

Salt Spring Island Public Library
Minutes
Board of Trustees Meeting
Tuesday February 20, 2024, 9:30 am

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

Guest Present: Ben Corno, LCC representative

Absent: Adrian Wright – Chair, Gary Holman – CRD Director, Tracy Watkins,

1. Call to order

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

Acknowledgement of Indigenous land and Mission Statement

Anne read the Mission Statement and Peter acknowledged that we live on lands occupied long before us and that we should embrace the spirit of stewardship of the indigenous people and ask for guidance to care for the land.

Anne and Karen spoke of Judy Nurse's Celebration of Life ceremony and spoke of her many contributions to the Library and to the community.

2. Approval of Agenda

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

3. Approval of January 16, 2024 Minutes

- *Motion: Moved by Richard, Seconded by Christine
That the Minutes of January 16, 2024 be approved.
Approved*

4. Consent Agenda

Committee Reports

The committee reports were presented.

Library Director Report

No comments or questions on the report.

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

5. Board Development

Self-Evaluation

Anne spoke to the results of the board self-evaluation. Areas where the board could improve:

1. Improve policy familiarity. Board members may look at the board calendar for upcoming policy reviews and can access the current policy on SharePoint.
2. Improve “on-boarding” of new board trustees so that material presented in an orientation is not overwhelming
3. Clarify conflict of interest policy for board members. Will be reviewed as part of the Governance Policy review.
4. Clarify the understanding and implementation of the strategic plan. This year the board will review the second 3-year portion of the six-year plan.
5. Enhance public relations and have a communication plan – to be developed later in the year by Julia Wagner.

Retreat Plan

Anne reviewed the draft board retreat plan. Board members were reminded to review the online materials in previously provided links prior to the retreat.

6. Reconciliation Minute

Karen spoke of the very successful opening of the Indigenous Learning Area highlighting the responses of various community participants. It was well covered by CBC radio, the local newspaper, and press releases were also sent to the indigenous artists’ community papers. Christine Hunt commented that she was proud to serve on the board and Karen was thanked for her extensive work on the project in organizing, implementing, and getting funding through the Salt Spring Island Foundation and Berman Foundation, as well as using funds from the Municipal Enhancement Grant. Karen spoke to origins of the project – specifically the CFLA-FCAB Truth and Reconciliation Report and Recommendations and Call to Actions. Indigenous book circulation has greatly increased and people regularly ask about the Indigenous Learning Area. Karen and Indigenous Coordinator Caroline will be presenting at both the BCLA and Vancouver Island Library conferences. It was noted that there can be increased opportunities for other groups to share library reconciliation resources, for example, borrowing Indigenous book club sets through Interlibrary Loan.

7. Correspondence

Ministry of Municipal Affairs – approval granted for the Library Association to renew its lease agreement, with amendments between the Library Association and CRD.

8. Other Business

Library Director Goals Reports – 2023 Review and 2024

Karen provided copies of the Goals Reports.

Highlights for the 2023 Review:

- Recruiting and hiring of Indigenous Coordinator
- Hired and trained new staff
- The Indigenous Learning Area
- Upgraded HVAC system for cooling- Library is cooling centre
- Accessibility Committee and work related to new BC Accessibility Act

- Reconciliation webpage, work on “decolonizing” the collection, programs, including the successful Indigenous Friendship Circle

Highlights for 2024 Goals:

- Completing Children’s Area renovation
- Accessibility – working with the CRD to assess and implement projects. The Library’s portion of the work will be funded by Municipal Enhancement funds.
- Media Communication Plan – developed by Julia later in year

Expenditure out of Capital Reserve – RFID gates

Karen spoke to the need of new RFID gates which were not included in the 2024 budget. They ensure security of the collection, and give an accurate count of patrons coming into the main library which will be part of the regular reporting to the board. Funds will be taken from the Capital Reserve.

- *Motion: Moved by Richard, Seconded by Garth
That the Library Director is authorized to spend up to \$18,000 on new RFID gates, funded with the Capital Reserve.
Approved*

Succession Planning

Karen outlined the six-month LLEAD leadership training that Julia will be participating in later in the year. The training is fully funded through IslandLink and will provide her with important skills necessary to run a library.

- *Motion: Moved by Christine, Seconded by Joi
That Librarian Julia Wagner participate in the LLEAD Leadership program
Approved*

AGM

The agenda, resolution to amend the bylaws, and the AGM task timeline was circulated. Board members were reminded that the AGM is March 14, 2024 3:30 pm and that the next Board meeting is March 12, 2024 – one week earlier than normal. There will also be a short Board meeting after the AGM to elect the executive.

Library Foundation Update

The Salt Spring Island Library Foundation has been established and is registered as a society in British Columbia. The Constitution and Bylaws have been submitted and filed, and the process for charitable status with the CRA is underway. The purpose of the foundation is to support the Salt Spring Island Public Library Association in its mission to serve the Salt Spring Island community and other Library patrons. Its primary responsibilities include fundraising and asset management and will raise funds from the private sector. It will operate in close cooperation with the Library Board and Library Director.

9. CRD Report

Ben Corno of the LCC highlighted the following:

- The CRD 2024 budget is finalized in March.
- There was a 7% increase in the requisition
- The CRD budget was funded through decreases in reserves rather than decreases to service budgets

- A Southern Gulf Island regional housing program is established
- A 5-year renewal for a tourism partnership was approved. Library programs and services could be promoted through this partnership.
- Tax dollars from short-term rentals such as VRBO and AirBnB will fund housing initiatives.
- The Repair Café that was hosted at the Library was a success
- There will be a Volunteer Fair, which the Library is participating in, on April 13 at SIMS

10. Upcoming Regularly Scheduled Work and Meetings

- Board Development Committee – March 4, 2024
- Finance Committee – March 5, 2024, 9 am – ZOOM
- Executive Committee – March 5, 2024, 10 am – ZOOM
- Policy Committee – March 6, 2024, 9:30 am
- BOT March Meeting – March 12, 2024, 9:30 am
- SSIPLA AGM – March 14, 3:30 pm
- BOT Post-AGM Meeting – March 14, after AGM
- Children’s Area Opening – Friday April 12, 1 pm
- Board Retreat – Sunday, April 21
9am coffee/ 9:30 am- 4 pm.
At Peter Freeman’s: 200 Ensilwood Rd (off of Lepage Rd.)
- Volunteer Appreciation Event – June 9, 2024 TBC

11. Motion to Adjourn – 11:26 a.m.

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