

Pender Island Public Library Association

Board of Trustees Meeting Minutes

November 24, 2021, 9:30 am

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, Lori Ragan, Kathy MacLachlan, Dianne Wilson, Judy Pullen, Joanne Peacock, Ralph Dawson (via Zoom audio), Carmen Oleskevich (Library Director), Colette Clarke (minute taker).

1. Call to order at 9:32 am.
"We acknowledge that we meet on the traditional lands of the Wsáneć peoples."
2. Approval of Agenda
Item added to Other Business, 5.5 Garden Project update.
Motion to approve agenda as amended by Judy P., seconded by Joanne P., carried.
3. Consent Agenda
 - 3.1 Past minutes, October 27, 2021 (as amended).
 - 3.2 Library Director's report
Motion to accept items from consent agenda as amended by Judy P., seconded by Dianne W., carried.
4. Committee Reports
 - 4.1 Board Development – Board Training Session "Community Connections" (Nov. 18) recap; very successful; thank you to Laura and Kathy for organization; will use community group feedback in future planning. Update on Board Recruitment activities given. **Action:** Laura and Kathy will contact possible candidates by mid-December to answer questions/invite to a meeting. Next task is updating new Trustee orientation plan.
 - 4.2 Health & Safety – nil
 - 4.3 Finance – Ralph presented the Budget 2022, less conservative than previous budgets and includes new funding/expenses for Library Assistants. A discussion on PIPLA reserves and future projects. **Motion** to approve the Budget 2022 as presented by Ralph. D., seconded by Kathy M. Carried.
 - 4.4 Policy – nil
 - 4.5 Volunteers Management – update by Lori on Volunteer Appreciation activities for 2021. **Action:** Message from Laura (Chairperson) on behalf of Board to be submitted; Joanne & Carmen reviewed the new Volunteer Management Manual to assist with volunteer recruitment, training, standards, appreciation, and role within PIPL.
Motion to accept the PIPL Volunteer Management Manual as submitted by Joanne P., seconded by Lori R. Carried.
5. Other Business
 - 5.1 Strategic Plan – reviewed and updated the Plan 2019-2023; many goals have been completed/are underway. Laura V. acknowledged all the work the Board and staff have completed so far, especially during a pandemic.

- 5.2 PIPL Board Survey Results – moved to Jan. 2022 meeting.
- 5.3 Library Director Evaluation Template (Laura, Lori) – bi-annual evaluation will take place on Dec. 6 by Laura V. and Lori R.; template distributed for feedback.
- 5.4 PIRAHA – Dianne reported search for maintenance person ongoing but could be in place by Dec. 5
- 5.5 Garden Project – a Garden Project consultation took place with landscape designer Andrew Van Egmond (Nov. 20), and quote received. Laura V. and Carmen O. outlined the vision and main goals. An ad hoc committee was formed with Dianne W., Kathy M., Ralph D., and Carmen O. **Motion** to support moving forward with Garden Project landscape designer Andrew Van Egmond with quoted cost projections by Judy P., seconded by Dianne W. Carried.
6. Items for upcoming agenda – Garden Project update, Board survey results, post-Director evaluation, Board self-evaluation (Feb. 2022).
7. Board reflections – here comes the holidays!
8. Next scheduled Board meeting is January 26, 2022
9. Adjournment at 11:01 am.