

Minutes
SSIPLA Board of Trustees Meeting
Tuesday, March 16 at 9 am via ZOOM

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

Regrets: Andrea Little

1. Call to Order – 9:03 a.m.

A. Acknowledgement of Indigenous land

Adrian made the acknowledgement to unceded indigenous land.

The Salt Spring Island Public Library acknowledges the unceded territory and the ancestors of Salt Spring Island, the Coast Salish First Nations peoples of Salt Spring and surrounding areas, who continue to use and steward these lands.

B. Reading of Mission Statement: Lavonne read the Mission Statement. *We exist to provide information, resources and expertise to support the cultural, social and intellectual pursuits of our patrons.*

2. Agenda

A. Approval of Agenda

♦ ***Motion***

Moved by Peter, Seconded by Lavonne:

That the agenda be approved as amended. Approved.

3. Consent Agenda

A. February 16, 2021 Board Minutes

B. Committee and Officer Reports – Circulated

a. Executive – Circulated

b. Long-Term Planning – Circulated

c. IslandLink Report – Circulated

C. Chief Librarian's Report – Circulated

D. AGM Report Brochure – Circulated

♦ ***Motion***

Moved by Adrian, Seconded by Christie:

That the items of the Consent Agenda be approved. Approved

4. Action Arising from the January 19, 2021 Board Minutes

A. Report on Board Evaluation from the Board Development Committee – to follow

B. Christie will explain the difference between a Friends organization and a Foundation (during discussion at the end of the meeting)

C. Bylaw amendment on the reporting periods for the library finances. (Done)

- D. Establish a procedure to maintain a record of Employment Decisions (Done)
- E. Resolve whether the Board needs to approve the slate of nominees for the AGM (Yes)

5. Correspondence/Publicity – None

6. Finance Committee – Circulated

- A. Draw of interest of \$613.99 from Endowment to Operational

The interest and dividends from the Endowment investments are to be transferred to the Operational account. Capital and gains are left in the Endowment.

- ◆ ***Motion***

Moved by Shelagh, Seconded by Adrian:

That \$613.99 be drawn from the Endowment to Operations. Approved.

- B. Presentation of the 2020 audited draft Financial Statements – Circulated

Fred presented the draft Financial Statements and commented on the Statement of Changes in Net Financial Assets and the Correction of Prior Period Error note, explaining that an adjustment to amortization of the collection was necessary. Fred briefly explained the process of a review engagement.

- ◆ ***Motion***

Moved by Shelagh, Seconded by Lavonne:

That the draft Financial Statements be accepted and presented to the membership at the AGM. Approved.

7. Approval of Board Nominees

Shelagh introduced a new nominee and Judy provided the slate of nominees to date. The Board discussed the process of an election to vote for trustees at the AGM if required.

- ◆ ***Motion***

Moved by Shelagh, Seconded by Lavonne:

That the slate of nominees be approved. Approved.

8. CRD Director's Report

Gary presented the following highlights: The CRD Budget will be approved on March 24. There were three differences from the provisional to final budgets, related to the increased assessed property values, the CREST levy, and COVID-19 recovery funds. Gary suggested that the Library be involved in the Ganges Village planning process. Karen will contact the Trust planner. The CRD increased ArtSpring's lease to 10 years.

9. Other Business

- A. AGM Reminder

Christine will be sending out the Zoom connection link on Wednesday.

B. Upcoming Board Orientation

On Tuesday April 20, there will be a presentation on community consultation and an orientation for new trustees. Christie and Judy are setting up a paired mentor system.

C. Board Self-Evaluation results

Shelagh presented the results. PR engagement with the public ranked lowest, followed by Policies and Guidelines and understanding Financial Statements.

D. Operational Committees and Board participation

a. Building Committee

John found the participation in the Building Committee to be very useful in regard to understanding Library building systems and the relationships with the CRD participants. Although there was not much to report to the Board in 2020, this year the renovation, MakerSpace, and Mural are upcoming.

b. Communication Committee

Peter saw his role as providing insight to the technological opportunities to organize and improve Library communication. Karen noted that the staff needs to act in a timely manner in order to keep regular communications flowing and suggested that the Communication Committee is not needed in 2021, and can be formed in an ad hoc manner as required, possibly at year-end when plans to communicate the new Strategic Plan are made.

10. Board Discussion

A. Fundraising – back to basics – Why would the Library want or need to fundraise?

Christie presented the differences between a Friends and a Foundation non-profit. Both would support the goals of the Library. Both are separate entities from the Library and require a separate Board.

- a. A Friends organization is generally membership based, run by volunteers and would be involved in planning and executing fundraising events to benefit either general operations or resulting from a specific need defined by the Library administration.**
- b. A Foundation organization is generally a staff-based which may fundraise and manage large gifts and funds for major programs or capital initiatives, according the Library's strategic plan and goals.**

The fundraising discussion had the following points:

- There would have to be a close liaison with the Library for either type of organization.
- Projects for fundraising may be suggested by the Chief Librarian, or come out of Strategic Planning discussions
- A Friends organization may be more practical for the Library and may become a permanent part of the Library community, but it would still have to ascertain a sustainable level of participation, considering the time and effort involved with event planning
- Celebrating and thanking donors through an event or by other means engages the community and raises the Library's profile, thereby increasing the chances of further donations.

- Historically, major gifts come from bequests and it was suggested that these funds should not go into general operations, but be designated for a specific project, and then the donor's family thanked publicly, if appropriate.
- The Treasurer and Finance Committee should not be involved in fundraising, rather there could be a distinct fundraising committee.
- The public may perceive the Library's fundraising efforts differently from other organizations because the CRD provides such a large part of the Library's funding through the annual tax requisition.

Judy thanked Andrea, John and Shelagh for their valuable contribution to the Board of Trustees.

11. Motion to Adjourn

The meeting was adjourned at 10:36 a.m.

- ◆ ***Motion***

Moved by Adrian:

That the meeting be adjourned. Approved

12. Next Regularly scheduled meeting

May 18, 2021, 9 a.m., Zoom