

**SECHELT PUBLIC LIBRARY ASSOCIATION  
BOARD OF TRUSTEES - MEETING MINUTES  
March 29, 2023  
In Person – Seaside Centre, Sechelt**

Present: Patricia (Pat) Harvey – Chair Ruth Moore – Board Vice Chair  
Rhian Piprell – Secretary/Treasurer Dixie Meagher – Board Member  
Leianne Emery – Library Director Jack Young – Board Member  
Ann Hopkins – Board Member Garry Nohr – Board Member  
Paula Selmayr – Board Member Adam Shepherd – District of Sechelt Representative  
Justine Gabias – SCR D Representative

Regrets:

Minutes: Jessica Kraus – Library Administrative Assistant

**1. Call to Order**

Leianne called the meeting to order at 0945. We acknowledge that we are meeting on the unceded ancestral and traditional lands of the shishàlh Nation and thank them for their generosity.

**2. Approval of Agenda**

Motion to approve the agenda.

**Motion:** Anne Hopkins      **Second:** Garry Nohr      **Carried**

**3. New Business**

**3.1 Election of Chairperson**

Pat nominated Rhian for Chairperson of the Board. No other nominations were made.

Motion to approve Rhian Piprell as Chairperson of the Board

**Motion:** Ruth Moore      **Second:** Jack Young      **Carried**

**3.2 Election of Vice Chairperson**

Ann nominated Pat for Vice Chairperson of the Board. No other nominations were made.

Motion to approve Pat Harvey as Vice Chairperson of the Board

**Motion:** Dixie Meagher      **Second:** Paula Selmayr      **Carried**

**3.3 Election of Treasurer**

Pat nominated Dixie for Treasurer of the Board. No other nominations were made.

Motion to approve Dixie Meagher as Treasurer of the Board

**Motion:** Ruth Moore      **Second:** Paula Selmayr      **Carried**

Newly elected Rhian Piprell commenced as Meeting Chair for remainder of the meeting – Welcome!

#### 4. Business Arising from previous Board Minutes

No business arising from previous minutes.

Approval of February 22, 2023 Board Minutes

Motion to approve the minutes as presented.

**Motion:** Pat Harvey

**Second:** Ann Hopkins

**Carried**

#### 5. Library Director's Report (March 2023)

Leianne emailed copies of the Director's Report to all Board Members prior to the meeting, as well as provided printed copies at the meeting, for review. Going forward, she will provide double sided paper copies for members at meeting. Leianne reviewed the report and noted the following highlights:

- Charlotte Gray will be taking on the Adult Programming position from Gillian Smith.
- A new AED (Automated External Defibrillator) has been purchased by the Library (through the BC Covid-19 Recovery / Emergency Grant) for the public lobby. The Library will perform required inspections on the device with any future purchases of parts etc. being made by the Dist. of Sechelt.
- Results of Inventory 2022: 935 items missing from collection, equating to 1.78% of the collection over the 25 years since the move into the current building.
- Funding: Library is still waiting for a meeting with the Funding Partners to be set up by the SCR.D.
- One-time funding from the Province has been announced but amounts are not confirmed yet.
- Leianne successfully completed the JIBC course Business Continuity which was sponsored by the InterLINK federation.
- Security issues are ongoing.
- The next installment of Libraries 101 is "Intellectual Freedom" and covers censorship, challenged books and banned books. It also details the history and definition of Intellectual Freedom and the importance of Canada's Freedom to Read Week.

#### 6. Committee Reports

No committee reports submitted. Committees were reviewed and new members nominated.

**Fundraising:** Ann Hopkins, Ruth Moore

**Finance:** Dixie Meagher (Chair), Garry Nohr, Paula Selmayr

**Human Resources:** Rhian Piprell (Chair), Paula Selmayr, Jack Young

**Policy:** Jack Young, Pat Harvey, Beverly Shimazaki (public member)

**Building and Facilities:** Dixie Meagher, Ann Hopkins, Garry Nohr, Rhian Piprell

#### 7. Liaison Reports

**Friends of the Library:**

See attached 2022 Annual Report and Summary Purchase Report submitted by Ruth. The option and logistics of accepting Debit or Credit Cards for payment at book sales is being discussed. Ruth suggested the Library prepare a letter of thanks for the Friends which she would be happy to distribute.

**InterLINK:** Ann Hopkins will take over as liaison with InterLINK with Rhian continuing as an alternate. There are six meetings to attend per year.

**BCLTA:** Pat Harvey will take over as liaison with BCLTA with Rhian to continue as an alternate. This organization provides training for Library Board members and new members are encouraged to attend.

## 8. Business

### 8.1 District of Sechelt, Adam Shepherd:

As discussed at previous meetings, Adam briefly mentioned the plans for upcoming building repairs and the ongoing budget concerns. The current budget issues will hopefully be resolved within a month after which he suggests sitting down to establish a procedure to prevent this delayed situation in the future.

Leianne noted the Dist. of Sechelt is preparing an RFP for the scope of work needed for the South Wall building repairs. Once that is awarded, the library will be involved with the scope of work plan which will include the possible renovations to the children's area.

### 8.2 Sunshine Coast Regional District, Justine Gabias:

The SCRDC has finished their budget process and have developed their Five-Year Plan. They are moving onto their Strategic Plan and water issues. There is no update to the Library budget situation but they will be in touch with Leianne soon.

