

**SECHELT PUBLIC LIBRARY ASSOCIATION
BOARD OF TRUSTEES - MEETING MINUTES****April 26, 2023****In Person – Library Community Room**

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

Regrets: Justine Gabias – SCR D Representative
Garry Nohr – Board Member

Minutes: Jessica Kraus – Library Administrative Assistant

1. Call to Order

Rhian called the meeting to order at 0903. We acknowledge that we are meeting on the unceded ancestral and traditional lands of the shishàh Nation and thank them for their generosity. In respect to the recent discovery of unmarked graves, Rhian expressed deepest sympathy to the Sechelt Nation at this sad time.

2. Approval of Agenda

Motion to approve the agenda.

Motion: Anne Hopkins **Second:** Ruth Moore **Carried**

3. New Business

No new business at this time.

4. Business Arising from previous Board Minutes

No business arising from previous minutes.

Approval of March 29, 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. She reviewed the report and noted the following highlights:

- Daisy Reader donation: reflects the importance of giving patrons the opportunity to read despite difficulties with accessibility. Adam offered to promote the service with the Community Assoc.
- Easter Egg Hunt: very successful, even with registration problems. Lots of happy families.

- Upcoming Programming: laser tag after hours event! Team building possibilities. Looking into possibly hosting other after hour events to bring in different groups to the library. Jack suggested an outreach to the mem7iman Child Development Centre at the Sechelt Nation.
- Cognitive Care Kits: partially assembled kits finally returned to library. Leianne will be reviewing the plan for this program and will be meeting with representatives from VCH and Shorncliffe Care Home to discuss.
- Volunteer Appreciation Week: for their help and dedication, cupcakes were given to all volunteers through the week, including the FoL. Goodies brought for the Board today as well – thank you for your service! The possibility of hosting an appreciation event was discussed.
- CVITP: last day May 3, 2023. The program is well received in the community.
- Magazine/Computer Area: a new layout for this area is in the works. It will take advantage of the natural lighting and give the area more “flow” and exposure. New free-standing rolling magazine shelving will be ordered and the computers will be relocated to the west side of the space.
- Children’s Area floor level: pros and cons to raising the lowered portion of the library floor were discussed. With the increased cost of construction in the community, there would be little cost benefit to this project. Most staff feel it is important to preserve the architectural interest within the library that the lowered area brings. Rhian stated the strategic plan for the library needs to be reviewed by the Board, as this project was listed in that plan.
- Pride in the Park (Sunday, June 4): the library will be participating in this community event with the Literacy Coalition.

6. Committee Reports

No committee reports submitted.

7. Liaison Reports

Friends of the Library: (Ruth Moore)

\$2,390.00 raised at the sale last weekend. It was very busy!

InterLINK: (Ann Hopkins)

Ann attended recent meeting and reported discussing the inventory on Board Skills and Federation Knowledge available

BCLTA: (Pat Harvey)

Paula and Dixie, as new Board Members, attended a course (via zoom) and were able to talk with many other libraries. Dixie asked for clarification regarding the relationship between Board Members and Library Staff. Adam suggested creating a list of staff names and their job position for a reference. BCLTA 2023 AGM via zoom is coming up on May 29th and anyone can attend.

8. Business Reports

8.1 District of Sechelt, Adam Shepherd:

Adam reported that the final decision regarding the amended Financial Agreement budget has not been made by the DoS. Leianne is hoping they will follow through with the original requested

amount that was voted through to taxation, despite the lower than expected contribution increase from the SCR D. A draft amendment to the Funding and Service Agreement prepared by Leianne has been submitted to Dave Douglas (CFO @ DoS) and is awaiting his response.

- 8.2** Sunshine Coast Regional District, Justine Gabias (report submitted by e-mail):
SCR D Board Directors attended Association of Vancouver Island and Coastal Communities AGM. It included a session discussing the changing role of the library with representatives from several libraries in the region.

SCR D launched a new website and requests any noticed glitches be sent to aidan.buckley@scrd.ca.

SCR D utility bills will be issued at the end of the month. Rates have increased substantially.

The water meter installation contract has been awarded and should be finished by the end of 2025.

- 8.3** Treasurer, Dixie Meagher:
Dixie attended a meeting with Leianne to discuss the Financial Statement preparation process. She appreciated the thorough explanation.

Adam inquired about running a deficit on the Financial Statements. Leianne explained that it is not the intention to actually plan for a deficit and once the final decision on the funding for this year has been made, the budget will be adjusted to be balanced. Without knowing the actual income for the year, a balanced planned budget is not possible.

8.3.1 March 2023 Financial Statements

Motion to accept the March 2023 Financial Statements

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

9. Action Items

- Library Donation Brochure – Ann Hopkins, in progress.
- Board Strategic Plan – Rhian to set time for review this year.
- mem7iman Child Development Centre – Leianne and Charlotte to look into inviting the daycare to the library.
- Board Photo – Leianne and Jessica to schedule a photo shoot and submit a photo of the new Board to the local newspaper.
- Canada Day Parade – Board members to set this up if there is interest.

10. Adjournment

Motion to adjourn.

Motion: Ann Hopkins **Second:** Pat Harvey **Carried**

The meeting was adjourned at 1037