Pender Island Public Library Association

Board of Trustees Meeting

January 27, 2021

Mission: Provide access to a range of library resources to support the diverse needs of our community.

Vision: Be a dynamic and welcoming centre where all can learn, discover, explore, and connect.

Attendance (Trustees, except where noted): Laura Vilness, Ralph Dawson, Lori Ragan (by zoom), Dianne Wilson, Joanne Peacock, Kathy MacLachlan, Carmen Oleskevich (Library Director), Colette Clarke (minute taker).

Absent: Judy Pullen

1. Call to order at 9:37 am
   "We acknowledge that we meet on the unceded territory of the Coast Salish"

2. Approval of Agenda
   Motion/Seconded/Carried to approve agenda.

3. Approval of past-minutes from Nov. 25, 2020.
   M/S/C Minutes approved as circulated.

4. Committee Reports
   4.1 Board development – Review of draft "Trustee Recruitment Plan" and "Trustee Skills" – Board appreciated the timeline for completing tasks and groundwork done by Laura and Kathy. **Action:** Laura and Kathy will revise Trustee Skills Matrix and present at February Board meeting.
   4.2 Healthy and Safety – Update that research continues on establishing guidelines for H&S
   4.3 Finance committee - Ralph presented financial statements with new condensed format, and introduction to a new policy on financial oversight.
   - **M/S/C** To accept the 4th quarter PIPL financial statements.
   - **M/S/C** To accept the PIPL operating budget 2021
   - **Action**: In the future, a draft operational budget for the upcoming fiscal year will be presented for Board review and approval at the November Board meeting of each year.

5 Library Directors report
   Visitation improved with re-opening the library to the public on Saturdays, with 255 visitors choosing to visit in Dec. & Jan., including many families. New partnership with PI Food Co-op will result in a "seed library" display in the library, offering free seed packets and educational info to encourage local gardening. Reviewing the diversity of materials in our physical collection, to offer patrons "Windows and Mirrors" into a variety of content. Preparations underway for AGM of several SGI libraries, with online format and posting an AGM package of docs/links on the library website. COVID guidelines are well followed by patrons, staff, and volunteers, and library visits may help patrons combat COVID fatigue.

6 Other Business

6.1 Trustee re-appointment: Four Trustees whose terms are ending indicated they would stand for re-election at the upcoming AGM.

6.2 AGM update: advertising, online format procedures, and AGM package are all underway for March 1, 2021

6.3 SGILC Commissioners 2021: Laura Vilness, Lori Ragan, and Dianne Wilson (Alternate) are representing PIPL as CRD Library Commissioners in 2021.

6.4 SGILC Chairperson's meeting update: Laura reported on an informal online meeting held in January, offering support and review of 2020 challenges.

6.5 PIRAHA update: discussion on Auchterlonie Centre improvements, and painting exterior of library in 2-3 yrs. **Action**: Carmen to assess value of library contents for insurance policy in 2022.

6.6 Board Work Timeline/Schedule: Board agreed that an annual schedule of action items would help Trustees complete ongoing responsibilities (for ex., strategic plan review). **Action**: Laura to start a Board Work Timeline for implementation in March.

6.7 BCLTA training: Laura completed "Identifying Stakeholders" session and will take upcoming "Advocacy" session. Trustees are encouraged to sign-up for free and paid BCLTA online seminars, as interested.

7. Items for upcoming agendas: AGM update, approval of roster of Trustee candidates for AGM, financial oversight policy draft.

8. Board Reflections

9. Next regularly scheduled meeting February 24th 2021 at 9:30 am in-person and by Zoom.

10. Adjournment at 11:51 am