

SECHELT PUBLIC LIBRARY ASSOCIATION BOARD MEETING MINUTES

May 23, 2020

Via Zoom Teleconferencing due to COVID-19 restrictions

Our library is a vital part of the community and a welcoming gateway to ideas, knowledge and information for life-long learning and enjoyment.

Present: Pat Harvey (Chair), Ann Hopkins (Vice Chair), Beverly Shimazaki (Treasurer), Jack Young, Garry Nohr, Ruth Moore, Susan Egerman, Rhian Piprell, Leianne Emery (Interim Director)

Regrets: Spencer Keys, Alton Toth (DoS Rep), Lori Pratt (SCRD Rep)

Guest: Bernadette Richards, official recorder

1. Call to order

Pat Harvey, board Chair, called the meeting to order at 10:01 a.m. Pat acknowledged that we are meeting on the unceded ancestral and traditional lands of the shíshálh Nation and thanked them for their generosity.

2. Approval of the Agenda

Move Number 7.3, Library Report, to the first item in Number 5.

Jack Young/Ann Hopkins: That the agenda be adopted as modified. CARRIED

3. New Business

4. 4.1 Status of Funding with District of Sechelt (DoS) and Sechelt Indian Government

District (SIGD): The SIGD manager will be writing to Sechelt Council that they potentially increase SIGD to the full 4.4% increase—right now it is 2%. The DoS advise they are going over a few things but may have some final information next week.

4.2 Directors & Officers (D&O) Insurance:

Spencer Keys, in an email to the Board, said the library insurance does not cover the board of directors for gross negligence if someone gets COVID at the library. There is little risk to be found liable, but claims could be brought against directors as individuals. Leianne advised the library's D+O insurance is through Cooperators and is up for renewal July 19.

Susan Egerman to talk to underwriter for D&O insurance about narrowing the exclusion in the policy.

Leianne Emery to find article that discusses directors' liability during COVID.

Ann Hopkins to talk to the other boards that she's involved with about Volunteer Canada: Under our Wing plan.
June meeting to discuss further.

Committee Reports

5.1 Librarian's Report

Leianne Emery walked the board through her extensive Librarian's Report. A considerable amount of time has also been spent on an official Re-Opening Plan for the Library as well as a Staff safety Plan. A lot of thought and consideration went into the safety and process protocol and be aligned with WorkSafe BC and BC Restart Plan.

The first phase of re-opening for the Sechelt Library during COVID starts June 1, which aligns with the timing for BC's Restart Plan

Ann Hopkins and Rhian Piprell agreed to help with the testing of the new Takeout Form by calling staff and putting in an "order". This will help staff fine tune the Takeout Form.

Susan Egerman relayed Clark Hamilton's commendation, saying Leianne Emery has been a real problem-solver during COVID, getting things done and tackling any and all problems. The board thanked Leianne Emery for her leadership during this unusual time.

Susan Egerman/Ruth Moore: That the board acknowledge that our library director has provided an operational, evidence-based plan for Phase I reopening. The board has received it, provided oversight, and offered assistance to the library director. The board is comfortable that the library is adhering to WorkSafe BC guidelines. CARRIED

5.2 HR Committee:

Spencer Key (chair), Beverly Shimazaki, and Jack Young.

5.3 Policy Committee:

Beverly Shimazaki (chair), Pat Harvey, Jack Young, and Spencer Key. The next meeting is scheduled for Thursday, May 28. The committee is separating operational policies from governance policies within the same manual.

It was suggested the committee also look at writing policy around crisis situations and also business recovery.

5.4 Fundraising and Public Relations Committees:

Susan Egerman and Ann Hopkins (co-chairs), Ruth Moore, and Rhian Piprell.

The policy manual allows these two committees to be blended, which this committee has decided to do at the moment.

The committee is starting to work on ideas working in conjunction with the current Coast Reporter Advertising and Social Media program. A three-fold brochure for bequests and long-

term fundraising is being developed. The committee is cognizant of working closely with the staff before making decisions—to have wider scope of understanding and information before going forward. (i.e., raising the children’s floor area).

5.5 Finance Committee:

Beverly Shimazaki (chair).

The committee has not yet met.

5.6 Buildings and Facilities Committee:

Alton Toth, Ann Hopkins, Gary Nohr, and Susan Egerman

The committee is looking at what the building committee’s role is and how it should be structured, in order to maintain good lines of communications with the landlord, the District of Sechelt.

