

Pender Island Public Library Association
Board of Trustees Meeting Agenda
April 26, 2023

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.

Board members in attendance: Lori Ragan, Joanne Peacock, Laura Vilness, Cee Cartwright-Owers, Ralph Dawson, Dianne Wilson, Carmen Oleskevich (Library Director), Colette Clarke (minute taker).

1. Call to order at 9:29 am.

“We acknowledge we meet on the traditional lands of the W̱SÁNEĆ peoples.”

2. Approval of agenda

Motion to approve the agenda by L. Ragan, seconded by R. Dawson, carried.

3. Consent Agenda

3.1 Past Minutes, March 22, 2023

3.2 Library Director’s report

Motion to accept the items from the consent agenda by D. Wilson, seconded by L. Ragan, carried.

4. Committee Reports

4.1 Board Development: Final changes and edits made to the PIPL Trustee Recruitment Manual.

Motion to accept the PIPL Trustee Recruitment Manual by L. Ragan, seconded by C. Cartwright-Owers, carried. **Action:** Board Trustee recruitment package to be created and made available to Trustees.

4.2 Health & Safety: Coordination of a First Aid course for staff is ongoing.

4.3 Finance: R. Dawson reviewed the 1st Quarter Report 2023 and current financial position, with PIPLA being in good standing.

Motion to accept the 1st Quarter Financial Report as circulated by R. Dawson, seconded by J. Peacock, carried.

4.4 Policy

L. Vilness and D. Wilson have compared Truth & Reconciliation (T&R) policies from similar BC libraries; also looked at our current policies with lens of Equity, Diversity and Inclusion (EDI); PIPL’s Mission, Vision and Guiding Principles statements meet current needs, but updates needed to policies to include paragraphs on T&R and EDI; other policies also need updating. **Action:** Committee and Library Director to review and update policy manuals for T&R, EDI, and other (Trustee recruitment, volunteer management, organizational chart).

FOIPPA – C. Oleskevich spoke on the updated BC Freedom of information and Protection of Privacy Act (FOIPPA) as related to public libraries; discussion on compliance with Act, designating a head of authority under FOIPPA, and developing the required Privacy Management Plan; discussion on library patron’s right to view their records, and PIPL responsibility to protect patron information as a public institution.

Motion to delegate the Library Director as the head of PIPL with delegated authority, under FOIPPA, including the responsibilities and powers related to privacy, by R. Dawson, seconded by J. Peacock, carried.

Action: add new Library Director designation into PIPL Governance Policy manual in appropriate section(s).

Action: Library Director to create a PIPL Privacy Management Plan in 2023.

5. Other Business

5.1 BCLA Conference 2023: L. Vilness reported on attending the BC Library Assoc. conference in Vancouver; lots of interesting sessions and enthusiasm; her meetings with other library Trustees and with the Hon. Anne Kang, Minister of Municipal Affairs.

5.2 Strategic Planning: Board members to begin the Strategic Planning process in June; current plan to be reviewed and creating a framework for proceeding; **Action:** Planning meeting on June 21, 9:30 am -11:30 am at the Library for all Board members.

5.3 Non-government grant funding resources: follow up by C. Oleskevich outlining several project-specific grant applications underway for library operations; as a tenant, PIPL unable to apply for infrastructure grants for building improvement.

5.4 Garden Project and Painting Project: update on pedestrian paths (stone pavers being installed); anticipate new soil delivery in Spring 2023. Meeting with professional Colour Consultant on Apr. 28 for exterior paint colours. Funding for painting exterior of building supported by landlord PIRAHA.

5.5 PIRAHA: D. Wilson gave an update on new PIRAHA Board members, and a grant received by Neighbourhood House to renovate the Epicentre into a fully licensed daycare next to the library.

5.6 Truth & Reconciliation: C. Oleskevich and R. Dawson gave their feedback on attending recent SENĆOŦEN Language Workshop hosted by PIPL on April 19; honoured to have W̱SÁNEĆ Elders, Apprentices, and teachers from the W̱SÁNEĆ School Board share their stories; great success with full registration and intro to SENĆOŦEN language and history; participant feedback was that further language workshops would be much appreciated.

6. Items for upcoming agenda: Strategic Planning format; Painting Project update after consultation.

7. Board reflections: Reflecting on the productivity of this meeting, contentment with ongoing work, and excitement of projects underway.

8. Next meeting date: May 24, 2023 @ 9:30 a.m.

8. Adjournment @ 11:17 am