

Pender Island Public Library Association

Board of Trustees Meeting

October 27, 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.

Trustees in attendance: Laura Vilness, Lori Ragan, Ralph Dawson, Dianne Wilson, Kathy MacLachlan, Carmen Oleskevich (Library Director), Colette Clarke (minute taker)

Absent: Judy Pullen

1. Call to order 9:05 am.

"We acknowledge we meet on the traditional lands of the Wsáneć peoples."

2. Approval of agenda
Items added to other business – 5.4 BCLTA agenda report

Motion to accept agenda as amended by Lori R., seconded by Dianne W., carried.

3. Consent Agenda items
 - 3.1 Past-minutes August 25, 2021
 - 3.2 Library Director's report

Motion to accept Consent Agenda items by Ralph D., seconded by Kathy M., carried.

4. Committee Reports
 - 4.1 Board development – Local community groups have responded and shown interest in attending upcoming Board training session on Nov. 18. Plans made for session agenda and lunch. Update on Trustee recruitment, with 1 person picking up a Trustee application package.
 - 4.2 Health and Safety – Fire Department facility inspection took place, and minor issues to be addressed (occupancy limit and civic address signage, fire panel batteries, etc.) and encouraged us to practice fire drills.
 - 4.3 Finance – 3rd quarter financial report presented.
Motion to accept the third quarter financial report by Ralph D., seconded by Lori R. Carried
 - 4.4 Policy – nil
 - 4.5 Volunteer Management – Discussed recent Volunteers Survey results, filling requests by current volunteers. Will resume recruitment after the Volunteer Management Manual has been finalized, and current volunteer roster is satisfied. A seasonal card for volunteer appreciation was selected, and decided to include a Tru Value gift card as this was successful last season. Card inserts to be created and signed by Board members. **Action:** Colette to create a card insert with Laura. **Action:** Carmen to provide a 2021 roster list for the volunteer appreciation cards.
5. Other business
 - 5.1 SGILC meeting – Laura outlined the Commissioner discussion on the CRD-SGILC library services agreement as 5-year renewal coming up, and feedback requested. Comments on PIPL's

responsibility but low authority concerning this agreement. Also expressed that the role and authority of the Library Director regarding SGI libraries as needing more clarification.

5.2 SGILC Board survey – The recent SGILC Board member survey was results were summarized, showing trends in current and future issues. Library Director will be breaking down survey results for each Board for further analysis. Also created a “governance vs operations” chart of tasks and focus to be sent to all SGI Boards.

5.3 PIRAHA – Dianne reported on the monthly PIRAHA meeting as a rep for SGILC.

5.4 BCLTA – Lori participated in a Trustee training session with Laura and found it very enlightening and engaging. An upcoming BCLTA session will cover AGMs on Nov. 17.

6. Items for upcoming agendas: Strategic Plan review, Budget 2022, Pender Board survey results, Volunteer management manual, Volunteer appreciation card signing

7. Board reflections were positive and there is excitement for the holiday plans

8. Next regularly scheduled meeting: November 24, 2021, 9:30 am

Board training session: November 18, 2021, 10 am – 3 pm (lunch provided)

9. Adjournment at 11:15 am