### 8.3 Treasurer, Rhian Piprell (Dixie Meagher going forward):

Rhian noted that without the final budget numbers set it is difficult to plan for the upcoming year. Acquisitions in all areas for the year have been reduced or delayed until the budget is set. Now that we are at the end of Q1, this will mean some scrambling once the budget has been confirmed.

Rhian pointed out the BC Covid-19 Relief / Emergency Grant funding \$4,790 for the purchase of five HEPA Air Purifiers for the library as well as two CO2 monitors for circulation.

#### 8.3.1 February 2023 Financial Statements

Motion to accept the February 2023 Financial Statements

**Motion:** Rhian Piprell

**Second:** Pat Harvey

**Carried**

## 9. Action Items

- Library Donation Brochure – as discussed in January, Ann and Ruth to develop a brochure that could be distributed to Lawyer's offices or other appropriate locations.
- Board Strategic Plan – Rhian to set time for review this year.
- BCLTA Courses – Rhian to contact Board members regarding training
- InterLINK – Rhian to contact Ann regarding the upcoming meetings with InterLINK.



Space to think

**10. Adjournment**

Motion to adjourn.

**Motion:** Dixie Meagher

**Second:** Ann Hopkins

**Carried**

The meeting was adjourned at 1104.

**Friends of the Library 2022 Annual Report :**

Sechelt Public Library ~~AGM~~ March 29, 2023  
BOARD MEETING

Report Re: Friends of the Library:

Have 13 Book Faires planned for 2023 from January to November.

The first 3 Book Faires have netted \$1436.00, \$2003.00 and \$1341.50 for a total of \$4,780.50.

From January 2013 to March 2023 The Friends have purchased \$93,197.70 in equipment for the Library and have an impressive bank account ready to do more.

Ruth Moore



Space to think

**Friends of the Library Purchase Report January 2013 – March 2023 (2 pages) :**

**FRIENDS OF THE SECHELT PUBLIC LIBRARY  
Purchases for SPL January 2013 through March 2023**

<u>ITEMS</u>	<u>YEAR</u>	<u>COST</u>	<u>TOTAL PER YEAR</u>
	<b>2013</b> .....		<b>\$1,011.22</b>
Kiddie Karrel		\$832.58	
PA System		\$178.64	
	<b>2014</b> .....		<b>\$18,124.72</b>
Magazine Rack		\$304.64	
Digital Display		\$673.94	
DVDs		\$1,782.69	
Retractor Banner		\$354.09	
Chairs		\$6,359.28	
Sloping Shelves		\$8,650.08	
	<b>2015</b> .....		<b>\$1,494.63</b>
Craft Cart		482.23	
Tent		\$335.99	
Banner		\$44.05	
Button Maker		\$460.94	
Book Basket - mom may mon		\$171.42	
	<b>2016</b> .....		<b>\$4,941.17</b>
DVDs		\$4,428.52	
Hip Hop		\$99.05	
Teen Magazine Rack		\$364.14	
Elder Women's Drop-in Group		\$49.46	
	<b>2017</b> .....		<b>\$37,812.10</b>
Book Trucks (5)		\$2,202.83	
Bookbags (2,000)		\$4,099.20	
April is Poetry Month - Sponsor		\$500.00	
Programming Support		\$2,500.00	
Daisy Readers (2)		\$1,075.57	
Cameras - Video and Digital		\$611.53	
CD Players (2), Memory cards and Makey- Makey Accessories		\$223.23	
SelfCheckout with Novelist (2)		\$26,463.80	
Elder Women's Drop-in Group		\$88.95	
Camera Tripod		\$46.99	
	<b>2018</b> .....		<b>\$11,389.29</b>
April is Poetry Month - Sponsor		\$500.00	
Mini Book Trucks (6)		\$2,690.35	
Pico's Puppet Palace Children's Performance		\$350.00	
Teen Cook & Book Club		\$405.93	
Workroom Reorganization(Furniture Laptops - to date)		\$7,443.01	
	<b>2019</b> .....		<b>13,642.31</b>
Computer Equipment		\$3,127.08	
Spring-loaded Book Return		\$3,000.35	
Daisy Player/Victor			
Reader Replacement		\$642.60	
Standing Desk		\$747.95	
Technology Items including Cicut Maker Essentials		\$850.00	
Video Game Collection - Start-up Funds		\$1,546.68	
Dolly		\$44.79	
Laminator, Laminator Sheets, USB Hub, Keyboard		\$945.75	
Staff Room Coffee Maker		\$146.47	
Retractable Banner Replacement		\$351.68	
Adult Programming		\$1,417.30	
Children's Programming		\$821.66	



Space to think

<u>ITEMS</u>	<u>YEAR</u>	<u>COST</u>	<u>TOTAL PER YEAR</u>
	<b>2020</b>		<b>\$3,283.46</b>
Dementia Training (Nov, 2019)		\$400.00	
Patron counter, Wireless Keyboards		\$1,061.09	
Prizes for Events		\$99.00	
Shipping		\$163.85	
Video Game Start-up Collection		\$953.32	
Swag with SPL Brand		\$350.00	
Halloween Treats		\$156.20	
Board Games (2)		<del>\$100.00</del>	
	<b>2021</b>		<b>\$0,000.00</b>
Covid -19 grants received by SPL made funding requests unnecessary			
	<b>2022</b>		<b>\$1,498.80</b>
Movie Projector, Stand and Screen		\$1,498.80	
	<b>2023</b>		
Credenza Desk for Seed Exchange (pending)		\$0.00	
<b>GRAND TOTAL</b>			<b>\$93,197.70</b>