

Pender Island Public Library Association
Board of Trustees Meeting Minutes
4407 Bedwell Harbour Road, Pender Island BC
Sept. 25, 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.

Trustees and staff in attendance: Laura Vilness, Joanne Peacock, Ann Coombs (via Zoom), Ene Haabniit, Cee Cartwright-Owers, Sarah Stacy, Carmen Oleskevich (Library Director), Colette Clarke (minute taker).

1. Call to order

“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 the agenda as amended by C. Cartwright-Owers, seconded by J. Peacock, carried.

3. Consent Agenda

Motion to approve consent agenda items by C. Cartwright-Owers, seconded by A. Coombs, carried.

4. Committee Reports

4.1 Board Development: L. Vilness and A. Coombs discussed fall Board training options; suggestions include team building, visioning, and succession/recruitment planning. A morning session led by a facilitator in Nov. 2024 suggested, TBA. **Action:** Committee to poll Trustees and contact a facilitator.

4.2 Occupational Health/Safety & Accessibility. C. Cartwright-Owers and C. Oleskevich circulated the new PIPL Accessibility P draft; Plan follows BC Libraries’ template and is an evolving document. Committee will next pursue a gap analysis with regards to accessibility requirements by surveying the community. Trustees thanked the Committee for this large Plan, which is required under the Accessible BC Act. **Action:** C. Oleskevich to post the Plan on the library website.

Motion to adopt the PIPL Accessibility Plan by A. Coombs, seconded by E. Haabniit, carried.

4.3 Finance: E. Haabniit and C. Oleskevich presented the 2nd Quarter Report 2024. Noted increases in rent due to rising building insurance costs. **Action:** C. Oleskevich to obtain copy of building insurance from PIRAHA for review. Discussion on upcoming heat pump repairs. Extended discussion on fundraising with a focus on Legacy Funds. **Action:** Research creating an ad-hoc fundraising sub-committee to find new sources of funding.

Motion to approve PIPL 2nd quarter financial report for 2024 as submitted, by S. Stacy, seconded by J. Peacock, carried.

4.4 Policy: Chair received feedback and continued discussion on recent purchase of Director and Officers' insurance; noted our ability to approve motions by email for urgent matters; noted that correspondence is not circulated to Trustees, and items can be added to the agenda by submitting to Chair. **Action:** Chair can circulate a Trustee's communication regarding D&O insurance to Board members, upon request.

5. Other Business

5.1 Libraries Branch/CRD meetings: C. Oleskevich reported on in-person meetings with BC Libraries Branch staff and CRD staff (Aug. 9, 2024); discussions on the unique operating model of PIPL and SGI reading centres; a business analysis would assist with providing an updated operating and funding model, to ensure long-term success; CRD staff were supportive of a business case analysis.

Motion to support pursuing a business case analysis of the operating model to deliver library services in the Southern Gulf Island electoral area, as supported by the BC Libraries Branch, by A. Coombs, seconded by J. Peacock, carried.

5.2 BCLTA Update: L. Vilness gave an update on activities; new Trustees participating in online workshops with positive feedback. **Action:** L. Vilness to circulate materials from Climate Action BCLTA workshop attended by A. Coombs.

5.3 Local Artist painting: Trustees reviewed artwork featuring the library building by local artist; options included purchase or original, prints, and cards. **Action:** C. Oleskevich to contact artist.

5.4 Library Closures: Discussion on library closures related to statutory holidays; C. Oleskevich reviewed PIPL employment standards, staffing, and meeting the needs of library users.

6. Items for upcoming agenda: 3rd Quarter financial report; policy review; report on SGILC meeting.

Note: S. Stacy left meeting at 3:30 pm.

7. Board reflections: appreciated lots of discussion; glad to be back together since July; looking forward to Board training; lots of information today; loved the Truth & Reconciliation book displays.

8. Adjournment at 3:40 pm.

Next meeting date: Oct. 23, 2024 @ 2:00 p.m.