

Salt Spring Island Public Library
Minutes
Board of Trustees Meeting
Tuesday March 12, 2024, 9:30 am

Present: Adrian Wright – Chair, Anne Zeller – Vice Chair, Richard Swann – Treasurer, Peter Freeman, Joi Freed-Garrod, Christine Hunt, Karen Hudson – Library Director, Christine Arpita – Recording Secretary.

Guest Present: Fred Lizotte, Accountant

Absent: Gary Holman – CRD Director, Tracy Watkins, Andrea Little, Garth Hendren

1. Call to order

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

Acknowledgement of Indigenous land and Mission Statement

Karen read the Mission Statement and Anne acknowledged that we appreciate that we can live as uninvited guests on the unceded lands of the Hul'qumi'num and SENĆOŦEN speaking peoples

2. Approval of Agenda

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

3. Approval of February 20, 2024 Minutes

- *Motion: Moved by Anne, Seconded by Richard
That the Minutes of February 20, 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 Richard, Seconded by Anne
That the Consent Agenda items be approved.
Approved*

5. Finance Committee

Minutes - Circulated

2023 Draft Financial Statements

Richard circulated a Treasurer's Report which spoke to accuracy, significant changes in financial position, and major budget variances. Fred was available for questions, but there were none.

- *Motion: Moved by Richard, Seconded by Christine
That the circulated final draft of the Financial Statements Year Ended December 31, 2023, be approved.
Approved*

9:50 am – Fred Lizotte departed

6. Board Development Committee

BD Minutes – circulated

Board Retreat

Items listed as Board Issues on this meeting's agenda will be discussed at the Board Retreat. Issues from Board self-evaluation, especially regarding conflict of interest and enhancing public relations will be discussed. The morning session will include introductions and governance issues. Staff will attend the 12:45 pm lunch and afternoon session which may include discussions and breakout sessions related to LGBTQIA2S+ and Freedom of Information challenges.

7. Correspondence - none

8. Other Business

AGM

The brochure was circulated. Board members are asked to come early to help set up the room. Richard will confirm the Library Act's requirements in regard to presenting the Financial Statements to the membership.

Report for Provincial Grant – circulated

For the 2023 report it was a requirement to present the report to Board members. This main purpose of this report was to detail the special initiatives funded by the Ministry of Municipal Affairs over the last few years: The COVID Recovery, Emergency Preparedness, and Enhancement grants.

Volunteer Recruitment and Retention

The discussion had the following highlights:

- The communication plan that Julia Wagner will develop as part of her LLEAD project will address communications to attract and retain volunteers.
- There was a successful fall volunteer recruitment in 2023 and currently there are adequate numbers of volunteers except on circulation shifts.
 - Volunteers for the circulation desk need specific skills in computer and technology as well as willingness to work with the public. It has been challenging to recruit for this even though training and mentoring is available.
 - Recruitment should be targeted depending on what positions are needed.
- Board members, the CRD, and the public are likely not be aware of all the tasks the volunteers perform at the Library.
- Succession planning is necessary for key volunteer positions which may require trained volunteers or paid staff in the relatively near future.
 - The Library situation is complex and it takes many staff time hours to plan for, train, and manage volunteers, especially those in key positions.

- The Library should expand and provide more detail in its message to the CRD and LCC in regard to volunteer and paid staffing.
 - Cost analysis especially for Cataloguing and InterLibrary Loan will be important for future budgets and CRD requisition asks.
 - Costs of pre-catalogued and pre-covered books vs costs of hiring paid staff as well as impact on community – e.g. – not using local bookstore for purchasing significant part of collection
- Action items for the Board
 - Bring appropriate candidates for needed volunteer positions (Circulation Desk, Board, etc.) to the Volunteer Appreciation event in June. Volunteers can be asked to speak about how volunteering at the Library has impacted their life.
 - Peter in his tech tutoring sessions can identify possible volunteer recruits who may have the appropriate skills and interest to volunteer at the Library
 - Richard will work with Christine A to develop a cost analysis for cataloguing and possibly ILL, as well as to develop a document which can be given to the LCC and CRD which describes the Library’s current and future staffing – both paid and volunteer – needs.

Miscellaneous Notes

- Board members have mailboxes upstairs
- There is a Board meeting after the AGM to select the executive.
- Clarification is required in regard to Board member emails and if all Board members are getting correspondence.
- Committee selection will occur during the April BOT meeting.

9. CRD Report – no report

10. Upcoming Regularly Scheduled Work and Meetings

- SSIPLA AGM – Thursday, March 14, 3:30 pm
- BOT Post-AGM Meeting – Thursday, March 14, after AGM
- Board Development Committee – Monday, April 1, 2024 1 pm
- Policy Committee –Wednesday, April 3, 9:30 am
- Children’s Area Opening – Friday, April 12, 1 pm
- Executive Committee – Monday, April 15, 1 pm
- BOT April Meeting – Tuesday, April 16, 9:30 am
- 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 – Sunday, June 9,
11 am – 1 pm
Salt Spring Island Sailing Club

11. Motion to Adjourn – 10:57 a.m.

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