

SECHELT PUBLIC LIBRARY ASSOCIATION BOARD MEETING MINUTES

September 26, 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, Lori Pratt (SCRD Rep), Leianne Emery (Interim Director).

Regrets: Alton Toth (DoS Rep).

Guest: Bernadette Richards, 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

The board discussed moving the District of Sechelt and Sunshine Coast Regional District reports earlier in the meeting. It was agreed to leave it at this time, as the Interim Librarian has shortened her oral report.

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

3. Business arising: See 5.1 and 5.2.

4. Librarian's Report, September 2020

--Leianne Emery walked the Board through her written report, highlighting especially the transition of reopening the library to patrons. She commended the staff who have done a great job in making the transition to being open to the public.

--We are finding we need more staff with the reopening: one dedicated to helping patrons use the self-check; and one greeter at the door monitoring occupancy levels, explaining the changes in procedure and ensuring masks and sanitizers are used for patrons entering. Even the super strict daily / twice daily cleaning procedures take time during the day and at least ½ hour at the end of the day. Part-time and casual staff are all getting more hours during this time of extra duties due to the pandemic.

--Books are still being quarantined for 72 hours and any changes will be made in conjunction with Gibsons Library as well.

--The library will be offering extended hours in the next few weeks.

--At this point, the library is not reintroducing the use of volunteers. The staff is

comfortable working within the current staffing bubble but are not comfortable adding a rotating schedule of volunteers. As well, space is at a premium with social distancing measures, and we want to protect our elderly volunteers during this pandemic.

--the Community Room now houses two study carrels for those in the community who want to be able to access computers.

--The ukulele class transitioned from outdoors to indoors with six or seven people all socially distancing. It continues to be very much enjoyed by the participants.

--Leianne noted that since re-opening we are currently seeing only a 17% drop in circulation numbers over same time last year.

--a general discussion about staff appreciation during COVID was had to recognize the extraordinary effort of the staff during the pandemic.

--Pat Harvey, on behalf of the board, thanked Leianne Emery for her ongoing skill in navigating these unusual times. Several other board members echoed similar feelings of gratitude for Leianne's leadership.

Susan Egerman/Rhian Piprell: approve Director Leianne Emery to research an appropriate appreciation for staff for their service during the pandemic, to date, to be brought back to the next board meeting for approval.

CARRIED

--**Ruth Moore** offered to get cards for the staff for this expression of appreciation.

5. New Business

(5.1) Strategic plan: Ann Hopkins reported that the strategic plan is nearing completion. She thanked the board for their input, and she will circulate the plan to the board soon.

5.2 Resignation of Spencer Keys

Spencer Keys has stepped off the board due to his workload. The board agreed to send a thank you card in the mail to him. Leianne offered to have a card made by the library staff that all of the board can sign by the next board meeting. The board talked about succession planning as being an ongoing task. It was suggested to put an article in the newspaper highlighting the library and our need for a new board member.

6. Committee Reports

Policy Committee. Beverly Shimazaki reported that the policy manual has been in an almost-finished state since the end of 2019. However, there was no specific section on Chief Librarian duties, which has now been incorporated. Beverly would be delighted to have another volunteer on this committee since Spencer Keys has stepped down.

7. Liaison Reports

Interlink. Garry Nohr reported that the next Interlink meeting would be on Sept. 29.

8. Business

8.1 Approval of August 29, 2020, Minutes

Ann Hopkins/ Beverly Shimazaki: That the minutes of August 29, 2020, be approved as circulated.

CARRIED

8.2 Sunshine Coast Regional District (SCRD) Report: Lori Pratt

- August was holiday month for all committees.
- September has been full swing with many meetings.
- SCRD spent two days revisiting its strategic plan. It was the group's first in-person meeting after months of virtual meetings.
- the closures and costs related to COVID are beginning to be known. The recreation bill is approximately 40% of the budget, and SCRDR has not been collecting user fees for six months because of the pandemic. Some facilities are opening but these will not recoup all of the costs. SCRDR is estimating a \$1 million, or more, shortfall, and are anticipating at least a 5 percent tax increase next year. Transit has also been affected.
- a new Water Resource committee has been meeting to set short and long-term goals.
- rural areas are getting green bins for food waste to divert this garbage stream from the landfill, which is expected to be full in six or seven years. Organics amount to a significant amount of garbage going into the landfill.
- staff and directors attended wastewater treatment plants and had an opportunity to engage with community members about how to fund these treatment plants in the future.
- the various local governments became Team Sunshine Coast to provide a unified voice when meeting with various provincial government ministers.
- the Union of BC Municipalities (UBCM) convention was entirely virtual this year. The highlight was hearing Margaret Atwood speak, and her reading list—which Lori will share with the board members.

8.3 District of Sechelt (DOS) Report, Alton Toth: no report.

8.4 Treasurer's Report

Beverly Shimazaki walked the Board through various line items from the August financial statements. Beverly noted that it's good to see a postage bill: it means we're back in business again with our InterLibrary Loans. Staff person MJ has successfully recovered money from fraudulent activity from a bank in the U.K. and got the Bank of Montreal to reimburse the monthly charge fees to the library since it is a non-profit.

Beverly Shimazaki/Susan Egerman: To accept the financial report for August 2020.

CARRIED

9. Action Items

4. Ruth Moore to get cards together by October meeting for staff appreciation.

5.1 Strategic Plan. Ann Hopkins to circulate the strategic plan to the board soon.

5.2 Leianne Emery will have a card made for all to sign to give to Spencer Keys for his work on the board.

8.2 Lori Pratt to provide M. Atwood's reading list from the UBCM convention to all.

10. Adjournment

Ann Hopkins/Lori Pratt: Move to adjourn the meeting.

CARRIED

The meeting was adjourned at 11:35 a.m.