Leianne Emery is communicating with Clark Hamilton about the extensive window rot and wall damage along the front side of the library building. It will be the issue of the DoS to remedy. While the windows are being done, it makes sense to renovate the children’s area at the same time as those areas are interconnected. Raising the children’s floor provides more flexibility and adaptability to change the configuration of the entire library; provides more floor space with the ramp and stairs taken away; and removes the stair hazard. No contract for the work on the children’s floor has been signed yet.

The board encouraged Leianne to do due diligence, have written correspondence with DoS itemizing the issue, and report back. The library only pays for library space renovations.

Susan Egerman/Ann Hopkins: Move to authorize the raising the floor for the children’s area based on the library director’s suggestion in working with Clark Hamilton, and that the library board authorize use of up to \$30,000 from capital funds for that purpose.
CARRIED

Lease:

The library has been without a lease with DoS for three years now. A lot of work has already been done on it; it is in draft state for the board to approve a 20-year lease agreement in order to leverage donor names in the library.

Should lease agreement sit with the building and facilities committee or be directly communicated to the board?

Susan Egerman to send latest version of lease agreement draft to Leianne Emery and Pat Harvey.

Spencer Key to review the draft lease agreement for the board.

Draft lease agreement to come to board for review and approval, then to DoS for review and approval.

5.7 Search Committee:

The new librarian is preparing to be here for a potential start date of August 15.

The new librarian will join the board meeting via Zoom for 10-20 minutes as the first item on the June board meeting agenda. She is interested to know if you have board concerns.

All: please send any questions you have for the new librarian to Ann Hopkins before the next board meeting.

Ann Hopkins/Susan Egerman: Move to disband the Search Committee. CARRIED

6. LIAISON REPORTS

6.1 British Columbia Library Trustees Association (BCLTA):

Susan Egerman provided a report with the Agenda. She reiterated the board's support of the library director with the COVID reopening plans and reminded all to document their actions in terms of WorkSafe BC. The most important thing is to provide safety for our staff and patrons.

6.2 Sechelt Indian Government District (SIGD):

Garry Nohr reported that he is excited to see a relationship developing between the library and the shíshálh Nation. Chief Warren Paull has agreed to provide signs for the Native display area, and they are willing to pay for that. Garry has been invited to go to the SIGD meetings.

6.3 Interlink:

Garry Nohr and Susan Egerman will be going to the next meeting, and they will be able to report on what's happening with our library.

6.4 Friends of the Library

There are no plans yet for reopening library sales—this is not a Phase I reopening. In June, the lobby will be busy with citizens paying taxes to DoS.

7. BUSINESS

7.1 Ann Hopkins/Ruth Moore: That the minutes of the April 25, 2020, board meeting be approved. CARRIED

7.2 Treasurer's Report: Beverly Shimazaki:

Beverly walked the board through the April financial reports. Encumbered Funds have now been separated from Operating Expenses in the budget to provide transparency and more accurate accounting.

Appreciation was given to MJ and Leianne for their work on the budget and the finances.

Beverly Shimazaki/Ruth Moore: Move the acceptance of the Financial Statements. CARRIED

7.3 Sunshine Coast Regional District (SCRD) Report: was provided by email.

7.4 District of Sechelt (DoS) Report: was provided by email.

These two reports were accepted with thanks.

8. Action Items:

4.2 D&O Insurance:

Susan Egerman to talk to underwriter for D&O insurance

Leianne Emery to find article that discusses directors' liability during COVID.

Ann Hopkins to talk to the other boards about Volunteer Canada: Under our Wing plan.

June meeting to discuss further.

5.1 Reopening:

Ann Hopkins and Rhian Piprell agreed to help with the testing of the new Takeout Form

5.6 Lease:

Susan Egerman to send latest version of lease draft to Leianne Emery and Pat Harvey.

Spencer Key to review the draft lease agreement for the board.

Draft lease agreement to come board will review and approve, then send to DoS for review and approval.

5.7 New librarian:

Send any questions you have for the new librarian to Ann Hopkins before June meeting.

9. Adjournment:

Ann Hopkins/Ruth Moore: That the meeting be adjourned. CARRIED

The meeting was adjourned at 12:30 p.m.

NEXT MEETING: Saturday, June 27, 2020, 10:00 a.m.