

Pender Island Public Library Association
Board of Trustees Meeting Minutes
4407 Bedwell Harbour Road, Pender Is., BC
June 26, 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.

In attendance (Trustees except where noted): Laura Vilness, Cee Cartwright-Owers, Sarah Stacy, Ene Haabniit, Carmen Oleskevich (Library Director), Colette Clarke (minute taker).

Absent: Joanne Peacock, Ann Coombs

1. Call to Order at 2:05 pm

“We acknowledge that we are meeting on S,DÁYES, part of the ancestral and unceded territories of the Coast Salish people, including SENĆOTEN speaking WSÁNEĆ First Nations and the Hul’quimi’num Treaty Group.”

2. Approval of Agenda

Motion to approve agenda as amended by C. Cartwright-Owers, seconded by S. Stacy, carried.

3. Consent Agenda

3.1 Past Minutes, May 22, 2024

3.2 Library Director’s report

Motion to accept the consent agenda by E. Haabniit, seconded by C. Cartwright-Owers, carried.

4. Committee Reports

- 4.1 Board Development: discussion on Board training opportunities for Fall 2024; **Action item:** Committee members (L. Vilness, A. Coombs) will and meet prior to August Board meeting to review previous Board survey and BCLTA options.
- 4.2 Occupational Health, Safety & Accessibility – Committee (C. Cartwright-Owers, C. Oleskevich) met (June 6, 2024) to review WorkSafe BC occupational first aid regulatory changes, ensuring first aid kit updated as required; to review Accessibility Plan draft; to review meeting of Accessibility Committee in July 2024 to include a variety of members to broaden perspective on initiatives.
- 4.3 Finance: E. Haabniit spoke to questions raised at April 2024 meeting on the 1st Quarter financial report, regarding staff wages and interest rates. Suggestions proposed regarding staffing and interest revenue, which were implemented in June 2024.
- 4.4 Policy: S. Stacy gave report on Director & Officers Insurance, with details on Library Act, examples of claims, justification, and survey results from similar libraries; recommendation to obtain D&O coverage in the Board members best interests. **Action item:** C. Oleskevich to circulate Management Liability Insurance quotation to Trustees for review, for a decision at Board meeting Aug. 28, 2024.

5. Other Business

5.1 FOIPPA Privacy Management Plan draft June 2024

C. Oleskevich completed a draft PIPL Privacy Management policy; review of operational procedures and increasing steps to protect private information collected; discussion on the shared library computer database with SGI reading centres and having privacy agreements in place to help protect PIPL from actions outside our facility. **Motion** to adopt the PIPL Privacy Management Plan 2024 by

C. Cartwright-Owers, seconded by E. Haabniit, carried. The Board thanked the Library Director for her work on this extensive Plan.

5.2 Strategic Plan 2024-2028 update: C. Oleskevich gave an overview of accomplishments during first 6 months of the new Strategic Plan; highlighted the community connections goals are going well through partnerships with Ptarmigan Arts, school, and IslandLink federation; updated Trustee recruitment/orientation package; facility updates included Garden Project Phase 2 completed with planting gardens, and Phase 3 well underway with outdoor patio completed, thanked L. Vilness for her donation to fund outdoor seating.

5.3 IslandLink Library Federation AGM: PIPL hosted the AGM on June 3-4, 2024; Federation members received tour of PIPL by L. Vilness and C. Oleskevich, followed by a working supper (July 3), and morning AGM (July 4); members from following libraries: Greater Victoria, Powell River, Salt Spring, Alert Bay, and PIPL. Joining IslandLink has been a very beneficial connection.

6. Items for upcoming agenda: Accessibility Committee report, Q2 financial report, Board training ideas, and D&O Insurance.

7. Board Reflections

Trustees are looking forward to the summer; enjoyed the discussions and wide range of topics; thanks for the thoughts, comments, and deep dive into Committee reports; Chairperson mentioned her appreciation for everyone's hard work and dedication that helps support the Pender Island Library.

8. Adjournment at 3:27 pm

Next meeting date: August 28, 2024 @ 2:00 p.m.