

SECHELT PUBLIC LIBRARY ASSOCIATION BOARD MEETING MINUTES

August 29, 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, Spencer Keys, Rhian Piprell, Alton Toth (DoS Rep), Lori Pratt (SCRD Rep), Leianne Emery (Interim Director).

Guest: Bernadette Richards, recorder.

1. Call to order

Pat Harvey, Board Chair, called the meeting to order at 10:00 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

Ruth Moore/Ann Hopkins: That the agenda be adopted as circulated. CARRIED

3. Business arising

See (5.1) Strategic plan

4. Librarian's Report, July and August 2020

Leianne Emery walked the Board through all the activities happening at the Library over the past two months and further reopening strategies during COVID (see written report). Pat Harvey, on behalf of the board, expressed her appreciation to Leianne for her vision, leadership, and project management skills, and to the staff for their amazing work.

Susan Egerman/Alton Toth: To approve the interim library director's reopening plan, acknowledging that the Board has reviewed the plan and feels very comfortable that the reopening plan addresses the safety of staff and patrons.

CARRIED

5. New Business

5.1 Strategic Plan

Ann Hopkins reported that Leianne Emery is in the process of providing feedback about the strategic plan. Board members agreed to send their comments about the strategic plan to Ann within one week. Ann noted that a lot of the strategic plan has already been achieved, and that we are living with the old one and adapting it as needs be.

5.2 Police Checks

Police checks need to be done every four years, which has now been added to the calendar. Staff and most board members have done their police checks. Alton Toth, Spencer Keys, and Lori Pratt were asked to pick up forms and complete their checks.

5.3 Budget 2021

The former chief librarian, Elle Archibald, submitted a four-year budget. Funder presentations to the Sunshine Coast Regional District (SCRD) are set for Nov. 5-6. The SCRCD is reviewing their strategic plan in early September, and more information will come out soon about when the library will present to SCRCD. There was some discussion about the need to detail the COVID costs to date and into the near future and the offset by the federal wage subsidy. Any grants received should also be acknowledged.

5.4 Salary scale for new chief librarian

Beverly Shimazaki/Ann Hopkins: That the HR committee review various means to establish salary procedures and cost of living adjustments (COLA) for the chief librarian. **CARRIED**

5.5 Annual Report

Leianne Emery reported that the Annual Report has been produced, and she will circulate it to the board, which will need to be approved by the board.

6. Committee Reports

Fundraising Committee. Susan Egerman reported they are working on a brochure to go to attorneys regarding endowments.

7. Liaison Reports

The BC Library Trustees Association (BCLTA) is providing two-hour online workshops. See <https://www.bclta.ca/workshops/>. Oct. 14 is on the changing status from public library association to municipal libraries. Pat Harvey is going. Sept. 21 or Oct. 3, BCLTA is offering a workshop on Governance Big Picture. Garry Nohr, Pat Harvey and Rhian Piprell expressed interest. **Please register before Sept. 14** directly or through Susan Egerman if you're interested. Funding for these workshops will come out of board expenses.

Interlink. Garry Nohr reported that this organization might have a workshop on reconciliation with First Nations and how libraries can contribute. Garry will forward information to everyone when he gets it.

8. Business

8.1 Approval of June 27, 2020 Minutes

Ann Hopkins/ Rhian Piprell: That the minutes of June 27, 2020, be approved as circulated. **CARRIED**

At 12 noon, Alton Toth, Lori Pratt, and Ruth Moore excused themselves from the meeting.

8.2 Treasurer's Report

Beverly Shimazaki walked the Board through various line items from the June and July financial statements.

Beverly Shimazaki/Susan Egerman: To accept the financial reports for June and July, 2020. CARRIED

Spencer Keys excused himself from the meeting at 12:15pm

Possible Agenda Change: It is under consideration to potentially move the SCRD and DOS representatives up on the agenda since previous meetings have often run over two hours.

8.3 Sunshine Coast Regional District (SCRD) Report: Lori Pratt submitted the following.

Great news – the Alternative Approval Process for the Church Road Well Project was successful. In order to have failed, a threshold of 1960 ballots would have needed to have been returned saying “no” to the project. 21 were returned. This project will deliver about 50% of the water deficit projected for 2025.

The SCRD Board does not hold meetings in August.

COVID-19 has proven to be difficult and costly to manage.

The SCRD board has approved a reopening plan for recreation facilities. There will be a staged approach for each facility with the exception of Gibsons Aquatic Centre, which will remain closed until the end of 2020. There are costs associated with keeping facilities closed, and overall there is an estimate of \$650,000 to \$1,000,000 shortfall in Recreation budget for 2020.

SCRD has held electronic public hearings on a few planning items – Short Term Rentals, Secret Cove Heights, and Boyle Road.

The SCRD will be making adjustments to our current electronic meeting structure to allow for more in-person public participation in meetings this autumn.

Upcoming items to note: Board and Senior Leadership Team will be reviewing its strategic plan next week. Wastewater Treatment Asset Management conversations will be occurring in each service area in the weeks ahead.

8.4 District of Sechelt (DOS) Report: Alton Toth submitted the following.

To facilitate attendance at Council meetings in person as per the provincial government, we've used the Seaside Centre for the last couple of meetings. With Vancouver Coastal Health re-opening the respiratory clinic, the Community Room will be used again. Council will still be attending electronically though.

Our Manager of Financial Services, Ben Currie, will be leaving the DoS in the next week.

He's taken a position on Vancouver Island which is a big step up for him. We've already got advertising out to fill the position.

Council did a two-day strategic plan review to look at where we are, if our priorities have changed, and to re-affirm our strategic direction.

Trail Ave. is coming along, albeit slower than we would have liked, due to archeological work. We have also received grant funding to cover 100% of the improvements to Wharf Avenue, adding sidewalks and improving safety between Dolphin and Cowrie St.

Our new zoning bylaw is having some 'issues discussion' at the APC meeting September 1st, including around short-term rentals, home businesses, and urban agriculture (chickens and bees primarily). It got stalled due to COVID, but staff are still making forward progress on the zoning bylaw which originally dates from 1987.

9. Action Items

5.1 Strategic Plan. Board members agreed to send comments regarding the Strategic Plan to Ann Hopkins by Sept. 5.

5.2 Police Checks. Alton Toth, Spencer Keys, and Lori Pratt were asked to pick up their forms and complete their checks.

5.4 New chief librarian salary scale. HR committee to review and bring back recommendations.

5.5 Annual Report. Leianne Emery to circulate to all, before being approved at board meeting.

7. Liaison Reports. Anyone interested in taking part in BCLTA workshops, contact Susan Egerman to register before Sept. 14

Garry Nohr will forward information from Interlink about a possible workshop on reconciliation with First Nations and how libraries can contribute.

10. Adjournment

Ann Hopkins/Garry Nohr: Moved to adjourn the meeting.

CARRIED

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