

**SECHELT PUBLIC LIBRARY ASSOCIATION
BOARD OF TRUSTEES - MEETING MINUTES****August 30, 2023****In Person – Library Community Room**

Present: Rhian Piprell – Board Chair Ann Hopkins – Board Member
Patricia (Pat) Harvey – Vice Chair Dixie Meagher – Secretary/Treasurer
Leianne Emery – Library Director Jack Young – Board Member
Paula Selmayr – Board Member Justine Gabias – SCR D Representative

Regrets: Ruth Moore – Board Member Garry Nohr – Board Member
Adam Shepherd – District of Sechelt Representative

Minutes: Jessica Kraus – Library Administrative Assistant

1. Call to Order

Rhian called the meeting to order at 9:02. 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: Pat Harvey

Second: Ann Hopkins

Carried

3. New Business

3.1 Library Board Quiz Night: Rhian has started organizing a Quiz Night fund raiser for the Library and requested input from Board Members. It is tentatively scheduled for November 03, 2023 at the Seaside Centre and Leianne has secured the insurance required for hosting an event off library property. Rhian will compose a tentative plan for review by the Board, which will include details regarding ticket pricing, timing for the event, targeted demographic, refreshments, prizes and advertising. On top of raising money for the Library, Rhian is hoping to also expand its profile in the community.

4. Business Arising from previous Board Minutes

4.1 Canada Day (Community Day in Sechelt) Parade: was successful. Justine reported she enjoyed participating in the parade and receiving feedback from the crowds.

4.2 Library Brochure regarding bequeathing donations: in progress, Ann is developing it.

4.3 Board Photo: Date for Board photo to be set up by Jessica.

4.4 Board Strategic Plan: Ongoing. A meeting to discuss the Strategic Plan will be organized by Rhian. She will contact John Talbot, a facilitator recommended by Justine, to participate in the meeting.

4.5 Approval of Minutes from meeting May 31, 2023.

Motion to approve the minutes as presented.

Motion: Ann Hopkins

Second: Pat Harvey

Carried

5. Library Director's Report (May, June and July 2023)

Leianne emailed copies of the Director's Reports to all Board Members prior to the meeting and copies are available on the Library website. She noted the following highlights:

- Display improvements are ongoing with the addition of extra end cap shelving, new book stands, relocated and new pictures and new seating arrangements. The old magazine shelving is being used for much needed storage space in the staff area and Room of Requirement.
- Festival of the Written Arts 2023 – Leianne enjoyed this event and found it well run. She is hoping to have staff available to work or volunteer at the event next year.
- Daily patron count is up by almost 30% to this time last year.
- Drug Incident – Two people were found unresponsive in the men's washroom yesterday in two separate incidents. In both cases 911 was contacted and the victim was able to walk out of the washroom. Dylan Chow of the DoS was able to assist with the first incident.
- As a show of appreciation for assistance during this incident as well as his help with many other situations, the Board offered to send a letter of thanks for Dylan Chow.
- Leianne clarified that the Casual Public Services Assistant position advertised available is a union job and covers circulation-desk work. It is necessary to have someone in this position available to cover and help when regular staff are away or busy with other work. At this point the library only has one Casual employee available so hiring a second is prudent for scheduling purposes. She will be interviewing candidates over the next week.
- At the end of October, a "Super Clinic" has been scheduled at the library which will bring in representatives from the CRA and Service Canada to assist the public with offered services.

6. Committee Reports

Policy Committee: Pat has been reviewing the policy and will make plans to discuss with the group.

Ann wanted to pass on compliments from her well travelled friends who came to Sechelt this summer – they described it as "One of the most fabulous libraries we've ever visited".

She also wanted to pass on her own praise for the Sechelt Library website – it is well organized, simple and clear. Good work!

7. Liaison Reports

None

8. Business Reports

8.1 District of Sechelt, Adam Shepherd:

None

8.2 Sunshine Coast Regional District, Justine Gabias:

- Emergency Preparedness: In light of the current situation with Wildfire in BC, the SCRCD is recommending people sign up with the Voyent Alert! app to receive notifications of emergencies in their area as well as information about emergency response. Leianne added the library is providing information about emergency planning and being fire aware to patrons.
- The Chapman Creek watershed is at Stage 3 with plans to move to Stage 4 in September if conditions persist. The BC Government has set our area at a Stage 5 Drought level now.
- The SCRCD is in the process of updating their strategic plan.
- There is a funding meeting scheduled for Sept 13 which includes the Library and the different funding partners.

8.3 Treasurer, Dixie Meagher:

8.3.1 May, June and July 2023 Financial Statements

Motion to accept the May, June and July 2023 Financial Statements

Motion: Jack Young**Second:** Paula Selmayer**Carried****9. Action Items**

- Quiz Night – Rhianne to prepare tentative plan for discussion.
- Letter of Appreciation for Dylan Chow of DoS – Rhianne to prepare.
- Library Donation Brochure – Ann Hopkins, in progress.
- Board Strategic Plan – Rhian to set time for review this year (possibly at next meeting) as well as contact John Talbot to act as facilitator.
- Board Photo – Jessica to arrange a date with the Board for the photo.
- Policy Committee – Pat to set up a meeting in September.

10. Adjournment

Motion to adjourn meeting.

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

The meeting was adjourned at 10:34

The Next Meeting will be September 27, 2023 in the Library Community Room