

Salt Spring Island Public Library
Minutes
Board of Trustees Meeting
Tuesday January 18, 2022, 9 am Zoom

Present: Judy Nurse – Board Chair, Adrian Wright – Vice Chair & Treasurer, Anne Zeller, Peter Freeman, Lavonne Leong, Christie Roome, Karen Hudson – Library Director, Christine Arpita – Recording Secretary

Regrets: Garth Hendren, Gary Holman – CRD Director

1. Call to order

Judy called the meeting to order at 9:01

Acknowledgement of Indigenous land

Judy made the acknowledgement

New Mission Statement

Judy read the Mission Statement

“We build opportunities for everyone to learn, connect and explore.”

2. Approval of Agenda (Motion)

- *Motion: Moved by Christie, Seconded by Anne
That the agenda be approved.
Approved*

3. Consent Agenda Items (Motion)

November 16, 2021 Board Minutes – Circulated

Committee and Other Reports

Executive Ctte minutes – Circulated

Long Term Planning Committee – Circulated

A draft Operational Strategic Plan was presented. A Board strategic plan will be developed.

Library Director’s Report – Circulated

Karen highlighted the following: The Annual Campaign and Book Club Challenge. Karen will make a presentation along with Charlene Johnny about Libraries and Reconciliation at the upcoming BCLA conference. Karen was interviewed by the Salt Spring Island Foundation for the upcoming Vital Signs report.

Various statistics were discussed that may be useful in presenting a case to the CRD to increase Library funding. Comparing 2019 and 2021:

- Volunteer hours decreased by half
 - Circulation of materials increased
 - Interlibrary loan increased
- ♦ *Motion: Moved by Christie, Seconded by Peter*

*That the Consent Agenda items be approved.
Approved*

4. Finance Committee

Minutes - Circulated

Draft 4th Quarter Financial Summaries – Circulated

2022 Budget – Adjustment - Circulated

Adrian explained that the Operational Contingency was included twice in the previously approved budget. The amended budget as a net deficit of \$90392

- ♦ *Motion: Moved by Adrian, Seconded by Anne
That the 2022 Budget be approved as amended.
Approved*

5. Policy Committee

Minutes - Circulated

Operational Policies

General Operational Policies – New Format - Circulated

Human Resources – Employee Manual - Circulated

Operational Health and Safety - Circulated

Christine was thanked for the work on the Operational Policies documents. The Library should have two paid staff during open hours. Personal pronouns in the Library documents should be edited to reflect inclusiveness.

- ♦ *Motion: Moved by Christie, Seconded by Lavonne
That the policies presented by approved.
Approved*

HR Record of Decisions - Circulated

The HR Record of Decisions was developed in order to record important decisions relating to paid staff in regard to sick and vacation pay, benefits, RSP and TFSA payments. Three new entries were created.

The cost of living increases for staff are not reflected here, but are part of the budget projection worksheet.

- ♦ *Motion: Moved by Peter, Seconded by Adrian
That the Record of Decisions be approved.
Approved*

6. Actions Arising from the Minutes:

Followup interviews with Gary Kahne (Adrian) and Sally John

Adrian spoke with Gary and had no comments. It is not necessary to talk further with Sally John as she was clear in her explanation.

7. Library Minute(s) - Karen

COVID-19 update and Policy on Emergency response – Verbal Report

Karen presented the following highlights: Some staff have had COVID-19, but there has been no known spread in the Library. Because of the weather the Library closed for 2 days. Gary asked about the possibility of using the Library as a warming centre. The Library previously developed clear policy about this. The Library can only be used as an information centre and device charging centre only between dawn and dusk. If the CRD wanted to use the library in this capacity, they would need to provide staffing.

8. Correspondence

Salt Spring Island Foundation – COVID Recovery Grant – Circulated

9. CRD Director's Report

No Report

10. Other Business

Board Meeting Dates 2022

Board meeting dates are the third Tuesday of every month at 9 pm until the AGM. The new roster of Board members will determine the date of meetings for the rest of the year.

Committee Meeting Schedules

Committees requested to set regular predictable dates for their meeting

11. Discussion Point

Library Funds Discussion

A summary of the Library funds was provided. Adrian led the discussion.

Endowment:

Most of the funds of the Endowment originated from an unrestricted donation. A small portion of funds was donated specifically to the Endowment fund. As the Endowment is relatively small, it does not provide significant revenue for Operations. Therefore, the board has the following choices:

- Leave the Endowment as is
- Attempt to build the Endowment
- Collapse the Endowment and use the funds.

The Finance Committee recommends that the portion of the Endowment from the unrestricted source be used to help fund Strategic Planning initiatives. The portion of funds from designated donations to the Endowment will be discussed at a later date. Another endowment could be set up in the future if the Library received a donation large enough to warrant it.

Crawford Funds:

The Finance Committee recommends that these funds be used to help fund Strategic Planning initiatives for the next 6 years.

- ♦ *Motion: Moved by Adrian, Seconded by Anne*

That the portion of the Endowment that was originally unrestricted be collapsed and that these funds are used, along with the Crawford funds, for strategic planning initiatives for 6 years at \$20,000 a year.

Approved

Further discussions on how these funds will be invested is pending, including an exploratory conversation with Salt Spring Island Foundation.

Operational Funds

Adrian discussed the requisition from the CRD. A small land mortgage has been paid off, but there has been no commitment on how funds will be allocated. Because of the volunteer model, the CRD has been able to fund this library inexpensively compared to other libraries. However, because of the necessity of increased staffing, and because of the value of the Library to the community, the case must be made to the CRD to increase the requisition funds to the Library. With some direction, Karen can contact Maureen Sawa, CEO of Victoria Public Library, to get a sense of the amount of funding the CRD provides to them. The possible extra burden to the tax payer for a full requisition can be estimated.

12. Next Regularly Scheduled meeting Tues Feb 15, 9 am - Zoom

Tuesday, February 15th at 9 am via Zoom

13. Motion to Adjourn

10:25 am

- ♦ *Motion: Moved by Adrian,
That the BOT meeting be adjourned.*