

# SALT SPRING ISLAND PUBLIC LIBRARY ASSOCIATION

## Annual General Meeting 3:30 p.m., March 16, 2023

### DRAFT MINUTES

1. Call To Order: 3:32 p.m.

Judy Nurse welcomed participants to the AGM and wished everyone a  
Garth Hendren gave the First nations acknowledgement.

The Board of Trustees of the last year were acknowledged: Gary Holman, CRD Director, Adrian Wright, Judy Nurse, Jenny Petrak, Peter Freeman, Garth Hendren, Richard Swann, Christine Hunt, Anne Zeller

The purpose of the AGM is to approve the 2022 Financial Statements, appoint an Accountant, elect the Board of Trustees, and provide relevant information to the membership of the Salt Spring Island Public Library Association.

2. Confirmation of Notice and Quorum

Notice of the AGM was published in three consecutive issues of the Gulf Island Driftwood newspaper, was posted in the Library and on the Library website, and was provided by email to current active members.

Quorum was met with an attendance of 29.

3. Motion to Approve the Minutes:

From the Annual General Meeting March 17, 2022

- *Motion*

*Moved by Anne Zeller, Seconded by Christine Hunt*

*That the minutes of the AGM meeting of March 17, 2022 be approved.*

*Approved*

4. Treasurer's Report

Adrian Wright introduced Fred Lizotte, accountant, of McLean, Lizotte, Wheadon and Company.

Mr. Lizotte presented the financial statements highlighting Statement of Operations and Statement of Financial Position. Mr. Lizotte noted that he provides a review and not audit.

Stanley Shapiro asked about capital reserve planning because the building is getting older. The CRD owns the building and is the process of building up the capital reserve. Funding will come from debt refinancing and the completion of payment in a few years of the major loan. The Library Board

is in the process of clarifying the reserve for the building-related machinery.

- *Motion*  
*Moved by Adrian Wright, Seconded by Peter Freeman*  
*That the 2022 Financial Statements be accepted as presented.*  
*Approved*

#### Report from the Treasurer

The year 2022 saw continued change to the financial position of the Association. The Association historically relied on volunteers to conduct many library functions. The Association observes a continued decline in volunteers at the library. This may be attributed to a few factors. One is the overall societal decline in volunteerism. Another is the COVID pandemic – many of those who had been active volunteers did not want to expose themselves to COVID 19. As a result, they no longer participated as volunteers. Finally, many library activities now require specialized and technical acumen. This knowledge and these skills must come from paid staff.

The shift to increased paid staff has a significant impact on the library's bottom line. The CRD contribution to the library has increased to a modest extent over the last five years. It has not kept pace with the library's increased expenses. The library is therefore dipping into its accumulated surplus to fund operations. There were significant one-off grants from the Ministry of Municipal Affairs so that the library did not need to use as much accumulated surplus as anticipated, but some point in the next few years, this surplus will be exhausted.

The board is grateful to staff who operate the library – particularly Library Director Karen Hudson and Administrator Christine Arpita for their prudent management of the library.

The board also decided over the past year to move contributions from various donors, with appropriate permissions as required, to a strategic initiatives fund. This is to fund various initiatives resulting from the library's strategic plan.

On behalf of the board, I welcome any comments or concerns expressed by members.

Adrian Wright  
Treasurer

5. Motion to Appoint an Accountant

- *Motion*

*Moved by Adrian Wright, Seconded by Anne Zeller*

*That Fred Lizotte of McLean, Lizotte, Wheadon and Company be appointed as the Library Association's independent accountant until the 2024 Annual General Meeting.*

*Approved*

6. Motion to Amend Bylaws

The proposed changes of the bylaws were posted in the Library and on the website two weeks prior to the AGM. Because the board can conduct business if necessary by email or by zoom meetings. Schedule A became redundant. Adrian read Schedule A to the bylaws.

- *Motion*

*Moved by Garth Hendren, Seconded by Christine Hunt*

*That the following sections of the Salt Spring Public Library Association Bylaws be amended as follows:*

- 1. Remove "held" after "be" in paragraph 5(d)*
- 2. Remove Schedule "A"*

*Approved*

7. Election of Board Members

Judy Nurse introduced the nominees that were approved by the Board.

Anne Zeller – incumbent

Garth Hendren – incumbent

Andrea Little

Joi Freed-Garrod

Tracy Watkins

The new nominees briefly introduced themselves.

