

**Minutes**  
**Salt Spring Island Public Library Board of Trustees Meeting**  
**8:30 am Tuesday, September 15, 2020**  
**Library Program Room and Zoom**

**Present In-person:** David Holt (Chair), Judy Nurse (Vice Chair), Adrian Wright, Peter Freeman, Andrea Little, John Howe, Lavonne Leong, Karen Hudson (Chief Librarian), Christine Arpita (Recording Secretary)

**Present via Zoom:** Shelagh Bannister (Treasurer), Gary Holman (CRD Director)

**Regrets:** Gary Holman (CRD Director)

**Guests Present:** Christie Roome

**1. CALL TO ORDER**

Meeting called to order at 8:50 am.

**2. APPROVAL OF AGENDA**

◆ **Motion**

*Moved by Lavonne; seconded by John:  
That the Agenda be approved as amended. Carried.*

**3. APPROVAL OF MINUTES**

**i. Regular Meeting July 21, 2020**

◆ **Motion**

*Moved by Judy; seconded by Lavonne:  
That the Board Meeting Minutes from July 21, 2020 be approved. Carried.*

*Item 6.i.a. next*

**6. COMMITTEE AND OFFICER REPORTS**

**i. Finance Committee**

**a. Summary of Activity since July BOT Meeting**

Shelagh presented the report. Gary commented on his perspective as CRD Director. The provisional CRD budget is reviewed in October with the final budget approved in March 2021. Gary will be in contact with Shelagh before the provisional CRD budget is presented in October.

*Item 8. next*

**8. C.R.D. DIRECTORS REPORT**

Steven Henderson from the CRD will send an email summarizing the process for possible land acquisition adjacent to the Library. Other priorities in the community such as the Fire Hall must be considered. An advisory council will be established for the Fire Hall. Other options for acquisition and partnerships may be considered. Gary suggested an update meeting with Karla and other CRD representatives.

*Gary Holman departed 9:25 am.*

*Item 9.iii. next*

## **9. ANY OTHER BUSINESS**

### **iii. Introduce new and potentially new board members**

John introduced Christie Roome and she answered questions from Board members.  
John introduced Lavonne and she answered questions from Board members.

*Christie Roome left the room 9:46 am.*

The Board discussed how current and future needs of the Board and its committees can be fulfilled.

#### **◆ Motion**

*Moved by John; seconded by Judy:*

*That Christie Roome is appointed to the Board. Carried.*

*Christie Roome returned 9:50 am.*

*Item 4. next*

## **4. BUSINESS ARISING FROM PREVIOUS MINUTES**

## **5. CORRESPONDENCE**

## **6. COMMITTEE AND OFFICER REPORTS**

### **ii. Executive Committee**

### **iii. Policy Committee – Circulated**

Andrea presented the report. The Board discussed if the Operational Policies should be approved by the board or reviewed without approval. This will be referred to the Policy Committee. The Policy Committee will review the Operating Policy to determine if there is any policy, in whole or part, that should be included in the Governance Policy. As well, the Policy Committee will recommend a reporting process to ensure the Board is up-to-date and familiar with Operating Policy changes.

#### **a. Operational Review – Circulated**

The Board reviewed the Operational Policies and Karen addressed specific suggestions by Shelagh.

In order to align with our current cash flow estimates, the Investment Management appendix to the Governance Policy is amended as follows:

#### **◆ Motion**

*Moved by Andrea; seconded by Shelagh:*

*That the Board approve the revised Investment Management Policy, Goals and Guidelines – General Investment Management Policy Statement, section A. General Descriptions of Funds, Operational Reserve Fund, first sentence amended to “Three to nine months operational contingency will be kept in this fund”. Carried.*

**iv. Long Term Planning Committee – Circulated**

**a. Strategic Plan Review – Circulated**

**b. Library Partner AGM list**

**c. Financial Planners list**

Judy presented the report and the Strategic Plan review, emphasizing literacy improvement in the community. Board members committed to attend partner AGMs and to circulate Planned Giving leaflets to financial planners. The Board Development and Long Term Planning committees expressed interest in bringing a facilitator to speak to the Board.

**v. Board Development Committee – Circulated**

**a. BCLTA Governance Workshops**

Shelagh encouraged Board members to take advantage of the BCLTA online workshops and resources.

**vi. Operational Committees**

**a. Building Committee – Circulated**

**b. Communications Committee**

The Communications Committee will meet to discuss the Annual Appeal which will begin earlier this year.

**7. CHIEF LIBRARIAN’S REPORT – Circulated**

Karen presented the report. The Library has adhered to the BC Centre of Disease Control’s directives and fully reopened on September 1.

**9. ANY OTHER BUSINESS**

**i. Future meeting dates and times**

Alternatives to the current 6 meetings a year format were discussed.

◆ **Motion**

*Moved by Adrian; seconded by Andrea:*

*That the Board have 8 meetings per calendar year. Carried.*

**ii. BCLTA guest speaker**

**iv. Strike CL Review Committee**

◆ **Motion**

*Moved by Adrian; seconded by Andrea:*

*That the Executive Committee be responsible for the CL Review. Carried.*

**v. Committee Terms of Reference**

**vi. Zoom Meetings**

Attendees by Zoom have difficulty hearing the discussion of in-person attendees and the possibility of temporarily using Zoom entirely for Board meetings was discussed.

◆ **Motion**

*Moved by Adrian; seconded by Andrea:*

*That the next meeting is conducted with Zoom, and then evaluated. Carried.*

**vii. David Holt**

David Holt announced his resignation from the Board.

**10. ITEMS FOR UPCOMING AGENDAS**

- i. Annual Appeal**
- ii. Review Quarterly Financials**
- iii. Review Board Annual Agenda**
- iv. Complete CL Review**

**11. NEXT REGULARLY SCHEDULED MEETING – To be determined**

**12. ADJOURNMENT – 10:50 a.m.**

◆ ***Motion***

*Moved by Adrian; seconded by Judy:*

*That the Board meeting be adjourned. Carried.*

**13. IN CAMERA**

No In Camera session.