

**Salt Spring Island Public Library**  
**Minutes**  
**Board of Trustees Meeting**  
**Tuesday March 14, 9:30 am**

Present: Judy Nurse – Board Chair, Richard Swann, Anne Zeller, Garth Hendren, Peter Freeman, Karen Hudson – Library Director, Christine Arpita – Recording Secretary.

Regrets: Adrian Wright, Christine Hunt, Jenny Petrak, Gary Holman

Guest: Fred Lizotte, Accountant

## **1. Call to order**

Judy called the meeting to order at 9:31 a.m.

## **Acknowledgement of Indigenous land and Mission Statement**

Garth acknowledged that the Library is on the unceded territory of the **Coast Salish** First Nations peoples of Salt Spring and surrounding areas, who continue to use and steward these lands.

The Mission Statement was read by Judy.

## **2. Approval of Agenda**

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

## **3. Approval of February 21, 2023 Minutes – Circulated**

- *Motion: Moved by Anne, Seconded by Peter  
That the minutes be approved.  
Approved*

## **4. Review of 2022 Financial Statements**

Fred Lizotte distributed an updated draft of the Financial Statements and gave an overview explanation.

- *Motion: Moved by Richard, Seconded by Garth  
That the reviewed Financial Statements be accepted and presented to the Association's membership for approval at the AGM.  
Approved*

*9:45 a.m. Fred Lizotte left the meeting*

## **5. Consent Agenda**

### **Committee and Other Reports**

#### Executive Committee – Circulated

Judy presented the report. SSI Archives confirmed that they will do a presentation at the 2023 AGM. Judy will join the Board Development Committee as a community member and will run the orientation for new Board

Members on April 4. The Chief Librarian contract will be tabled until the next regular Board meeting in April. The Archives sublease is in process. the donor appreciation event is a trial event in 2023.

#### Finance Committee – Circulated

The meeting minutes and the Treasurer's report for the AGM were circulated.

#### Board Development Committee – Circulated

Anne presented the report. The photos of most board members will be completed after the AGM, March 16. Minor changes were made to the report.

Anne reviewed the Board Evaluation results. The areas with the lower scores will be discussed. The slate of nominees includes two incumbents, Anne Zeller and Garth Hendren, and three new nominees, all of which are strong candidates.

- *Motion: Moved by Anne, Seconded by Richard  
That the slate of nominees for the Board of Trustees be accepted and presented to the Association's membership at the AGM for election.  
Approved*
- *Motion: Moved by Peter, Seconded by Anne  
That the items of the consent agenda be approved as amended.  
Approved*

### **6. Library Director's Report – Circulated**

Karen presented the report. One staff member is away on leave and two Library Information Technicians were hired to cover necessary workload.

### **7. Correspondence – Verbal Report**

The Ministry of Municipal Affairs will release one-time funding to BC Libraries.

### **8. Library Minute – Julia**

*10:50 a.m. Julia Wagner joined the meeting*

Julia described the collaboration with Mayne Island Library for StoryWalk resources. She then described the FabLab programs in some detail:

- Good statistics are being collected for an upcoming report to the Wilding Foundation who has granted \$80,000 to date. The funder is please with the progress and further funding is expected.
- Appointments for the FabLab have increased 3x in the last month due to availability of new equipment and more community awareness arising from children's class visits.
- STEM Lego robotics programs and video coding and design programs are funded by the Wilding Foundation. A contractor has been conducting the program and a new person is being trained to extend the program.
- A tech camp is part of the Spring Break Camp and is fully subscribed.
- Julia is making two FabLab presentations: at the Vancouver Island Library Conference, and at a local organization.
- An upcoming seminar series aimed at high school students will showcase individuals with experience in the video game and animation industries.

Karen acknowledged the great work that Julia has done with this successful program.

