

PENDER ISLAND PUBLIC LIBRARY ASSOCIATION
MINUTES OF ANNUAL GENERAL MEETING
March 13, 2024

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

1. Call to Order at 9:32 am

"We acknowledge that we are located on the ancestral and unceded territories of the Coast Salish people, including SENĆOŦEN speaking W̱SÁNEĆ First Nations and the Hul'quimi'num Treaty Group."

2. Welcome (quorum was established)

In attendance: Laura Vilness (Chair), Dianne Wilson, Peter Wilson, Joanne Peacock (via zoom), Jim Peacock (via zoom), Ralph Dawson, Susan Dawson, Cee Cartwright-Owers, Ene Haabniit, Richard Lamy, Christiane de Brentani, Sarah Stacy (via Zoom), Helen Lemon-Moore (via Zoom), Carmen Oleskevich (Library Director), Colette Clarke (minute-taker).

Absent: Trustee Lori Ragan

3. Approval of the Agenda

Motion to approve the Agenda as circulated by D. Wilson, seconded by R. Dawson, carried.

4. Approval of the PIPLA AGM Minutes of March 8, 2023

Motion to approve the PIPL AGM 2023 minutes by E. Haabniit, seconded by R. Lamy, carried.

5. Reports

5.1 Chairperson's Report

L. Vilness highlighted key points to a productive year in 2023. Of note, Board fulfilled legislative responsibilities for FOIPPA and BC Accessibility act, and PIPL joined IslandLink Library Federation. Board continued to grow and develop through training, with 10 meetings during 2023 and committee work that supported governance of the library. A thank you to departing Trustees for their valuable years of service. Welcome to the new Trustees being appointed. Appreciation mentioned to the Library Director and staff for their hard work and dedication. (see attached report)

5.2 Financial Report & Appointment of Financial Reviewer

Motion to accept the 2023 PIPL financial statements prepared by Schell & Assoc. Chartered Professional Accountants, Victoria, BC, as presented by R. Dawson, seconded by C. Cartwright-Owers, carried.

Motion to appoint Shell and Assoc. as the financial reviewer for 2024 by R. Dawson, seconded by S. Dawson, carried.

5.3 Library Director's Report

C. Oleskevich reported on the completion of 5-year Strategic Plan (2024-2028), improvements to exterior of facility (painting of the building, new pathway, garden project design), and relevant library statistics for 2023. Also thanked Adam Olsen, MLA, for meeting to discuss public library funding advocacy. Thank you to all staff, patrons, and volunteers for their efforts and dedication to library services and the community. (see attached report)

Motion to receive all reports by R. Dawson, seconded by D. Wilson, carried.

6. Appointment of Trustees

Departing Trustees: Lori Ragan (5 years), Ralph Dawson (5 years), Dianne Wilson (8 years)

Continuing Trustees: Joanne Peacock, Laura Vilness

Roster of vetted, new Trustees: Cee Cartwright-Owers (re-appointment), Sarah Stacy, Ene Haabniit, Ann Coombs.

Motion to appoint the roster of vetted Trustees by R. Dawson, seconded by J. Peacock, carried.

7. Questions and Answers

- It was noted that the Library has become quite busy on Tuesdays with parents & tots drop-in, and it's great to see library services being utilized by the community with such enthusiasm.

- Community partnerships and connections are recognized as valuable and beneficial to the Library's visibility in the community.

8. **Motion** to adjourn the meeting by L. Vilness, seconded by S. Dawson, carried.

Meeting adjourned at 10:12 am

DRAFT

Board Chair Report 2023

Pender Island Public Library

AGM, March 13, 2024

Introduction

Another productive and fulfilling year has passed by for the Pender Island Public Library Board. We endeavor to fulfill our legislated responsibility as public library trustees. At PIPL we differentiate between governance and operations. The Board carries out its governance responsibilities and duties in adherence with its governance policies while the Library Director is in charge of operations and has created operational policies. The policies ensure thoughtful and consistent procedures for the Board and the Library. We have 10 monthly regular Board meetings which include a quarterly budget review, reports from board committees, and new business. In addition, we schedule several training sessions for our Board during the year.

PIPL Strategic Plan

The Board and Library Director created a new Strategic Plan for 2024-28. There are four priorities: Connections (community), Sustainability (finances, library services), Diversity (Truth & Reconciliation, Equity/Diversity/Inclusion), and Library Facility. The purpose of the Strategic Plan is to serve as a framework for governance and operations: it is a living document which is reviewed and revised as necessary on a regular basis. It is always satisfying to see specific goals achieved.

