

Salt Spring Island Public Library
Minutes
Board of Trustees Meeting
Tuesday September 19, 9:30 am

Present: Anne Zeller – Vice Chair, Richard Swann – Treasurer, Gary Holman – CRD Director, Peter Freeman, , Andrea Little, Garth Hendren, Tracy Watkins, Joi Freed-Garrod, Karen Hudson – Library Director, Christine Arpita – Recording Secretary.

Absent: Christine Hunt

1. Call to order

Anne called the meeting to order at 9:32 a.m.

Acknowledgement of Indigenous land and Mission Statement

Anne read the Mission Statement and 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. He expressed gratitude and acknowledged the pain and hardship of the Indigenous people.

2. Approval of Agenda

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

3. Approval of July 17 and August 8, 2023 Minutes

- *Motion: Moved by Anne, Seconded by Tracy
That the Minutes of July 17 and August 8 be approved.
Approved*

4. Consent Agenda

Committee Reports

The committee reports were presented and specifically the Operational and Human Resources documents were discussed.

Library Director Reports

- *Motion: Moved by Richard, Seconded by Garth
That the Consent Agenda items be approved except the Operational and HR policies which are referred back to the relevant committees for review.
Approved*

Adrian Wright – Chair joined meeting at 9:57 am

Adrian assumed the role of chairing the meeting.

5. Donor Appreciation Event Discussion

The consensus was that the event went well. Positive feedback was received from donors. Having a yearly event is worth the investment of resources in order to have regular interaction and build relationships with donors. Some ideas for future events:

- Change the time of year to optimize attendance
- Possible change of area or set up to allow board members easier connection with more donors
- Encourage focused discussion with the donors in regard to the Library and its possible upcoming priorities for funding
- Use the event to educate donors

6. Strategic Initiatives Update – Accessibility Reports and Plans – Circulated

Karen presented the report and plan. The Library is Accessibility Certified by the Rick Hansen Foundation and further work will be done over the next 5 to 10 years to improve accessibility. The Library will work with the CRD to clarify responsibilities and source of funding for projects. The board's role in the process was discussed:

- Board oversight to ensure the plan proceeds
- Provide list of priorities for projects based on importance
- Provide list of projects which may be accomplished in the short term with relative ease
- Board representation on the Accessibility Committee. Richard Swann volunteered.
- Review the Strategic Plan in 2024 in relation to the Accessibility plan

The new Indigenous coordinator will join the committee and will meet with the Indigenous committee member from GIFTS to review the plan from an Indigenous perspective. Having further diverse community involvement in the form of an advisory group was suggested. There will be an opportunity for the public to give feedback on the plan which will help to clarify priorities. The draft plan has been forwarded to CRD staff.

7. Financial Policy Review and Approval - Circulated

Richard presented the policy. There are clarifications to the wording of the Capital Reserve and suggested changes to the donation policy to remove donations from general operational funds. Because of the significant effect of removing donations, and to a lesser effect of removing fines on the budget, the board discussed the following:

- Most board members agreed *in principle* to the Library becoming fine-free which is an ongoing trend with BC libraries.
- All board members agreed *in principle* that donations should not off-set taxes and fund operations.

The LCC approved and will recommend a 10% increase in the requisition for 2024 with an additional 10% increase in 2025, which is significantly less than the draft budget presented to the LCC. In addition, the loan for the building will be retired by the end of 2026 and more funds will be available in 2027 for operations and for capital reserves. In the short term the Financial Policy will be referred back to the Finance Committee after a new budget has been drafted to assess the donations wording in regard to the budget.

Setting up a separate Library Foundation to receive donations and administer grants to the Library for non-operational projects was discussed and will be investigated further.

8. Correspondence – CRD Representation on the Board - Circulated

Adrian asked Mari Martin of the Libraries Branch to clarify who may sit on the Board of Trustees as a CRD representative. CRD staff will contact the Libraries Branch directly to discuss how a member of the LCC may become the CRD representative on the Library's board.

9. Reconciliation Minute – Indigenous Coordinator Position

Caroline Dick, a former volunteer, has been hired as the Indigenous coordinator and will take over various projects related to Truth and Reconciliation. The position is aligned with the Library's Strategic Initiatives, and funded entirely by the Municipal Enhancement grant. Further funding for the position beyond the grant will be investigated in due course.

10. Other Business

Art Council Letter of Support for Board Development Grant

A grant application made by the Arts Council to the Salt Spring Island Foundation may provide funding for 2-3 workshops. Depending on available funding, there may be an opportunity for the Library Board to participate. The Board expressed its support.

LCC Meeting

Karen expressed her appreciation for the opportunity to attend and speak at a meeting of the LCC on September 14. Gary also spoke about the meeting. Highlights:

- The SS Historical Society (Archives) will receive a grant in aid of \$5000. As the Library is a separate organization, it is not appropriate to include funds for the Archives with the Library requisition.
- The Library's operational needs were discussed along with the CRD's financial pressures.
- Bridging funding was suggested through 2026 when the building loan retires, allowing more funds to be available for Library operations and capital reserves in 2027.
- Even though the Library provides enriched programming such as the FabLab, Indigenous programming etc., these initiatives are funded through specific grants and donations, not through operational funds received through the CRD requisition. The requisition funds basic operations.
- Without an increase in the requisition the Library may need to reduce open hours.
- Instead of the 21% operational increase for 2024 proposed by the Library, the LCC agreed to 10% increase in 2024 and 10% increase in 2025.

Archives Climate Control Upgrade

The Archives Climate Control system needs replacing. Pertinent information was sent to Karla Campbell and Dean Olafson. The Library has asked them to fill in the relevant screening application for Gas Tax funding.

11. Upcoming Regularly Scheduled Work and Meetings

Finance Committee – Oct 3, 9 am – ZOOM

Executive Committee – Oct 3, 10 am – ZOOM

Board Development Committee – Oct 9, 10:30 am

BOT October Meeting – Oct 17, 2023 9:30 am – In Person or ZOOM

Policy Committee – Nov 8, 2023 9:30 am - ZOOM

13. Motion to Adjourn – 11:35 a.m.

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