

**SECHELT PUBLIC LIBRARY ASSOCIATION
BOARD OF TRUSTEES - MEETING MINUTES
March 06, 2024
Via Zoom**

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 Leianne Emery – Library Director
Adam Shepherd – District of Sechelt Representative
Justine Gabias – SCR D Representative

Regrets: Garry Nohr – Board Member

Guest: Vittoria Urpens

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

3. Adoption of Previous Minutes

Motion to adopt the previous minutes from meeting held January 31, 2024.

Motion: Ann Hopkins **Second:** Paula Salmayr **Carried**

4. Ongoing Business

4.1 Strategic Plan: Planning and brainstorming session has been scheduled for March 22 at 10am in the Community Room. The Board Strategic Planning Committee as well as Library staff will participate. Golden Hour Consulting has been hired to lead the session and produce a summary of the day's work.

4.2 Quiz Night: date for the Early fall event TBA.

4.3 AGM 2024: Scheduled for March 27. There are now two positions to be filled as Dixie will not be continuing on the Board. Leianne has nomination packages ready for anyone interested.

4.4 Funding Agreement: The updated agreement has been signed by both the SCRD and the DOS. The SNGD are taking it to their council today for discussion and signing. Leianne noted that the funding received from the SNGD for 2023 was not for the correct amount and was also received very late (second payment was made in January 2024) – she may be reaching out to the SCRD and DOS for assistance in clearing up this issue.

5. New Business

5.1 None

6. Library Director's Report (February 2024)

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:

- Sechelt Library Pop-UP Limited Edition! : As outlined in the Directors Report, Leianne summarized the steps that led to the development of the Library Pop-UP in Trail Bay Mall. With the realization that it could be up to 17 weeks before the library was re-opened, it became clear that a solution was needed to provide a better level of service to the community. After many planning sessions and deliberations, e-mails and phone calls, a unit at the Trail Bay Centre was secured. Then the work really started!
 - A moving company was hired.
 - Internal cataloguing records were temporarily adjusted for hundreds of books and magazines.
 - Books, magazines and furniture were packed and moved.
 - Shelving and furniture were set up and books were organized.
 - Phone and internet systems were connected and computers were checked and tested.
 - Store signage was ordered and installed by Sechelt Signs.
 - Shelf signage was designed, printed and installed.
 - Staff schedules were drafted and revised.
 - And finally, the doors were open!

Approximately 140 people came in the first day it was opened and over 150 the next! The response from the community has been very positive. Rhian, Pat and Justine all expressed their gratitude for creating the Pop-UP location and were impressed at the level of public service the library is providing during the latest “disaster”. The library gratefully acknowledges the support from community partners: Trail Bay Centre for their service and affordable lease rate, The Friends of the Library for the loan of their tables and the BC Enhancement Grant, all of which helped make this Pop-UP location possible.

- New Book Bins: The new bins are now finished and installed and opened for use. A portion of the one time funding BC Enhancement Grant from 2023 will be used to pay for these bins.
- DOS COW Meeting Feb 28: regarding building remediation and expansions. More details in section 9.1 below.

7. Board Committee Reports

Policy Committee: next meeting TBA once a location has been secured. It was suggested that they try Rockwood, the Community Room (before construction starts) or possibly the back room of the Pop-UP location.

Facilities Committee: to be revived soon in light of the developing building plans.

8. Liaison Reports

Friends of the Library: (Ruth Moore) Happy to report that the Book Faires will be recommencing with a modified schedule. The following dates and locations have been booked : March 29-31 at the Seaside Centre, April 20-21 at the Sechelt Seniors Activity Centre and May 24-26 and June 14-16 both at the Seaside Centre.

InterLink (Ann Hopkins): Zoom meeting last week. Ann reported they are working on their budget, other libraries reported concerns in the area of homelessness, addictions and one-time Government funding limitations. Gibsons has a new InterLink representative.

9. Local Government Representative Reports

9.1 District of Sechelt, Adam Shepherd:

- DoS provisional budget is at its second draft and should be passed by May, as scheduled.
- Housing Development funding did not come through from the Government for the District of Sechelt although it did for the Town of Gibsons.
- Library Building remediation and expansion were discussed at COW meeting February 28, 2024. Various options were presented regarding the keeping or removing of the tower and smaller or larger expansions. Leianne presented at the COW that the highest priority for the library is more staffing space. The COW deferred the decision to have time to further discuss the pros and cons of the different options. Adam asked for input from the Board regarding the tower and the different ideas. Leianne is setting up an informal information meeting with Julie Maerz (DoS Project Manager), the Library Board, Adam Shepherd, Jessica Kraus and herself to discuss the library needs to be addressed in the expansion.

9.2 Sunshine Coast Regional District, Justine Gabias:

- Justine reported that the SCRDR budget has been adopted, community to expect a tax increase. Suggested efficiencies have been implemented.
- The SCRDR has declared an environmental “crisis” – they plan on discussing details again at a meeting in the second quarter.
- Coopers Green Hall: RFP for hall maintenance/building lease is out. New Community Hall will be built at Connor Park.
- New SCRDR website feature: “Who does what?”
- Reminder to residents to be prepared and FireSmart their homes now, BEFORE fire season.

10. Financial Report

10.1 Board Treasurer, Dixie Meagher reviewed the statements.

10.2 Adoption of Financial Statements - January 2024

Motion to accept the January 2024 Financial Statements.

Motion: Dixie Meagher

Second: Ann Hopkins

Carried

11. Adjournment

Motion to adjourn meeting.

Motion: Pat Harvey

Second: Ruth Moore

Carried

The meeting was adjourned at 10:25

The Next Meeting and the AGM will be March 27, 2024 in the Library Community Room