*11:00 a.m. Julia Wagner left the meeting*

### **9. CRD Report – No report**

## **10. Board Discussion – Committees – what was accomplished this last year**

### Executive:

Some committees were collapsed leaving the Executive, Finance, Board Development and Policy Committees. The Strategic planning was the Executive's responsibility. Because of the extensive Strategic Plan, no gaps were identified. Karen looked at the committee structures of other libraries and the details will be considered in the future.

### Finance:

1. Prepared extensive submission to CRD on need for more significant increase in CRD contribution to Association budget than the library has received in recent years. Christine Arpita did the primary work on this document. Other board members contributed including former board members Lavonne Leong and Christie Roome and treasurer Adrian Wright. This document was presented to the CRD in the 2023 budget cycle. It can form the foundation for a similar presentation for the 2024 budget cycle.
2. Prepared the 2023 budget for board approval.
3. Reviewed the committee's terms of reference -no changes occurred.
4. Revised the finance policy to
  - a. Recommend decreasing the capital reserve;
  - b. Create a special project fund;
5. Recommended the transfer of funds from the endowment fund to the special project fund. This would apply only those funds where donors consented to the transfer.
6. Reviewed and approved (with some revisions) the reviewed financial statements.

### Policy:

Garth reminded the Board that there are both Operational policies internal to the organization, and Governance policies that belong to the Board. Finance policies developed by the Finance Committee were vetted by the Policy committee. Policy in regard to Diversity and Inclusion is being reviewed. The HR Record of Decisions, Governance, and all Operational policies with Appendices were reviewed by the Policy Committee. Policy in regard to the Art Committee has been drafted and will be reviewed by the Policy Committee.

### Board Development

- April 2022 - Orientation held for new board members, with library tour & SharePoint info
- June 2022 – Assumed responsibility to develop a list of board discussion topics
- e.g. Expectations around accessibility, including idea of an accessibility audit. These included increasing mentorship of new Trustees, collaborating Board to Board with partners, need for cooling system, donor appreciation
- Sept. /Oct 2022 – Organization of Board retreat. Focus on 94 calls to action and what the library can do to promote them. Led by Adrian using Restorative Justice techniques and enjoyed an Indigenous themed lunch with a lot of support from Christine Hunt.
- Very successful board retreat, held at Judy's home.

Review of retreat: considered it a very successful team building exercise. We learned a lot

- Value of listening
- Value of looking outwards
- Value of time spent establishing relationships
- A lot more knowledge of the situation of indigenous peoples and the need for redress of the harms they have suffered. Ideas of what can be done to support this.
- Decision to have a section of the library set aside for a focus on indigenous materials, including art.
- November 2022- Holiday gathering for Board members and staff
- Suggestion that we need a donor appreciation event. Set up goals for donor appreciation event.
- Feb. 2023 Conducted board self-evaluation.
- Board Photo shoot organized for after the AGM to increase board of trustees' visibility.

## **11. Other Business**

- AGM Preparation – the Strategic Plan summary will be available to the membership. Judy will run the election of the Board members.
- The BCLTA is providing workshops about inclusion and belonging in April. Board members will be encouraged to attend.
- There will be a meeting of the Board of Trustees after the AGM to elect the executive and to take photos.
- Valid members do not include those patrons who exclusively use third party (OverDrive) digital resources and therefore the library's membership is lower than expected. Karen will work on getting this rectified with the provincial Libraries Branch.
- The recent experience of another BC library in regard to Drag Queen StoryTime was discussed.

## **12. Upcoming Regularly Scheduled Work and Meetings**

- Board Development Committee – To be determined
- BOT March Meeting – March 14, 2023, 9:30 a.m.
- AGM March 16, 2023, 3:30 p.m.
- BOT Meeting after AGM – To elect Executive, March 16, 2023
- Orientation for new Board Trustees – April 4, 2023 10:00 a.m. – To be confirmed
- BOT April Meeting – April 18, 2023 – To be confirmed
- Policy Committee – To be determined
- Finance and Executive Committees – To be determined

## **13. Motion to Adjourn**

11:22 a.m.

- *Motion: Moved by Anne  
That the meeting be adjourned.*