

SECHELT PUBLIC LIBRARY ASSOCIATION BOARD MEETING MINUTES

May 29, 2021

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, Ann Hopkins, Beverly Shimazaki, Jack Young, Ruth Moore, Garry Nohr, Rhian Piprell, Lori Pratt (SCRD Rep), Janice Kuester (DoS Rep), Leianne Emery (Director).

Guest: Bernadette Richards, recorder.

1. Call to order:

Pat Harvey, Chair, called the meeting to order at 9:00 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.

Ruth Moore remembered Bob Allen, who recently passed away—a well known businessman, surveyor, past chair of the library board, and big supporter of the Lions Club. He was a great guy, and he will be missed. Ruth Moore, on behalf of the board, will send a card to Bob's family.

2. Approval of the Agenda

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

CARRIED

3. Business arising:

--There is no word from the Sechelt Indian Government District (SIGD) whether a representative will sit on the library board. Gary Nohr will follow up and let the board know.

--Leianne Emery reported that all of the signing authority paperwork is done at BMO.

4. Library Director's Report: May 2021

- Leianne had submitted her written Directors Report prior to the Board Meeting

--the board congratulated Leianne Emery and all those who worked on the STEAM Kit presentation for ABCPLD. It's nice to see that we're a small rural library but we're able to impress big libraries. 35 libraries were on the call, and others want to watch the recording.

--Leianne highlighted that the library is opening in four stages as per health guidelines.

Leianne Emery/Beverly Shimazaki: Move to accept the Director's report. CARRIED

5. New Business: None

6. Committee Reports:

Human Resources: Jack Young, Pat Harvey, Beverly Shimazaki met as a committee with Leianne and will meet again in early August.

--Beverly commented that we thank our lucky stars that Leianne Emery, “an incredible library director, fell into our laps.” And while Leianne seems to thrive on the work needed to be done, Beverly encouraged Leianne to bring any issues forward before things “get terrible.”

--Leianne (working with Beth) is about 70% through the union work of Step 1 of a 4 step process in the Union Job Reclassification project. For step 4, union protocol will be to have two management and two Union representatives when it comes time to banding the newly created job descriptions. Leianne thought Rhian Piprell, as a former librarian, would be a good choice to sit at the table with her.

Finance: Beverly Shimazaki: Chair of this committee is the Treasurer of the Board. Chose not to meet since the ink is barely dry on the new 5-yr funding plan.

- A comment was made and a discussion ensued as to how the various electorate bases share the cost of funding for the library. This has been an ongoing conversation over the years and will continue in an effort to reach parity.

--Lori Pratt will share the director’s report with SCRD. She felt that while it’s fine to wait for about 18 months to talk about funding, after the next local government elections it will be important to start talking about funding needs and concerns, early. Want to be solutions-based.

-- When we can meet in person, it would be good to invite our funders to come to a board meeting, tour the library, see what is available for the demographic they serve.

Policy Committee: Bev Shimazaki reported that she is no longer on the policy committee but is willing to be a “consultant” to the team and is looking for a new chairperson. Leianne and Beverly are meeting to discuss the policy committee future. There is no other operations manual; staff is still using Policy & Procedures manual at this time.

Fundraising Committee: Ann Hopkins, Ruth Moore, and Rhian Piprell—no chairperson

- Community Fundraising on hold until there is more clarity around event attendance as we slowly reopen.
- Fundraising needs to fit in with the library’s operational plans; be implemented by the board in consultation with the Director and without compromising staff time.
- The Friends of the Library are successful fundraisers donating over \$100,000 in recent years for necessary capital items like computers, furniture and self checkout machines.
- Agreed that community events are excellent public relations vehicles. They involve the community, create visibility, build support, and are an opportunity for one-on-one connection. The Beer and Burger event at the Lighthouse pub in Fall 2019 organized by Ruth was a noteworthy success.
- High level fundraising: we plan to create a brochure for distribution to lawyer’s offices for estate planning. We don’t have any information on potential donors to approach for large projects.
- The only potential fundraising project that seems to be coming up is raising the children’s area floor, but the moment may have passed.

The Fundraising Committee and the Building Committee may need to work together in the future on a renovation/expansion if we move forward with a capital campaign.

