

**PENDER ISLAND PUBLIC LIBRARY ASSOCIATION
BOARD MEETING
NOVEMBER 18, 2019, 10:00 AT THE LIBRARY**

Present: Penny Finkbeiner (Chair), Dianne Wilson (Vice Chair), Lori Ragan, Ralph Dawson, Laura Vilness, Joanne Peacock, Lyn Greenhill (Secretary)
Also Present: Carmen Oleskevich (Library Manager)
Regrets: Judy Pullen

1. **CALL TO ORDER:** 10:01 a.m.

2. **APPROVAL OF AGENDA**

M/S/C that the agenda be approved as circulated.

3. **APPROVAL OF MINUTES**

M/S/C that the minutes of October 21, 2019 be approved as circulated.

4. **BUSINESS ARISING FROM PREVIOUS MINUTES**

- **Constitution and Bylaws** - Ralph

Ralph highlighted his report. He noted that he worked on the premise that the bylaws should not duplicate the Library Act, and that we need to clean up the conflicts within the bylaws. The Board discussed whether we need a constitution, whether other PLAs have constitutions, and adding Part 4 of the Library Act to the bylaws. It was suggested that a consent resolution be recorded by a process to be determined. Wording to be suggested by Ralph.

Q: How is 'members in good standing' defined? A: It was suggested that 'in good standing' be removed and that a Member should be someone with an active library card (this may be defined similarly or differently in our policies). Discussion on the borrowing section lead to suggestions of indicating limits of borrowing or permission to borrow be given by special resolution of the membership. Carmen will check other library associations as to any wording on the subject they may have. The Board was asked to send any comments to Ralph by the end of the month, and another report will be forthcoming.

5. **CORRESPONDENCE**

The Board authorized the Chair to respond by acknowledging receipt of Wilma Riley's letter, and tell her that her letter was circulated to the Board for their information. The letter will be filed in the correspondence file. The Board also said that with any correspondence, the Chair may acknowledge receipt, and state whether the correspondence will be circulated to the Board members and/or dealt with at the next Board meeting.

6. **COMMITTEE AND OFFICER REPORTS**

i. **Finance Committee** -

Lyn reported on the increase in the cost of Liability insurance for 2020.

Q: Does a budget have to be done soon? A: In January is our regular timing. Discussion on the format of reporting the financial statements referred to the finance committee.

ii. **Executive Committee** -

Penny reported that the performance review evaluations for Carmen have been completed and collated. She hopes to finish the review with Carmen by the end of the month or early December.

iii. **Facility Management Committee** - Lyn, Ralph, Penny

Rental agreement meeting with PIRAHA

The Board discussed the fact that our lease requests have ramifications for the other tenants of the Auchterlonie Center, and Lyn noted that PIRAHA wishes to convene a meeting of all the tenants before mid-January.

Carmen noted that carpet cleaning is upcoming and will necessitate a one day facility closure in order to have them dry properly. The committee needs to schedule an annual facility inspection before end of year.

iv. **Policy Committee** - Laura, Dianne

Dianne highlighted her report, noting that they are nearing the end. They have asked Carmen to review the changes, and research how other libraries format their policies. The committee is suggesting a new format using separate binders for Policy, Procedures, and History

v. **Board Development Committee** - no report

vi. **Volunteers Management Committee** – Lori

The committee has met to review where we are at, and what a long-term plan could be. Recruitment of volunteers is ongoing but we have had no applications in a year. Our main advertising mechanism is word of mouth. On the subject of front desk volunteers, we have 38 volunteers, with 9 doing one shift a month and 3 away on medical leave. To fill in the blanks of 72 shifts a month, we have hired students three Fridays a month, and the library technician as needed. A succession plan is a necessity. The Board then discussed the present situation, trends with volunteerism, and possible reallocation of hours, volunteers, and dollars.

33 people have responded to the Lunch invitation, and Joanne will check on some who have not yet responded.

7. **LIBRARY MANAGER'S REPORT** - Carmen

Carmen highlighted her previously circulated report. She noted that the Museum display is being positively received with many coming into the Library just to view the exhibit. For programming, a new Holiday story-time will happen in December, and with Colette's help will plan to launch a tech tutor regular session. It was suggested that appointments be made to eliminate one person taking all the session time.

8. **OTHER BUSINESS**

Penny updated the Board on recent events related to conversations/emails/visits related to Socrates group. She stated that a request may come in about having the Thursday group return. The Board discussed reviewing our policy on who/what defines a library programme, and what liability coverage is available for programmes occurring outside of operating hours.

9. **ITEMS FOR UPCOMING AGENDAS**

10. **NEXT REGULARLY SCHEDULED MEETING**

Jan. 20, 2020, 10 am at the library

11. Meeting closed 12:13 p.m.

Notes by Lyn Greenhill