

Pender Island Public Library Association

Board of Trustees Meeting Minutes

January 25, 2023 by Zoom

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, Service.

In attendance: Lori Ragan (Meeting Chair), Joanne Peacock, Dianne Wilson, Cee Cartwright-Owers, Carmen Oleskevich (Library Director), Colette Clarke (minute taker)

Absent: Laura Vilness, Ralph Dawson

1. Call to order at 9:31 am by Vice-Chair Lori R.
“We acknowledge that we meet on the traditional lands of the Wsáneć peoples.”
2. Approval of agenda
Motion to approve the agenda by Joanne P., seconded by Dianne W., carried.
3. Consent Agenda items
 - 3.1 Past minutes November 23, 2022
 - 3.2 Library Director’s report**Motion** to approve consent agenda items by Cee C.-O., seconded by Joanne P., carried.
4. Committee Reports
 - 4.1 Board Development – Discussion on recruitment of new Trustees delayed until new Trustee Recruitment Manual completed. **Action:** Committee members and Carmen to go over new Trustee Recruitment Manual draft by Feb. 2023 Board meeting.
 - 4.2 Health and Safety – Cee gave update on First Aid cupboard items being renewed; proposal to offer Level I First aid training for library staff and Board Trustees. **Action:** Cee C.-O. to research local opportunities and report at upcoming Board meeting. **Action:** OHS Committee members to complete annual facility inspection on Feb. 1, 2023.
 - 4.3 Finance - **Motion** to accept the third quarter financial statements 2022 as presented, by Dianne W., seconded by Joanne P., carried. **Motion** to accept the proposed 2023 budget by Dianne W., seconded by Cee C.-O., carried.
5. Other Business
 - 5.1 AGM – Date set for March 8th @ 9:30 am; decision made to offer both in-person and via Zoom. Inquire on quorum. **Action:** contact SGI CRC to borrow conference camera for February board meeting to test for AGM.
 - 5.2 PIRAHA – Board meeting working on strategic plan; investigations into condition of septic system; Lori. R. proposed confirmation of PIRAHA funding support for exterior painting of library. **Action:** Carmen to confirm funding support.
 - 5.3 Garden project – Landscaping work completed Jan 6th to Jan 11, 2023. Bushes removed, ground levelled, garden waste removed, paths created, river stones in place; soil delivery at end-February, followed by plantings; pathway surfacing to be determined; project is currently on budget.

6. Items for upcoming agendas – Finance 4th quarter financial statements 2022t, OHS reports on first aid course update and annual building inspection, AGM final details, Painting Project final plans and timeline, update on Board Trustee recruitment manual.
7. Board reflections – Board is reflecting positivity and excitement for Garden project, AGM, and exterior painting; positive feedback on Zoom format in assisting with hearing Board discussions.
8. Next meeting
 - February 22, 2023 @ 9:30 am (regular board meeting)
 - March 8th 2023 (AGM) @ 9:30 am in-person and by zoom
9. Adjournment at 10:27 am