

**PENDER ISLAND PUBLIC LIBRARY ASSOCIATION
BOARD MEETING OCT. 22, 2018
PENDER ISLAND PUBLIC LIBRARY**

MINUTES

Call to Order: 10:00 am.

Trustees Present: Penny Finkbeiner (Chairperson), Inez Smith, Therese Williams, Dianne Wilson (Vice-Chair), Lynda Challis, Patrick Brown (Past-Chair), Judy Pullen (Treasurer)

Also Present: Carmen Oleskevich (Library Manager and Recording Secretary), Joanne Peacock (Volunteer Coordinator)

Trustees Absent: Lyn Greenhill (Secretary)

AGENDA

Motion to accept the Agenda as circulated, moved by Therese Williams, seconded by Dianne Wilson. Carried.

MINUTES of the Sept. 17, 2018 Board meeting: Motion to accept the Minutes moved by Therese Williams, seconded by Inez Smith. Carried.

FINANCE REPORT

Review of the September 2018 financial statements presented by Carmen. Motion to accept the financial statements moved by Lynda Challis, seconded by Dianne Wilson. Carried.

LIBRARY MANAGER'S REPORT

Carmen outlined a course recently completed (Infrastructure Management of Public Libraries) and various webinars she has attended. The 2018 Summer Reading Club report was submitted, and the Typical Week Survey will occur Oct. 29-Nov. 4. Library Grants were distributed to SGI libraries in September. Carmen has implemented measures to help with filling shifts including student hires and working with volunteers on shifts. Launch of a new Pender Picks Display, and a display for Remembrance Day coming up in November. Xmas Used Book Sale to occur on Dec. 1 at the Library, and the Board suggested we serve refreshments at this fundraising event for patron appreciation.

BUSINESS ARISING FROM THE MINUTES

1. **Facility Management:** Penny/Carmen

Maintenance of most of the heat pumps has occurred and new signage for restrooms installed. Signage for the shelving will be forthcoming. Shrubbery has been cleared away from the exterior of the building. Library carpets to be cleaned professionally the week of Nov. 19th. With the Board's support, Carmen will investigate the cost/feasibility of installing a safety post outside of the library front door, for pedestrian safety from vehicles driving up to the book drop-off slot.

2. **Policy & Procedures:** Dianne

Dianne is undertaking a review of the 2018 Policy Manual, noting Policies that need updating are those still in draft form or duplicates. Procedures are being updated as needed by the

Committee. Goal is to have consistent formatting throughout, a final version filed at the Library, and the Policy Manual posted online.

3. **PICC (Chamber of Commerce):** Dianne
The Chamber had a change of President, and will be using voting by email as needed. Coming up are community surveys, new signage, and new maps.
4. **PIRAHA:** Lyn
Latest discussions at the PIRAHHA Board meeting include adding additional building space to the Community Hall and widening driveway access. Carmen will review insurance coverage and report to Penny and Lyn.
5. **SGILC:** Lyn
Report covered the recent SGILC meeting Oct. 16, 2018, including notes on Director Howe confirming that funding was approved for library proposal submitted. Details given on reports from Pender, Mayne, Galiano, Saturna, and Piers libraries. Proposal to investigate hiring a part-time library technician was supported by all libraries. Lyn will be stepping down as Chairperson and Commissioner due to max. term limit, and Penny will be SGILC Acting-Chairperson until the April 2019 meeting.
6. **Technology/Computers:** Carmen
Monthly technical support for public computer workstations going well.
7. **Volunteers:** Joanne
Indicated that the library's participation in the recent Volunteer/Business Fair was successful. Volunteer Policy reviewed and updated by Joanne and Dianne, and 2 new volunteers trained in Sept./Oct. Discussed need for a method to evaluate basic computer skills during the volunteer application process. Discussion on updating methods of approving new Committee members.
8. **Collection Management:** Carmen
Info given on Magazine Committee, which meets 2x per year to evaluate and select subscriptions. Youth and Adult book selection committees will meet in November. The Law Matters Grant (\$300) was used to purchase ten law-related titles. Several new titles on the topic of opioid and other addictions was purchased to update the collection. To assist Adult Fiction Committee with spending within the budgeting year, Judy proposed providing a tally of items ordered versus paid invoices, and Carmen will undertake this.

NEW BUSINESS

1. **Governance ideas from Strategic Planning:** Lynda
Lynda summarized ideas from recent strategic planning session and discussed a new approach to governance involving looking at new models of Board operations, best fit models for Trustees, a broad mix of criteria/skills for Trustees, and the process of recruitment. Suggested the Nominations Policy and Committee be broadened in its scope, with a more formal Trustee recruitment approach. Motion to move forward on developing a new governance committee moved by Therese Williams, seconded by Judy Pullen. Carried. Lynda and Carmen to meet to develop a new policy and procedures.

Next Board Meeting: Monday Nov. 19, 2018 at 9:30 am. Strategic planning to be discussed.

Adjournment: 11:45 am