In Camera: Review of Employee Health Benefits

Discussion