Judy Nurse asked for further nominations from the floor three times, and there being none, all nominees were declared elected by acclamation.

8. Annual Report from Board Chair

Judy Nurse spoke to her report with the following highlights:

- The Library is a governance board and has established a six-year strategic plan with five major pillars.
- Financial resources – There will be a three-year increase of funding from the Ministry of Municipal Affairs after years of lobbying.
- The Library will conduct an accessibility audit in future.
- There was a successful board retreat based on truth and reconciliation.
- Air conditioning was installed through funding via the CRD allowing the Library to become a cooling centre as necessary from dawn to dusk.

- The Library successfully lobbied government for digital collections.
- Library users are at heart at what we do providing valuable programming and resources.
- Our Library is a top performer for mid-sized libraries.
- Thanks to staff and volunteers.

## 9. Annual Report from Library Director with Slide Show

Karen Hudson spoke during a year in review slide show with the following highlights:

- The Library's six year strategic plan is a three plus three year plan allowing us to re-evaluate after the completion of the third year.
- Biggest change is the successful development of the FabLab. Included is STEM, Lego robotics and advanced video game programming. It was funded by a federal government New Horizons Seniors grant and by the local Wilding Foundation.
- The new teen zone was funded with a Salt Spring Island Foundation grant. It is well used, with teens reading studying and socializing.
- This year was the youth outreach and programming rebuild after closures due to COVID-19. The Library worked with various project partners including Salt Spring Literacy and Family place. Anonymous donors and the Deux Mille Foundation provided funding for a children's reading roost. The summer camp had the highest number of participants to date.
- The Library worked on Climate action programming with partners Transition Salt Spring and Bullock Lake Farm and hosted several programs in the island-wide incentive "On the Rise".
- A COVID Recovery and Emergency preparedness grant from the Provincial government provided funding outside seating and other expenses related to the pandemic. Gas tax funding via the CRD enabled an installation of a cooling in HVAC, without changing the environmental profile of our green building.
- Diversity Equity Inclusion and Reconciliation were important. An Indigenous learning area will be developed with funding from the Salt Spring Island Foundation grant and the Philip and Muriel Berman Foundation. The Library worked with the Salt Spring Historical Society bring in important Indigenous writers and artists Ray Tony Charlie and Charles Elliot. The Philip and Muriel Berman Foundation provided funding for a BIPOC collection. Chris Jason, a part-time staff person was introduced. He will be part of the discussion about accessibility going forward.
- Other staff members were introduced.
- During the June Volunteer Appreciation event, long-time volunteer Audrey Wild, with 30 plus years volunteering was recognized with a life-time achievement award. Karen expressed appreciation for all volunteers including the Board of Trustees.
- Karen answered a question about the Annual campaign which brought in a record high of donations, with an increasing trend of online giving.

10. Salt Spring Island Historical Society Presentation

Ceridwen Ross-Collins and Christina Marshall, collaborative co-managers of the Salt Spring Archives, presented a slide show describing the role of the Salt Spring Island Historical Society in preserving our island community's history.

- Like the Library they have less volunteers and now welcome visitors by appointment.
- The Archives have been active for about 35 years with the mandate to collect and preserve historical documents and recordings related to Salt Spring Island.
- The Vault contains valuable papers, up to 170 years old.
- All the Driftwood papers are digitized.
- The Archives accepts loans or gifts, although gifts are preferable as the Archives hold the copyright for those materials. Loans require an agreement.
- The importance of digital records was stressed as they allow the public to access to information without further damaging the item. Materials are scanned once and then placed in the vault for protection
- There are about four hundred audio files, sourced from settler families. They are run through AI program that generates transcripts. The Archives are looking for volunteers to help correct transcriptions.
- Archives website's Collection page provides access to thousands of files. Please explore. An example are the old diaries which give information about daily life before the publication of the local newspaper.
- The Archives are involved with community outreach including enquiries, talks, panels, exhibitions and collaborate with local partners such as Island Pathways, Japanese Garden Society, the Legion and the Library. For example – the Ganges Historical walking tour.
- What can Library patrons do to help? Become a member and help spread the word about the Archives and their important work.

As she is stepping down from the Board, Judy thanked the Board, staff and volunteers.

Adrian thanked Judy for her hard work, her generosity, and positive influence. She was presented with a parting gift.

11. Adjournment of the AGM – 4:58 p.m.  
Christine Hunt

There being no objection, the Annual General Meeting adjourned.