

Pender Island Public Library Association

Board of Trustees Meeting

March 23, 2022

9:30 am

In attendance (Trustees except where noted): Laura Vilness, Lori Ragan, Bettyanne Neufeld, Ralph Dawson (via zoom), Dianne Wilson (via zoom), Carmen Oleskevich (Library Director), Colette Clarke (minute taker).

Absence (with regrets): Joanne Peacock

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.

Guiding Principles: Respect, Responsive to Change, Collaboration, and Service.

1. Call to order at 9:33 am

2. Approval of agenda

Motion to approve the agenda made by Ralph D., seconded, carried.

3. Consent Agenda

3.1 Past Minutes Feb. 23, 2022

3.2 Library Director's report

Motion to approve the consent agenda items made by Ralph D., seconded, carried.

4. Committee Reports

4.1 Board development: Cards for departing trustees will be signed and sent. Orientation for new trustee Bettyanne has taken place.

4.2 Volunteer management: Met on March 21st, updated volunteer roster. There are 18 active volunteers plus 6 Board members. Emergency contacts for volunteers will be updated. Volunteers' contact details will not be openly circulated as not required for operations and is private information. Volunteer recruitment will reopen in 2022 for specific tasks as needed (i.e. adult programming, book selection).

5. Other business

5.1 Trustee commitments: commitments to be signed by Trustees Dianne W. and Bettyanne N.

Action: Carmen to organize signatories, and to email all Trustees a copy of commitments for review.

5.2 Board Committees: Discussion on existing committees; Lori R. commented that Board Development and Volunteer Management have some overlapping goals/responsibilities;

Trustees agreed to serve on the following committees:

- Board Development (Lori R., Laura V.)
- Health and Safety (Ralph D., Dianne W.)
- Finance (Ralph D., Bettyanne N.)
- Policy (Dianne W., Laura V.)

- Volunteer Management (Joanne P., Lori R.)
- 5.3 Board meeting calendar: the following meeting dates were chosen:
2022: April 27th, May 25th, June 22nd, August 24th, September 28th, October 26th, November 23rd,
2023: January 25th, February 22nd, AGM March 8th.
- 5.4 Board annual work calendar: Laura V. reviewed monthly tasks; Board committees to add regular meeting dates (min. 2 meetings per year). **Action:** Carmen to follow up with each Committee to select meeting dates for 2022.
- 5.5 SGILC Agreement Review and Renewal: Laura V. reviewed the main points of the draft agreement.
Motion to support the draft CRD-SGILC library services agreement revision as presented, with minor wording corrections, to be presented to the SGI community libraries, made by Dianne W., seconded, carried.
- 5.6 PIRAHA – The Epicentre is amalgamating with SGI Community Resource Centre; PIRAHA researching street parking during large events; Fall Fair 2022 still under consideration.

Trustee Ralph D. left the meeting at 10:40 am.

- 5.7 Garden Project: Plan for implementation of stages will be developed; Carmen indicated a core team was needed to assist with planning, made up of Carmen, Andrew van Edmond, & Trustee(s); volunteer workforce could be involved for some tasks. **Action:** Carmen to contact landscape designer Andrew van Egmond and establish plan and work stages for Garden Project in 2022-2023.
6. Upcoming agenda items: 1st quarter financial report
7. Board reflections
8. Next meeting is April 27th 2022.
9. Adjournment at 10:47 am