

Pender Island Public Library Association
Board of Trustees Meeting
4407 Bedwell Harbour Road, Pender Island, BC
June 28, 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.

In attendance (Trustees unless noted): Laura Vilness, Joanne Peacock, Cee Cartwright-Owers, Ralph Dawson, Dianne Wilson (departed at 10:55 am), Lori Ragan (arrived at 9:55 am), Carmen Oleskevich (Library Director), Colette Clarke (Minute Taker)

1. Call to order at 9:35 am

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

2. Approval of Agenda

Addition of Finance Report under Committee reports.

Motion to approve the agenda as amended by Dianne Wilson, seconded by Joanne Peacock, carried.

3. Consent Agenda

3.1 Past-Minutes, May 24, 2023

Correction to date re: BCLTA AGM - May 29, 2023; correction to Health and Safety: update title to Nurse Practitioner for Naloxone training.

3.2 Library Director’s report

Motion to accept consent agenda items as amended by Joanne Peacock, seconded by Ralph Dawson, carried.

4. Committee Reports

4.1 Health & Safety: Committee met June 27, 2023, primarily regarding operational incident; policy and procedures have been reviewed and found to be sufficient; considering the physical design of the front desk to create a barrier or gate from public access; support for additional staff training. First aid training is deferred to the Fall. BC Accessibility act: To meet requirements, all public libraries must establish the following by Sept 2023: 1. An accessibility committee; 2. An accessibility plan; and 3. A tool to receive feedback on accessibility; proposed that PIPL begin by expanding the Health and Safety committee to include accessibility matters.

Motion to update the Health and Safety Committee to become the Health, Safety and Accessibility Committee by Ralph Dawson, seconded by Cee Cartwright-Owers, carried.

Action: Recruit members from the community for matters related to Accessibility in the library.

4.2 Finance: Lori Ragan and Carmen Oleskevich met June 23, 2023, to review staff wage scale; discussion on using the recent provincial Enhancement Grant to invest in staff.

Action: Lori and Carmen to research comparable library staff wage schedules and local living wage information.

5. Other Business

5.1 PIRAHA: Lori Ragan and Carmen Oleskevich met on June 23, 2023 to discuss changes to the lease proposed by PIRAHA; basic information is still needed before proceeding, on motivation for changes and new clauses for insurance and liability; PIPL has met all lease requirements as a tenant. **Action:** Carmen to contact PIRAHA Chair for further lease proposal information, and any new requirements and/or restrictions.

5.2 IslandLink Library Federation membership: PIPL has been invited to join IslandLink; benefits include funding for shared library services, staff training, materials and programming; responsibilities would include participating in IslandLink meetings, designating a Board rep, sharing info with peers (Trustees and Library Directors), and more. Board and Library Director very appreciative to join Islandlink after several years of negotiation and growing partnerships with IslandLink member libraries (Greater Victoria, Powell River, Salt Spring, Alert Bay). **Motion** for the Pender Island Public Library to accept the invitation to join IslandLink Library Federation by Dianne Wilson, seconded by Cee Cartwright-Owers, carried.

5.3 SGILC meeting: Laura Vilness and Carmen Oleskevich reported on the SGILC strategic planning meeting (June 20, 2023); Commission agreed on main strategic priorities: Human resources, Financial management, Collective library services, Our commitment to Truth and Reconciliation, Equity, Diversity and Inclusion; scheduled to have a draft strategic plan draft ready by for the SGILC fall business meeting 2023.

5.4 Garden Project and Painting Project: Exterior painting started in early-June 2023; receiving many positive comments about the colour and the fresh look; also positive feedback about the safety of new pedestrian pathway.

5.5 Strategic plan: Notes from the strategic planning meeting (June 21, 2023) have been collated; next meeting to review strategic plan at end-August 2023. **Action:** Carmen to designate notes into draft strategic priorities and goals for Board review.

5.6 BCLTA: Laura Vilness presented Dianne Wilson with BCLTA award for 8 years of service as a Library Trustee and a long standing library volunteer; Laura reported on recent BCLTA hiring a new Executive Director, working on recruitment, interview, and vetting processes.

5.7 Truth and reconciliation: Carmen Oleskevich reported the successful month of June with National Indigenous Peoples month, with in-library displays appreciated and effective in increasing circulation of Indigenous-themed materials.

6. Items for upcoming agenda: draft of PIPL Strategic Plan; update on staff wage schedule; update on PIRAHA lease; 2nd quarter financial report; OHS committee update

7. Board reflections: Trustees and staff indicated content with the meeting and recent activities.

8. Adjournment @ 11:12 am

Revised next meeting date: Wednesday August 30, 2023 at 9:30 am.