

**SECHELT PUBLIC LIBRARY ASSOCIATION
BOARD OF TRUSTEES - MEETING MINUTES
January 31, 2024
In Person – Library Community Room**

Present: Rhian Piprell – Board Chair Patricia (Pat) Harvey – Vice Chair
Dixie Meagher – Treasurer Ruth Moore – Board Member
Paula Selmayr – Board Member Jack Young – Board Member
Ann Hopkins – Board Member Garry Nohr – Board Member
Leianne Emery – Library Director

Regrets: Adam Shepherd – District of Sechelt Representative
Justine Gabias – SCR D Representative

Minutes: Jessica Kraus – Library Administrative Assistant

1. Call to Order

Rhian called the meeting to order at 9:05. We acknowledge that we are meeting on the unceded ancestral and traditional lands of the shishàlh Nation and thank them for their generosity.

2. Adoption of Current Agenda

Motion to approve the agenda.

Motion: Ruth Moore **Second:** Dixie Meagher **Carried**

3. Adoption of Previous Minutes

Motion to adopt the previous minutes from meeting held November 29, 2023.

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

4. Ongoing Business

4.1 Board Strategic Plan: Work is continuing with Rhian and Leianne. Strat. Committee set as Garry, Rhian, Ann, Pat, Paula, Leianne and Jessica – date for special meeting to be set by Rhian.

4.2 Quiz Night: date for the Spring event TBA. Event might be put on hold until library repair situation is sorted out.

5. New Business

5.1 Library Flood: Leianne reviewed the event timeline and provided an update on the situation. Lists of damaged contents are being prepared for submission to the DoS. Strategies for catching up Tech Appointments and continuing programs are being discussed and implemented.

5.2 Summer Student: the application for a Summer Student Grant has been submitted and we are awaiting response.

- 5.3** AGM 2024: Scheduled for March 27. There is one Board position available – Leianne has the nomination packages ready for anyone interested. Rhian will meet with any candidates. Leianne will set up the advertising for the AGM (at least 28 days ahead of the meeting). Leianne and Rhian will discuss the nomination procedure once the candidate submits their package.
- 5.4** Funding Agreement: The updated agreement is ready to be signed by both the SCRD and the DOS but likely not the SNGD at this point as we do not believe they have passed it through their council.

Motion to proceed with the Library Board signing of the Funding Agreement.

Motion: Ann Hopkins

Second: Ruth Moore

Carried

6. Library Director's Report (November - January 2023)

Leianne emailed copies of the Director's Report to all Board Members prior to the meeting and Board members can request a printed copy as well. The Director's Reports are available on the library website after the Board meeting has taken place. During the meeting she noted the following highlights:

- Staff Info Sessions: Representatives from WorkBC and the Arrowhead Centre provided information to Library staff regarding the services they provide to the public.
- CVITP: plans are being set to ensure this program can continue for this year, despite the building damage.
- Service Canada and CRA Super-clinic: plans are being set to ensure this program can proceed in April, despite the building damage.
- Community Partnerships: Teresa contributed to the Elder College Revolutionary Europe program and also taught the British Genealogy session. Ann noted the Elder College board commented on the success of this partnership.
- Library Contents List: Library staff are working to create an updated library assets list for the Insurance policy with plans to review it annually. The three main areas are 1) Circulation items, 2) Technology (ie. Computers) and 3) Furniture and other contents.
- Funding Agreement: Although in-person presentations were not requested this year, Leianne did have to submit a full budget report to the SCRD. She would like to do an in person presentation in the Spring for both the SCRD and the DOS.
- Literacy Coalition Event: The Literacy Week event at the Roberts Creek Hall (Penny Pom Pom and Fai The Fairy) organized by the Literacy Coalition, of which Sechelt Library is a member, was well received and entertaining.
- Cognitive Care Kits: Leianne brought a completed kit for the Board to inspect and review. Approximately half the kits have been processed. Kits will be available to those working with people with cognitive impairment, including community agencies.

7. Board Committee Reports

Policy Committee: The meeting planned for January 17th was cancelled due to snow and the new date will be decided soon.

8. Liaison Reports

Friends of the Library: (Ruth Moore) No sales possible during the flood repair.

BCLTA: (Pat Harvey) No Report.

InterLink (Ann Hopkins): No report.

9. Local Government Representative Reports**9.1** District of Sechelt, Adam Shepherd:

- No report.

9.2 Sunshine Coast Regional District, Justine Gabias:

- No report.

10. Financial Report

10.1 Board Treasurer, Dixie Meagher reviewed the statements with Leianne. She noted that the Library was “physically in rough shape, but fiscally in great shape”.

10.2 Adoption of Financial Statements - November 2023

Motion to accept the November 2023 Financial Statements

Motion: Dixie Meagher

Second: Paula Selmayr

Carried

11. Adjournment

Motion to adjourn meeting.

Motion: Pat Harvey

Second: Ann Hopkins

Carried

The meeting was adjourned at 11:17

The Next Meeting will be February 28, 2024 in the Library Community Room