

Pender Island Public Library Association  
4407 Bedwell Harbour Road, Pender Island BC  
Board of Trustees Meeting Minutes  
October 23, 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 unless noted): Laura Vilness, Cee Cartwright-Owers, Joanne Peacock, Ene Haabniit, Sarah Stacy, Ann Coombs, Carmen Oleskevich (Library Director), Colette Clarke (minute taker)

1. Call to order at 2:07 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 by A. Coombs, seconded by C. Cartwright-Owers, **carried.**

3. Consent Agenda

3.1 Past Minutes, September 25, 2024

3.2 Library Director's report

**Motion** to approve the Consent Agenda items by A. Coombs, seconded by E. Haabniit, **carried.**

4. Committee Reports

4.1 Board Development: a Board Training session set for Mon. Nov. 25, 9:30-12:30; Committee members met with facilitator Alison Brewin (Oct. 8) to plan workshop focused on team building, setting a vision of the current Board, and succession/recruitment planning.

4.2 Finance: E. Haabniit provide a review of the 3rd Quarter financial report 2024, indicating good financial position with comments on revenue, expenses, and reserve funds; breakdown of Budget 2025 draft was presented with projected increases and use of reserve funds.

**Motion** to accept the PIPL 3<sup>rd</sup> quarter financial report by E. Haabniit, seconded by J. Peacock, **carried.**

**Motion** to approve the PIPL 2025 Budget by E. Haabniit, seconded by A. Coombs, **carried.**

Discussion occurred on the Committee maximizing interest from term deposits.

**Motion** to support the Finance Committee to take initiatives to maximize interest returns from bank accounts and term deposits by A. Coombs, seconded by J. Peacock **carried.**

Action item update: A. Coombs satisfactorily reviewed insurance policy with PIRAHA; awaiting 2025 rental expense estimate.

4.3 Policy: S. Stacy completed review of PIPL governance and operational policies on responsibility of Library Director regarding expenditures, including insurance; 3 policies refer to the topic; suggested adding a threshold amount to policy if the item exceeds the approved budget; overall policies cover needs, suggested review/update policies after ca. 5 yrs. **Action:** Policy Cmt. and Library Director to review existing policies regarding expenditures and consider an expenditure threshold, with examples from similar libraries.

## 5. Other Business

5.1 SGI Library Commission: report on meeting (Oct. 2) which reviewed library assistant procedures, Best Practices Cmt. tips for handling new adult books, and update from Funding Allocation Cmt. on CRD funds. L. Vilness and C. Oleskevich attended a Galiano Library Society Board meeting (Oct. 9) with many topics covered.

5.2 BCLTA: Trustees discussed value of Board Essentials and Climate Action workshops they attended, with positive feedback and recommendations; upcoming workshops on financial processes will be attended. Recommended a Trustee(s) attend upcoming library federation webinar on Succession Planning for Library Director (Nov. 7). **Action:** A. Coombs and C. Cartwright-Owers review Climate Action workshop activities as related to PIPL, for reporting at January 2025 Board meeting.

5.3 Legacy Funds & Fundraising; discussion on striking new Board committee focused on fundraising; consensus to hold a preliminary team meeting to discuss background, vision, goals, etc. C. Oleskevich shared that PIPL recently received a legacy donation. **Action:** Participants interested in new fundraising committee (A. Coombs, C. Cartwright-Owers and C. Oleskevich) to meet in Nov. 2024.

6. Items for upcoming agenda: Policy updates, OHS&A report, Board appreciation luncheon.

7. Board reflections: appreciated everyone's input; diverse opinions and move forward proactively; looking forward to Board training, celebrating news of legacy donation.

8. Adjournment at 3:21 pm

Next meeting dates:

- Nov. 25, 2024, 9:30 am-12:30 Board training session
- Nov. 27, 2024, 2:00 p.m. Board Meeting
- December Board luncheon (TBD)
- Jan. 22, 2025, 2:00 p.m. Board Meeting