

**Salt Spring Island Public Library**  
**Minutes**  
**Board of Trustees Meeting**  
**Tuesday October 17, 9:30 am**

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

Absent: Richard Swann – Treasurer

## **1. Call to order**

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

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

Adrian read the Mission Statement and 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 support for their way of life and acknowledged the pain and hardship of Indigenous peoples.

## **2. Approval of Agenda**

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

## **3. Approval of September 19, 2023 Minutes**

- *Motion: Moved by Anne, Seconded by Tracy*  
*That the Minutes of September 19, 2023 be approved.*  
*Approved*

9:36 am. Joi Freed-Garrod arrived.

## **4. Consent Agenda**

### **Committee Reports**

The committee reports were presented and specifically the Board Development Committee minutes were discussed. Anne suggested that the focus of the next board retreat be team building and that the date be in April. It may be advantageous for it to be professionally facilitated. The budget for this retreat was discussed. Karen will send out an email to Board members whose terms are finishing, asking for their intention to stand for re-election. The executive will discuss when a review of the current Strategic Plan will occur.

### **Library Director Report**

- *Motion: Moved by Garth, Seconded by Joi*  
*That the Consent Agenda items be approved.*  
*Approved*

## 5. New Staff Introductions

Mylene Dammel-Sherrin, Information Technician, Keira Mackay, Library Technician, and Caroline Dick, Indigenous Coordinator were introduced. They briefly described their duties and how long they have worked at the Library.

## 6. Strategic Initiatives Update – Climate Change – Circulated

Karen presented the report and plan. The following highlights were discussed:

- Further promotion of the green building is possible. Karen noted that one of the architects of the building offered to give tours, but was postponed due to the pandemic, and this would be arranged when it was deemed safe to do so.
- A climate book display occurs in November. A display could be also incorporated as part of a green building tour.
- A curated art show about climate change in November 2024 will be explored by the Operational Art Committee.
- The Library promotes other areas of the collection and resources, such as the FabLab. The Board members were encouraged to follow and share posts from the library social media accounts to increase the extent of promotion.
- The Library will acquire a Bat House as a climate initiative that ties into a Halloween theme.
- There may be an opportunity to acquire another Level 2 electric car charger.
- Other aspects of Library work with climate change such as the Library's role as a cooling centre could be emphasized.
- Continuing to improve the building comfort for users aligns with many of the Accessibility goals which will be developed in conjunction with the CRD in the future.
- Rearrangement of some furniture and creating a laptop bar by the front windows in the fiction section will help to increase seating.

### Revenue Streams - ABCPLD Advocacy Fund

Karen reported the following: The Association of BC Public Library Directors has been advocating the provincial government for increased funding as annual funding levels have remained unchanged since 2009. Likely the Ministry of Municipal Affairs Enhancement funding that was granted unexpectedly this year was a result of this advocacy. BC Library Directors have reached out to their MLA to thank them for this special funding and to remind them of the crucial role libraries play in communities. It was noted that this restricted special funding requires a significant amount of work to manage. The ABCPLD has designated staff for advocacy and has established an advocacy fund for BC Libraries to contribute to. Because of budget constraints our Library has not contributed to date, but the Executive and the Library Director suggest that the Library donate \$1000 to the fund, to come from the Strategic Initiatives based on Strategic Priority 2.

## 7. Financial Policy Review and Approval - Circulated

Adrian presented the policy. There are clarifications to the wording of the Capital Reserve and to the donation policy.

- *Motion: Moved by Tracy, Seconded by Peter  
That the Financial Policy be approved.  
Approved*

## **8. Finance – Approval of Draft 2024 Budget**

Christine Arpita highlighted the changes from the last draft. Donations and fine revenue were added back in. \$100,000 from the provincial Enhancement grant was added into both the revenue and to the expenses. A schedule of expenses for the provincial Enhancement grant was included in the Board package. A 10% increase in the CRD requisition over this year to \$512,435 will result in an expected deficit of about \$132,000 which will be drawn from the Library's Operational Reserves.

Anne asked for more funding for the Board Development Committee in order to adequately plan for the board retreat.

CRD Director Gary Holman expressed that the CRD faces significant budget pressures will need to balance competing needs. He said that the LCC may write to Mari Martin in regard to how the provincial Enhancement grants may be used. In 2026 the debt for the library building will be retired which may free up funds in 2027.

- *Motion: Moved by Joi, Seconded by Christine,  
That Draft 2024 Budget be approved as amended.  
Approved*
- *Amending Motion: Moved by Anne, Seconded by Joi  
That the budget for the Board Development Committee be increased from \$500 to \$1500.  
Approved*

## **9. Correspondence - Circulated**

**Email to MLA from Library Director – Thanks**

**Public Libraries Branch Regarding CRD Funding**

## **10. Reconciliation Minute**

Karen reported that Indigenous Coordinator Caroline Dick has been reaching out to leaders and school principals. An Indigenous Friendship Circle for local indigenous people will be started in the Library.

## **11. Other Business**

**Board Retreat Date**

To be determined

**Staff Appreciation Event**

This will be a simple event on the last Monday afternoon of October for a few hours of yoga and relaxation.

**Archives Cooling System Update**

Earlier this year it was found that the cooling system in the Archives was not working optimally and that temperature levels were rising. The system is obsolete and cannot be repaired. A preliminary budget for replacement was received and details were passed onto CRD Engineer Dean Olafson who will lead the project. An initial screening application has been approved and he will now proceed with the main application to the Community Works Fund (Gas tax funding).

**CRD Lease Amendments Update**

According to the Library Act, the provincial government must approve the Lease. The Lease and amendments are being reviewed by the province and will be forwarded to the CRD after the province approves. The

amendments are mostly clarifications in regard to responsibilities to repair and replace the various assets of the Library building.

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

Finance Committee – Nov 7, 9 am – To be confirmed

Executive Committee – Nov 7, 10 am – ZOOM

Board Development Committee – Nov 6, 10:30 am

Policy Committee – Nov 1, 9 am – location To be determined

BOT November Meeting – November 21, 2023 9:30 am – Library Program Room

## **13. Motion to Adjourn – 11:17 a.m.**

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