Southern Gulf Islands Library Commission (SGILC)

There are many layers within the BC library world. The most immediate layer is SGILC which is directed by the Capital Region District (CRD). The SGILC is an agreement between five libraries; Pender Island (a Public Library Association) and four reading centres (Mayne, Galiano, Saturna, and Piers). The funds (tax base and library grant) are given to PIPL to disperse. SGILC is comprised of representatives from the five islands and now meets four times a year. SGILC has created a new Strategic Plan, 2024-28, which identifies four priorities: human resources, collective library services, financial management, and TRC & EDI.

IslandLink

The Public Libraries Branch, Ministry of Municipal Affairs, funds Library Federations (also governed by the Libraries Act). Library Federations provide support to their members for enhanced services. PIPL was invited to join IslandLink in June 2023 and accepted. IslandLink includes Alert Bay, Greater Victoria Public Library, Powell River Public Library, Salt Spring Island Public Library and Pender Island Public Library. It is a great opportunity for PIPL to receive additional resources and benefit collegially from connections with other libraries.

British Columbia Library Trustees Association (BCLTA)

All public libraries trustees in British Columbia are members of BCLTA. Through this organization, trustees have training opportunities and access to resources that focus on effective governance. Currently, I am the President of BCLTA and this provides additional opportunities for provincial connections for PIPL. Part of BCLTA's strategic plan is to participate in strong and coordinated advocacy for sustainable funding for public libraries.

Conclusion

As you can see, our Board is very active and involved on all levels of library services and organizations in British Columbia. Our primary focus and commitment is to Pender Island Public Library and the provision of quality services to our community.

We are deeply appreciative of our library staff and the excellent service they provide: Carmen Oleskevich, Colette Clarke, Jenny Morton, and Melody Pender. We are thankful to the volunteers who participate in committees such as book selection and repair, art displays, recycling, and the gardening project.

We thank our departing Trustees for their participation and dedication: Dianne Wilson (8 years), Lori Ragan (5 years), and Ralph Dawson (5 years). They have contributed richly to the Board and Committee work and the ongoing and progressive evolution of our library services.

I am enthused to continue working with Joanne Peacock and Cee Cartwright-Owers and to the new Trustees who will join us.

Laura Vilness, Chair, PIPL Board

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PIPL AGM March 13, 2024

Library Director's Report 2023

The Pender Island Public Library had a busy year in 2023, including large projects, strategic planning, and bustling daily operations. We accomplished several long-time goals for the exterior areas: the front garden beds received a make-over and new paths were installed to lead patrons safely to the front doors. The building's exterior was cleaned and freshly painted providing a new look, and the metal roof was power washed to shine bright blue once again. Work on the exterior will continue into 2024 with stocking garden beds with plants to attract bees & butterflies.

Our daily operations continued to serve the community, with staff creating connections with library users of all ages. A new Program Coordinator staff position (part-time) was created to expand programming, including a weekly drop-in for parents & tots and strong partnerships with community organizations to co-sponsor events. A team of 5 employees ensured library services were provided to the public 5 days per week, with dedicated volunteers also contributing in various areas. Key statistics for 2023 include:

Statistics	2023	2022
Materials Borrowed (physical)	19,114	21,146
Materials Downloaded (eBooks, eAudiobooks, eMagazines)	11,085	9,936
Reference questions answered (at desk, by email and tel.)	est. 2,495	est. 2,400
Programs for Adults	15	10
Programs for Adult - Participants	486	318
Programs for Children	7	15
Programs for Children - Participants	558	302
New Library Cards issued	180	160
New Items Added (adults)	833	867
New Items Added (youth)	409	302
Donated books added to the collection	662	357
Books lent to other libraries (inter-library loan)	162	194

Administrative responsibilities for public libraries continued to grow in 2023, including implementing updated FOIPPA requirements and the new BC Accessibility Act. We were grateful to receive a large provincial Enhancement Grant, which will be dispersed over several years to primarily support staffing costs in library facilities across the Southern Gulf Islands electoral area.

I would like to thank our Board of Trustees for their dedication to financial oversight, health, safety and accessibility, strong policies, and education through Truth & Reconciliation activities. And a big thank you to all our patrons and donors who support and use their community library!

Carmen Oleskevich, Library Director

Pender Island Public Library

Pender Island Public Library

Your library at work!

New Items added

1242

833 Adult items

409 Youth items

662 were donated!

New Patrons

180

Total e-items checked out

11,085

Number of Holds filled

734

Total items borrowed

19,114

Adult 12,987

Youth 6127



sgicl.bc.libraries.coop

Infographics by Colette Clarke, Library Technician