

Pender Island Public Library
Board of Trustees meeting minutes

October 28th, 2020

Present: Laura Vilness, Kathy MacLachlan, Ralph Dawson, Joanne Peacock, Lori Ragan, Dianne Wilson, Carmen Oleskevich (Library Director)

Absent: Judy Pullen

Minute-taker: Colette Clarke

1. Call to order at 9:31 am

"We acknowledge that we meet on the unceded territory of the Coast Salish."

2. Approval of agenda

Motion/Second/Carried that the agenda be approved as circulated.

3. Approval of past minutes

M/S/C that the Board meeting minutes of September 23, 2020 be approved as circulated.

4. Mission/Vision/Guiding Principles

M/S/C to accept the amended Mission & Vision Statements and Guiding Principles to become part of the Governance Policies. **Action:** To be posted on the library bulletin board and website.

5. Committee Reports

5.1 Board Development – Laura and Kathy have planned a full day Board training retreat for Nov. 18 with BCLTA facilitator Babs Kelly by Zoom, lunch provided. **Action:** Small survey to be sent out to participants.

5.2 Finance – Ralph presented an overview of the latest statements, indicating revenue was lower than usual and expenses were within budget. M/S/C to accept the 3rd quarter financial statements.

5.3 Policy – Carmen presented the updated Operational Policies and thanked all for their feedback. M/S/C to approve the revised package of PIPL Operational Policies dated Oct. 28, 2020.

5.4 Volunteers Management – For volunteer appreciation, Lori and Joanne have planned to send a Xmas card with Tru Value gift card in lieu of the usual Xmas Luncheon. Trustees fully supported this initiative. **Action:** Colette to create card insert with Board Trustee signatures and message. Lori outlined that fewer volunteers put their names forward for Nov. than in Oct., particularly for shifts serving the public; most volunteers serving the public are Trustees. A request was made to see if there were options for the name of this Committee. **Action:** Carmen to research what other organizations call the committee managing volunteers.

6. Library Director's Report

COVID update: Maintaining a cohort of ca. 15 different workers in the library per month has gone well, although has required repeated communications. Issues with shift coverage have increased, with reliance on staff to fill-in for absenteeism. Based on higher visitation and good compliance to

COVID guidelines during Sept./Oct., Carmen would like to open the library another day per week to increase access to the library during upcoming winter months. Due to expanding library hours, the number of workers within the cohort cannot be maintained, and Carmen proposed hiring a part-time staff person for front desk duties only. Funding to come from savings and possible SGILC funds. Much discussion occurred, with feedback and options. To ensure active volunteers can maintain competence on front desk shifts, student shifts will be reduced. **M/S/C** that the Board supports moving forward with a trial part-time staff position to support opening the library to the public for a third day per week during the COVID pandemic.

7. Other Business

- 7.1 PIRAH – Dianne reported on improved drainage at the Auchterlonie Centre; no discussions on our lease at this time.
- 7.2 SGILC - Laura summarized the recent SGI Library Commission meeting with reps from each island library attending; noted points were similarities between libraries, outline of projects using the provincial Library Technology Grant, and support for obtaining funding to hire part-time staff at each island library.
- 7.3 Strategic Plan updates – noted the addition of “Goal 1.4: Revision of Constitution, Bylaws and Policy Manual to better support Trustees, staff, and volunteers”. **M/S/C** to accept the updated PIPL Strategic Plan 2019-2023, dated Sept. 23, 2020.

8. Upcoming agenda items

Handling recent monetary donations, December Trustee meeting (not currently scheduled)

9. Board Reflections

10. Upcoming meetings

Board Trustee training date: November 18th 2020, 9:30 a.m. – 3:30 p.m. at the library

Next regularly scheduled meeting: November 25, 2020 at 9:30 am at the library

11. Adjournment

At 12:10 pm