

SECHELT PUBLIC LIBRARY ASSOCIATION BOARD MEETING MINUTES

Date: April 25, 2020
Time: 10:00 am
Location: VIA Zoom Conferencing (due COVID restrictions)

Present:

Chair	Pat Harvey
Vice Chair	Ann Hopkins
Treasurer	Beverly Shimazaki
Board Member	Jack Young
Board Member	Garry Nohr
Board Member	Spencer Keys
Board member	Ruth Moore
Board Member	Susan Egerman
Board Member	Rhian Piprell
Rep - SCRD	Lori Pratt
Interim Director	Leianne Emery

Regrets: Rep - DOS Alton Toth

1. Call to Order

Pat Harvey, Board Chair, called the meeting to order at 10:05am. Pat acknowledged that we were meeting on the unceded, ancestral and traditional lands of the Shísháhlh (Sechelt) Nation.

2. Approval of the Agenda

Motion: That the Agenda be adopted as presented.

CARRIED

3. New Business

3.1 COVID 19

Leianne Emery advised she meets with BC Library Directors and BC Libraries Branch each week and everyone is concerned about timing and protocols for reopening. Safety for staff and patrons weigh heavily on all. The BC Directors requested to have a qualified authority, such as Bonnie Henry or Adrian Dix giving the green light for all libraries to re-open.

Susan Egerman asked about liability issues should we reopen and Spencer Keys stated the standard of negligence is “foreseeability of an issue” and that we would need someone with a level of expertise to give the go ahead. Beverly Shimazaki referred the Board to Part 5 section 54 of the Library Act “Protection against Lawsuits”. Investigation into the library’s need for General Liability and Officers and Directors insurance is recommended. Lori Pratt said many businesses are now trying to open and maybe the libraries themselves should be formulating a plan in conjunction with the authorities to reopen as well. Leianne replied that the library was not an essential service but that there was actually a team working on an industry plan in conjunction with the BC Libraries Branch. Beverly said Leianne is the best person to make this decision.

3.2 Status of Funding

3.2.1 SCRD, DOS, SIGD

Leianne Emery advised this would be covered in the Library Report

3.2.2 Provincial Grants

Leianne Emery advised this would be covered in the Library Report

3.3 Committee Appointments

No changes were made to the “Sechelt Public Library Association Board of Directors Committee Members” list that was included in the Board Package. It was acknowledged that the committee members may change over time and it is an ongoing process.

4. Committee Reports

It was discussed that, if COVID was still an issue going forward, the committee meetings would proceed via ZOOM online, that a Chair would be nominated for each committee and that each Chair can give a report at the next Board Meeting.

4.4 Finance Committee

Beverly Shimazaki advised that two special permissions had been given:

- The first permission was that, if given individual email approval by Beverly Shimazaki, a cheque in excess of \$1000 but less than \$25,000, signed by Leianne Emery, could then have Rose Toenders as the second signatory instead of a Board Member.
- The second permission, given at a later date, still allowed a cheque in excess of \$1000 but less than \$25,000, signed by Leianne Emery, to then be signed by Rose Toenders as the second signatory instead of a Board Member. The difference was that individual permission would now not be necessary prior to signing but that advisement of cheque details would be sent to Beverly Shimazaki afterwards.
- Susan Egerman questioned whether we were looking at categories carefully and Leianne advised her that they were being extremely careful and very OCD in the process.

4.6 Public Relations Committee

Ann Hopkins said the PR Committee has not formally met but supported the idea of taking out ads in the newspapers for promotional purposes.

4.7 Search Committee

Will be in camera

5 Liaison Reports

5.6 BCLTA

Susan advised the scheduled meeting for May 2020 was cancelled. No new date yet.

5.7 SIGD

Garry reported that the Chief thinks liaison with the library is a good idea.

5.8 Interlink

Garry attended the meeting via Zoom but had technical issues. Minutes were circulated and included in Board Package.

5.9 Friends of the Library

Ruth said no meetings to date. All think that upon opening they will be slammed with new books and might even consider limiting the number of donations

6 Business

6.6 Approval of Minutes, Board Meeting January 25, 2020

Motion: That the Minutes be adopted as presented.

CARRIED

6.7 Approval of Minutes, Board Meeting February 22, 2020

Ann had Amendment request to remove Vice Chair Section

Bev had Amendment request to add acceptance of the January 2020 financials

Motion: That the Minutes be adopted as amended

CARRIED

6.8 Treasurer's Report

6.8.1 February 2020 Financial Statements

6.8.2 March 2020 Financial Statements

Both February and March statements had been reviewed by MJ and Leianne, revised and then Beverly and Leianne had reviewed. Beverly noted that $\frac{1}{4}$ of the income was now in and that expenses were slightly under. Susan brought up that the previous CL had made changes to the budget at year end and had advised the finance Committee but not advised the Board. Also noted that there was no action in Fundraising and that capital reserves remained the same. Everything else looked good.

Motion: To work on categories in the budget and in encumbered funds.

CARRIED

6.9 Librarian's Report

6.9.1 Librarian's Report March 2020 (Informal Board Meeting)

6.9.2 Librarian's Report April 2020

Leianne discussed and expanded on the contents of April 2020 Librarian's Report

6.10 SCR D Report

Lori Pratt provided an update from the SCR D which included: meetings are now virtual, many collaborations with VCH, Mayors and MP's, town hall meetings have been held, emergency operations center a bit different than normal as this is more unseen than seen, working on support for the vulnerable, community ambassadors are out, government is having to continually change with changing needs, relaxation on budgets, water rates, people still scared, and having the time to reflect on role of government and how we transition back.

6.11 DOS Report

DOS Report was given orally by Lori Pratt.

DOS was looking at their budget processes which, due to COVID, has been altered. Proposal for tax increase was 3.8%. Two public meetings took place via ZOOM and another council conversation was to take place on April 27th via ZOOM. .

7 Adjournment

Prior to adjourning Susan expressed that an excellent job had been done in addressing the errors within SITKA. Pat expressed her thanks to the staff for everything they were doing. Susan said that is there was anything the Board could do for the staff to let her know.

Motion: To adjourn the Board Meeting at 11:47am April 25, 2020.

CARRIED

Next Meeting:

May 23, 2020 via ZOOM

Note:

In camera Search Committee session followed to discuss issues relating to hiring of new Chief Librarian.

Notes taken by:

Leianne Emery

Minutes reviewed by:

Pat Harvey