

Pender Island Public Library Association

Board of Trustees Meeting Minutes

11:00 am, June 23, 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.

In attendance: Laura Vilness, Ralph Dawson, Dianne Wilson, Kathy MacLachlan, Judy Pullen, Joanne Peacock, Carmen Oleskevich (Library Director), Colette Clarke (minute taker), Kaity St. Cyr (Library Summer Assistant joined at 12 pm).

Absent: Lori Ragan

1. Call to order at 11:04 am
"We acknowledge we meet on the unceded territory of the Coast Salish".
Action: Laura will look into updating our acknowledgement statement.
2. Approval of agenda
Agenda was approved with minor date corrections
Motion/Seconded/Carried.
3. Consent Agenda
 - 3.1 Past minutes, May 26 2021
 - 3.2 Library Director's report
Motion/Seconded/Carried.
4. Committee Reports
 - 4.1 Board development - nil
 - 4.2 Healthy and Safety - nil
 - 4.3 Finance - nil
 - 4.4 Policy - Dianne and Laura presented updates to policies on Board meetings & attendance, email motions, virtual meetings, executive roles, finance committee, and Board communications. Policy on Financial Stability will be addressed in Fall 2021.
Motion to approve changes to PIPLA governance policies 3.2.1, 3.2.1.1, 3.2.1.2, 3.2.1.3, 3.3, 3.5.1, and 4.5, as amended. **M/S/C. Action:** Carmen to update the Governance Policies manual.
 - 4.5 Volunteers Management - Joanne Peacock's report was presented outlining the current roster of ca. 25 active volunteers, summer scheduling, vaccinations, with more work to follow in the fall. Future volunteer recruitment needs to fit with the library's operational plans. A Volunteers Management Manual is being assembled of documents for future needs (recruitment, orientation, scheduling, records, appreciation, etc.). Report accepted.
5. Other Business
 - 5.1 Library Director Absence Procedures – As requested, Carmen presented procedures to follow in case of her absence to ensure continuous delivery of library services.
Motion to add procedures to Governance Policies, Appendix B. **M/S/C**
 - 5.2 Board training ideas – the topic of Reconciliation for a fall 2021 workshop was suggested.
Action: Board Development Cmt. will send out list of possible workshop topics for feedback.

- 5.3 BCLTA Workshops – Laura summarized a recent online workshop she attended on the Fundamentals of Anti-Oppression.
- 5.4 PIRAHA – Dianne reported on the PIRAHA AGM, with no changes to Board members. A new policy on overnight parking/camping was accepted, will be installing signage. **Action:** Obtain a copy of the new policy for PIPL files.
- 5.5 COVID-19 Safety Guidelines Updates June 15, 2021– Carmen outlined the latest lifting of restriction and guidelines for workplaces. Library Director is erring on the side of caution re: in-person events for the summer. Next update on restriction is planned for July 1st. BC Libraries have performed very well during the pandemic, and as such have not received more specific guidelines from PHO.
- 5.6 Board Meetings - The Board decided to meet once during the summer, on August 25th 2021.
6. Business for upcoming agendas: 2nd quarter financial report, COVID Update, Board Training for the fall, Board Recruitment.
 7. Board reflections
Board is reflecting positivity and looking forward to the summer.
 8. Next Board meeting is August 25th 2021 at 9:30 am.
 9. Meeting adjourned at 12:15 pm.