

**Salt Spring Island Public Library
Minutes
Board of Trustees Meeting
Tuesday July 16, 2024, 9:30 am**

Present: Adrian Wright – Chair, Anne Zeller – Vice Chair, Richard Swann – Treasurer, Gary Holman – CRD Director, Peter Freeman, Tracy Watkins, Garth Hendren, Karen Hudson – Library Director, Christine Arpita – Recording Secretary.

Regrets: Christine Hunt, Joi Freed-Garrod, Andrea Little

1. Call to order

Adrian called the meeting to order at 9:35 a.m.

Acknowledgement of Indigenous land and Mission Statement

Karen and Caroline met with an Indigenous reconciliation librarian and UVic Metis representative. They were excited with the Library work on reconciliation including the mural, children’s area art and Indigenous learning area. Karen had a good feeling about our successes to date on this, the lands of the Hul'qumi'num and SENĆOŦEN speaking peoples.

Adrian read the Mission Statement:

2. Approval of Agenda

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

3. Approval of June 18, 2024 Minutes

- *Motion: Moved by Anne, Seconded by Peter
That the Minutes of June 18, 2024 be approved.
Approved*

4. Consent Agenda Items

- ❖ Action: Richard will send Gary Holman an analysis of the depletion of the Operating Reserves.

In regard to the monthly statistics, the lower Children’s attendance in June was due to school outreach for summer programs in May.

In regard to the Operational Policies, under 5.1 Conduct in the Library, the following clarification was made: *When an unattended child is found in the Library near closing time, staff will take all necessary steps to contact the parent, guardian or childcare provider. If the parent or childcare provider cannot be located by closing time staff will contact the RCMP.*

New Grants / Designated Donations

Karen informed the Board of the following grants and directed donations:

- Further Municipal Enhancement funds of \$14,500
 - Directed donation \$2500 from A Saunders for replacement books and non-fiction
 - Directed donation of \$1500 in memory of Connie Britt for travel books, horses, and dogs.
- In addition, Julia received a bursary for full tuition for the upcoming LLEAD program.

❖ Action: The Board should continue to advocate for more provincial funds. Karen will provide information.

➤ *Motion: Moved by Anne, Seconded by Peter
That the Consent Agenda be approved as presented.
Approved*

5. CRD Report

Gary reported that the housing landlord-tenant matching program is underway. Local doctors are part of a primary care network which may provide 9 or 10 funded health professionals and is related to the island housing situation. Site work on the Drake Road site is commencing as well as the SeaBreeze renovation to provide living space for health care workers. Related sewer work and water infrastructure were mentioned.

6. Library Minute

Karen reported that the electrical project in the Children's area is almost complete. Some work to lower the floor outlets is underway. The Archives HVAC project is completed although the contractor is making some adjustments to optimize humidity.

7. Correspondence - none

8. Other Business

WorkPlace Policies – circulated

There was discussion on whether Board Trustees are library volunteers as they are elected to the Library Association. The intention is to incorporate the document into the Volunteer Handbook and into the Board Orientation. The WorkPlace Policies will be presented to the board in September to allow trustees to review the document.

❖ Action: Clarification concerning intellectual property was referred to the Policy Committee.

10 am – Julia Wagner joined the meeting

FabSat Pilot Program

Julia gave an overview of the Wilding Foundation's relationship with the Library and its FabLab. Funding for the FabLab has been secured for a further three years.

The FabSat (Satellite FabLab) program is a 6-month pilot project. Highlights:

- The goal is to provide an intersection between art and technology and provide this to the community
- Funded separately from the FabLab and entirely by the Wilding Foundation
- Is a fabrication laboratory, an extension of the FabLab with heavier equipment that can work with a variety of materials and software
- The Library will provide staffing and will organize programs.

- Programs will be workshops, not drop-in
- The building will be leased to the Library for a nominal fee
- The Library will purchase and own the equipment assets
- Insurance, including liability insurance is to be worked out, but will be funded by the Wilding Foundation
- The location will be completed by September or October and Julia is working up a budget

LLEAD

Julia accepted a bursary to attend this leadership program. It is a 6-month commitment and the final project will be an extensive look at Library communications.

10:20 am – Julia Wagner left the meeting

Staff Appreciation Review

Board trustees enjoyed the event and there was agreement that it was successful. Board trustees were thanked for their contributions. If there is another event like this it was suggested that there be more integration between staff and board.

Freedom of Speech Policy Statement

Freedom of speech is important for events at the Library, and it is important that the public knows that Library is not implicated in, or endorses any particular view. Wording is present in the Program Room and Outside Space agreements to this effect: *“The Library must not be mentioned as a sponsor for an event or as endorsing and event unless previously approved by the Library Director. Advertising of the event must not imply endorsement by the Library of the content of the program or event.”*

Proposed 2025 AGM Date – Thursday March 13, 2025 - confirmed

The March BOT meeting will be Tuesday March 11, 2025.

9. Upcoming Regularly Scheduled Work and Meetings

- Pride Parade – Saturday July 27 starting at Library
Road closes 10:45 am
Pride Ceremony 11:30 am – 12 noon. Parade starts – 12 noon.
- Board Development Committee – Mon Sept 2, 4:30 pm
- Finance Committee – Tues Sept 3, 9 am
- Executive Committee – Tues Sept 3, 10 am
- Major Donor Event – Sunday September 15
Children’s area. 10:30 am – 12:30 pm
- BOT Meeting – Tues Sept 17, 9:30 am
- Strategic Plan Update Session – Saturday November 2
Program Room – 9 am – 3 pm

10. Motion to Adjourn – 10:55 a.m.

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