

**SECHELT PUBLIC LIBRARY ASSOCIATION  
BOARD MEETING MINUTES**

**October 31, 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 (Library Director).

**Regrets:** Alton Toth (DoS Rep).

**Guest:** Bernadette Richards, recorder.

**1. Call to order**

Pat Harvey, Board Chair, called the meeting to order at 10:00 a.m. Pat acknowledged that we are meeting on the unceded ancestral and traditional lands of the shísháhlh Nation and thanked them for their generosity.

**2. Approval of the Agenda**

-- add Item 5.3: Change of day/time of meeting

**Lori Pratt/Ruth Moore: That the agenda be adopted as amended. CARRIED**

**3. Business arising:**

Staff appreciation: The Board agreed to hold an in-camera meeting after the Board meeting to finalize plans to give a COVID bonus to the library staff in appreciation for all they have done since the pandemic began.

**4. Librarian's Report, October 2020**

Leianne Emery walked the Board through her report. Additional discussion about:

**Roof leak**

The roofing on our building has some serious issues which resulted in a terrible water leak from the ceiling into the library. The District of Sechelt responded very quickly bringing in external experts to ascertain and repair exterior roof issues causing leaking to occur. The District also quickly repaired the damage to the library ceiling with minimal disruption to patrons.

**Christmas Eve day library closure**

The Board discussed the possibility of closing the library on Christmas Eve day (Thursday, Dec. 24) and giving staff the day off with pay, in order to provide more time to destress.

**Ann Hopkins/Beverly Shimazaki: To close the Sechelt library on Christmas Eve day (Dec. 24, 2020) and provide this as a day off with pay for the staff, subject to the staff approving this decision.**

**Lori Pratt/Ann Hopkins: Move to table this motion. CARRIED**

Leianne will talk with the staff, and then will send out an email vote to the Board.

### **Budget Process**

There was a question about how the Board can have oversight responsibility if it doesn't see the chief line items and approve the budget before it is sent to our funding partners. BC Library trustees have three roles: fiduciary responsibility; strategic planning; hiring chief librarian.

While the Board approved a 5-year budget submission, the annual budget still needs to be approved by the Board. The 5-year projection is an estimate, not a budget. The Board usually begins works on the budget in August.

SCRD has moved budgeting process up a month, so that the municipal governments have a better idea what their regional district taxation will be.

At their request, Leianne submitted the budget to SCRCD that was approved by the Board last year, but she is updating that 5-year budget. The library is presenting to the SCRCD at its pre-budget meeting on Nov. 5. In 2021 we will be in year 1 of a new 5-year budget.

Leianne was asked to bring the new budget to the Board for final review.

SCRD Budget Round 1: Feb. 1-2; Round 2: Mar 4-5; Final adoption: March 25.

**Ruth Moore/Susan Egerman: Move to accept the librarian's report. CARRIED**

## **5. New Business**

**5.1 Strategic Plan final approval: Ann Hopkins** was thanked for all of the work she has put into the strategic plan.

**Susan Egerman/ Beverly Shimazaki: Move to accept the strategic plan. CARRIED**

**5.2 BCLTA Workshop Reports:** Board members were reminded to send receipts for their workshops to Leianne for reimbursement. Meetups are free and worthwhile.

**5.3 Time and date for meetings:** The Saturday morning meetings are not working for several board members. The Board agreed a poll would be a good idea. Pat Harvey agreed to set up a survey and report back at the November meeting.

## **6. Committee Report**

**Policy Committee.** Beverly Shimazaki reported that, in response to a mid-month query re the presence of political rep. Board members at budget discussions, the committee determined that all policies referring to trustee conduct apply to all trustees; no distinction is to be made in policy between trustees representing a funding body and those who are members of the community at large. To further clarify this point in the policy manual, two bullet points will be added in Section 2.5.2 immediately below "Trustees Shall":

- Represent unconflicted loyalty to the interests of the Sechelt Public Library Association;

- Recognize that this accountability supersedes the interest of any Board member as an individual consumer of library services, or as a member of another governing body.

The policy committee will work with Leianne Emery on a contract. The term “chief librarian” is being replaced with “library director.” The committee is adding a separate section in the policy manual on the role of the library director.

It was suggested that the policy committee add a policy about approving budgetary matters prior to the submittal of the budget, approximately in the August-Sept time frame but prior to the submission to the library funders.

## **7. Liaison Reports**

**Interlink.** Garry Nohr attended the Interlink meeting on Sept. 29 and attended a workshop on relationships and reconciliation with First Nations and the effect of certain words. Many expressed interest in taking part in a similar workshop. Garry will let the Board know when a similar workshop is being held.

## **8. Business**

### **8.1 Approval of September 26, 2020, Minutes**

**Ann Hopkins/Rhian Piprell: That the minutes of September 26, 2020, be approved as circulated. CARRIED**

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

#### **Past month:**

Quarterly reports from all departments were presented in the corresponding departments.

Recreation has been a hot-button topic, as residents’ pressure to have the Gibsons Pool opened and an ice surface installed at the Sechelt Arena.

The provincial election caused challenges with communication and follow-up with Ministers/Ministries, as all new funding is frozen and policy decisions are not being actioned.

This past month, directors were part of workshops at Howe Sound Community Forum, Climate Caucus, and Bylaw Enforcement in the SCRD.

October 22, 2020 was the first time in seven months that we had a Board member in the SCRD Board Room. We are experimenting with a hybrid of directors, staff, and public in the boardroom. It’s important to remove barriers for public engagement, but still maintain Covid-19 Protocols.

#### **Upcoming**

Budget, as part of the Corporate and Administrative Services Meeting: Nov 5 & 6.

The Agenda & instructions for joining are on the Website now: <https://www.scrd.ca/agendas-2020>  
Board Elections for Chair & Vice-Chair: Nov 12  
Committee Chairs & internal/External Appointments will be made in December.

**8.3 District of Sechelt (DOS) Report, Alton Toth: none**

Board members Ruth Moore, Lori Pratt, and Gary Nohr left at 12:30.

**8.4 Treasurer's Report**

Beverly Shimazaki walked the Board through various line items from the September financial statements.

Leianne Emery will be complete the reclassification of job positions prior to the 2022 expiry of the union contract.

Leianne Emery is working to create positions to keep or increase some staff, as well as hiring more casual staff in the near future.

**Beverly Shimazaki/Ann Hopkins: To accept the financial report for September 2020. CARRIED**

**9. Action Items**

4. Leianne Emery to talk with staff about closing the library on Dec. 24, 2020. It would be a day off with pay.

5. Change meeting time: Pat Harvey and Leianne Emery to set up survey to poll the Board about best time to meet, and to bring forward at the November meeting.

6. Pat will oversee the finalization of the Library Director contract with Leianne Emery. Policy committee to look at policy about approving budgetary matters prior to the submittal of the budget to the library funders.

**10. Adjournment**

**Ann Hopkins/Beverly Shimazaki: Move to adjourn the meeting. CARRIED**

The meeting was adjourned at 12:45 p.m.

An in-camera meeting followed.