

**SECHELT PUBLIC LIBRARY ASSOCIATION  
BOARD OF TRUSTEES - MEETING MINUTES  
March 27, 2024**

Present: Rhian Piprell – Board Chair Patricia (Pat) Harvey – Board Vice Chair  
Dixie Meagher – Treasurer Ruth Moore – Board Member  
Paula Selmayr – Board Member Ann Hopkins – Board Member  
Vittoria Urpens - Board Member Leianne Emery – Library Director  
Justine Gabias – SCRD Representative  
Adam Shepherd – District of Sechelt Representative

Regrets: Garry Nohr – Board Member  
Jack Young – Board Member

Minutes: Jessica Kraus – Library Administrative Assistant

**1. Call to Order**

Leianne called the meeting to order at 9:28.

**2. Adoption of Current Agenda**

Motion to approve the agenda.

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

Rhian Piprell commenced as Meeting Chair for remainder of the meeting.

**3.2 Election of Vice Chairperson**

Rhian 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:** Vittoria Urpens      **Second:** Ruth Moore      **Carried**

**3.3 Election of Treasurer**

Rhian nominated Jack for Treasurer of the Board. No other nominations were made.

Motion to approve Jack Young as Treasurer of the Board

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

#### 4. Adoption of Previous Minutes

Motion to adopt the previous minutes from meeting held March 06, 2024.

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

#### 5. Ongoing Business

**5.1 Strategic Plan:** Planning session on March 22 with Golden Hour Consulting went well. The Library Board, including newly nominated Vittoria Urpens, along with three library staff were able to attend. A SWOT analysis activity was performed and Vittoria was impressed with the list of successes for the library. The top-level issue that arose was the need for more space for staff. The consultant will summarize the results of the day and submit their report to Leianne and Rhian for review and development into a full Strategic Plan. Rhian has asked all board members to create a mission statement (simple, one or two lines max) for the library, to be discussed at the next meeting.

#### 6. Library Director's Report (March 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!: Cover photo shows some of the marketing produced for the Pop-UP. These book marks show all the services available at both locations – over 500 have been given out so far. The response to the Pop-UP location from the public has been very positive.
- Insurance Claim: Leianne has submitted the list of contents damaged in the flood, c/w photos and pricing, to the Insurance company. The total cost worked out to approximately \$28,000 which includes \$5,500 in books. Some wooden shelving and electronic items were also damaged. As owners, the repairs to the building structure are part of the District of Sechelt's claim as is payment of the deductible.
- Cognitive Care Kits: The six kits are now finished! Leianne will invite some organizations involved with cognitive care work to review the kits and check them out if desired. The kits will be available to all patrons soon as well.
- Early Years Fair: Sam and Charlotte participated in the Faire this year and interacted with many kids and parents. Over 80 library bags were given out along with gifts and prizes. It was a successful event.
- Building Remediations: An informal meeting with Julie Maerz (DOS) was held with the Board and library staff on March 12 to discuss and clarify building remediation and expansion plans. Adam also attended. A Needs Assessment for the library was discussed.
- Needs Assessment: Leianne contacted Tony Osborn with Tony Osborn Architecture and Design (TOAD - the architectural firm hired by the DOS) to put together an official Needs Report. She put together a five part "Sechelt Library Needs List" which was reviewed by select staff and then sent to Tony. Julie M., Tony and Leianne met at the library on March 21 and toured the site. Using the list created by Leianne and the information he gathered on the tour, Tony agreed to put together a Needs Report for the library.

- Annual Report: Leianne distributed the draft Sechelt Library Annual Report for viewing and discussion. She highlighted the importance of Community Partnerships. The final copy will be ready later today.
- Provincial Reporting: Leianne has finished the 24 page Provincial Government Annual Report. It will be submitted later today once it is signed by Rhian.
- Shelving Repairs: Some custom shelving damaged in the flood has been replaced and construction of new custom shelving in the junior area has been initiated. Damaged teen area shelving was redesigned with input from staff and new shelving has been ordered.
- Funding Agreement: The agreement has been signed in full by all parties. Leianne provided explanation on slight inconsistency in SNGD payment for 2023 but has been assured payments for 2024 will be as expected.

## 7. Board Committee Reports

None to report

## 8. Liaison Reports

**Friends of the Library:** (Ruth Moore) The first “post-flood” book faire is coming this weekend at the Seaside Centre.

## 9. Local Government Representative Reports

### 9.1 District of Sechelt, Adam Shepherd:

- Reported that no decision on the Municipal Building Tower removal has been made to date. The DoS has decided to separate the tower portion of the remediation work from the current contract and put the South wall repair out to tender soon. This should help keep the construction schedule set as planned already.

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

- The SCRD budget has passed for this year.
- The new water strategy plan is up for approval at the COW this week. Stage 4 is very likely to be reached this year judging by the lack of snow pack. The Church Rd well is now online and the SCRD is petitioning the government to allow the siphons to stay in place at Edward Lake past 2025.
- Extreme heat emergency plan is being developed.
- Grant-In-Aid applications are open until April 02, 2024.
- Sechelt Aquatic Centre is open for Sunday swims again.
- Compost green bins have been installed in SCRD parks.

## 10. Financial Report

### 10.1 Board Treasurer, Dixie Meagher reviewed the statements.

Adam asked about Pop-UP and flood expense tracking. Jessica explained that grant money is being used to fund the Pop-UP and monthly expenses for these projects can be seen on the provided Deferred Revenue report.

**10.2** Adoption of Financial Statements - February 2024

Motion to accept the February 2024 Financial Statements.

**Motion:** Dixie Meagher

**Second:** Ruth Moore

**Carried**

**11. Adjournment**

The meeting was adjourned at 10:45 for everyone to enjoy some breakfast muffins.

**The Next Meeting will be April 24, 2024 in the Library Community Room**