Background: The previous council created a Municipal Hall and Library Committee of two members of the board and two councillors to manage a proposed renovation which did not go ahead.

Building Committee: Gary Nohr, Ann Hopkins

- The generalizations in the current Policy Manual need to address specifics relative to the ongoing requirements of the library Director. Activities and the committee's role need to be defined in consultation with the Director; necessary and timely renovations have already been undertaken.

For reference: Policy Manual

Accountability:

☐ The Building and Facilities Committee is a standing committee of the Board

Composition:

☐ The Building and Facilities Committee shall consist of at least three (3) trustees, one of whom shall act as Chairperson. The Chief Librarian or designate shall be an advisor to the committee

Responsibilities:

☐ In conjunction with the Chief Librarian, review the building facilities on an ongoing basis as to whether or not facilities are aligned with operation and current health and safety standards and practices.

☐ In conjunction with the Chief Librarian, ensure the library's physical plan and facilities support the library's activities and programs.

☐ The Committee will bring concerns about the library facilities that require input from the District of Sechelt to the Board and the District of Sechelt.

☐ Building emergencies must be dealt with immediately; the Board Chair and Chief Librarian will coordinate with the library's landlord, the District of Sechelt, to resolve the situation in a timely manner.

7. Liaison Reports:

Rhian Piprell. The Interlink meetings have been focusing on reconciliation, which is a "hot topic."

8. Business

8.1 Approval of April 24, 2021, Minutes

Lori Pratt/Ruth Moore: That the minutes of April 24, 2021, be approved. CARRIED

8.2 District of Sechelt (DoS) Report: Janice Kuester

--The DoS received a grant for sani-stations, and while they considered placing one here at City Hall, they are looking at alternatives, perhaps down Dusty Road.

- The municipality received a \$2.5M COVID restart grant; \$50K has been set aside in grants for non-profit and community groups to apply for \$5,000 grants.
- The airport development is underway and will be closed for paving May 31-June 15.
- Short-term rentals continues to be a hot topic; DoS does not yet have a bylaw.
- Community forests and proposed cutblocks is on the agenda soon.
- Resurfacing the Hackett Park tennis court/pickleball courts is happening soon.
- Over 800 people were vaccinated in one day in Sechelt last week, including youth.

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

- Lori opened her comments with a well-deserved shout-out to Brenda Rowe and Mayor Darnelda Siegers for the work they have been doing with the COVID vaccination clinics here on the Sunshine Coast. Thank you messages to these leaders would be well received.
- In the past month, there have been a lot of intergovernmental meetings—talking about inclusion, youth, how to reduce barriers—good sharing of ideas.
- A few webinars have been held on water and water meters with great questions. It is not the same emotionally charged energy as a few years ago; much more informed questions coming out. When someone makes an incorrect statement on social media, it's good to see they are being corrected by other residents, which shuts down that misinformation.
- If anyone has SCRD-related questions, there's a walk-up window at SCRD which is accessible to the public. We want the public informed; "informed rage" is our moniker. There's been too much infighting for too many years. Let's have respectful dialogue.
- Rural directors met earlier this month to discuss grant in aid. Organizations will soon be informed of grant application results.
- Quarterly meeting with the Ministry of Transportation.
- Coopers Green will be on the agenda at the Planning and Community Development meeting on June 17.
- Go check out our website for all these things. SCRD encourages anyone to watch, check out YouTube and our Let's Talk platform—that has been engaging and informing our community.

8.4 Treasurer's Report

Beverly Shimazaki walked board members through the April 2021 Financial Statement. We are one third of the way through the year and have spent 27% of the budget. Funding moneys are coming in smoothly, and SIGD will be paid up in full for the year, Monday.

Beverly Shimazaki/Rhian Piprell: To accept the April Financial Statements as reported. CARRIED

9. Action Items:

- #1--Ruth Moore, on behalf of the board, will send a condolence card to Bob Allen's family.
- #3-- Gary Nohr will follow up with SIGD about having a representative on the board.

10. Adjournment: Beverly Shimazaki/Ruth Moore: Move to adjourn. CARRIED

The meeting was adjourned at 10:15 a.m.

Next Meeting: Saturday, June 26, 2021, 9:00 a.m.