

**SECHELT PUBLIC LIBRARY ASSOCIATION  
BOARD OF TRUSTEES - MEETING MINUTES  
April 24, 2024**

Present: Rhian Piprell – Board Chair                      Garry Nohr – Board Member  
Jack Young – Board Treasurer                      Ruth Moore – Board Member  
Paula Selmayr – Board Member                      Ann Hopkins – Board Member  
Leianne Emery – Library Director                      Justine Gabias – SCRDR Representative  
Adam Shepherd – District of Sechelt Representative

Regrets: Vittoria Urpens – Board Member  
Patricia (Pat) Harvey – Board Vice Chair

Minutes: Jessica Kraus – Library Administrative Assistant

**1. Call to Order**

Rhian called the meeting to order at 9:02. She acknowledged we are meeting on the ancestral lands of the shishàlh Nation and noted our appreciation.

**2. Adoption of Current Agenda**

Motion to approve the agenda.

**Motion:** Ruth Moore                      **Second:** Paula Selmayr                      **Carried**

**3. Adoption of Previous Minutes, March 27, 2024**

Motion to adopt the previous minutes as presented.

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

**4. Ongoing Business**

**4.1 Strategic Plan:** Leianne has put together a draft Strategic Plan which has been reviewed by Pat and Rhian. It will be finalized soon. More info in the Directors Report section.

**5. New Business**

**5.1** None

**6. Library Director’s Report (April 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:

- Insurance Claim: The insurance company received the submitted costs list and has almost finished approving the \$28,000 (total claim amount). Once the claim has been approved, Leianne will order the new self check to replaced the damaged machine.

- Cognitive Care Kits: Leianne and Jessica met with Mary Caros, the Executive Director / Seniors Planning Manager of the Sunshine Coast Resource Centre, to run through a “show and tell” with the Cognitive Care Kits. They discussed ideas for a “soft launch” of the kits with the Caregiver Support Group, potentially for the end of May.
- Needs Assessment: The team from Tony Osborn Architecture and Design is continuing with the development of the Needs Assessment for the library. They met with Leianne and Jessica over zoom April 12<sup>th</sup> to discuss further details and will be finished their report in May. It will be available to be presented at the District of Sechelt COW meeting on June 24, 2024.
- Provincial Annual Stats Reporting: Leianne is working on the annual statistic reporting required by the Provincial Government. She feels the interpretation of this data is very subjective and therefore makes it difficult to compare the information between libraries.
- Strategic Plan: Using the summary provided by Golden Hour Consulting as well as mission statement options submitted by Adam and Ann, Leianne has drafted a Strategic Plan. Rhian and Pat met with her to review the draft and it is in the process of being finalized now. Leianne realized asking the Board to provide mission statements without clearly defining the expectations was perhaps unrealistic at that time.
- Service Canada and CRA Super Clinic: scheduled for April 26, 2024 at the Pop-up location. Leianne noted that the intent is to continue these clinics for the public several times per year.
- Restoration Update: Electrical work started April 22 and the dry wall work should start next week. Leianne has posted an updated timeline on the library website and if all goes well, the library should be open to the public again early July. Jack asked about the possibility of using the Enhancement fund to finance the Pop-up location after the main location is open again. Leianne explained that although patrons have been requesting the Pop-up stay open, this is not feasible for ongoing library operations. The library collection, staff and services should not be split between two locations on an ongoing basis. Additionally, most of the one-time enhancement fund is going to be used to purchase necessary library items required for the upcoming building expansion and is not there to endlessly fund a second location.
- Marketing: Leianne outlined all the marketing we currently use and asked the Board for any other suggestions. Justine suggested contacting local community influencers and inviting them to an event for a first-hand experience.
- Finance Session: Leianne and Jessica met with Jack (new Board Treasurer), Paula and Pat on April 19 at the Pop-up to go over the monthly financial statements and budget process.
- Passing of Dan Fivehouse: Leianne noted the sad passing of former Board Chair Dan Fivehouse. Library staff have been remembering his positive presence and cheerful nature. He will be missed.

Paula thanked Leianne for the excellent and thorough reporting she provides to the Board each month.

## 7. Board Committee Reports

**Fundraising**: Ann and Rhian to meet and review the brochure for bequest requests.

**Public Relations**: Rhian volunteered to organize a float for the Canada Day parade this year. She will discuss potential giveaways with Sam (Children’s Programming Coordinator). Jack also asked if we should have one of the parade signs used in the last event changed to mention the First Nations collection.

## 8. Liaison Reports

**Friends of the Library:** (Ruth Moore) \$2,453 made at the first Book Sale at the Seaside Centre and \$1,108 was made at the sale this past weekend at the Seniors Centre. The Seaside Centre has been booked for sales in June, July and August.

## 9. Local Government Representative Reports

### 9.1 District of Sechelt, Adam Shepherd:

- Reported that the budget will be finalized in May, the final reading is today.
- Emergency planning event coming up May 11, 2024 for Emergency Preparedness week.
- He also noted the AVICC voted to call on the provincial government to increase annual funding to libraries as requested by the BC Public Library Partners and recommended by the province's Select Standing Committee on Finance and Government Services. It will now go over to the UBCM to adopt.

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

- A "Get Ready for Summer" water conservation brochure has been mailed out to people in preparation for another potentially dry summer. The Chapman Lake snow pack is 40% less than average right now so chances are good the Coast will enter into drought conditions again this year. The Chapman water system is reliant on precipitation and there just hasn't been enough to fill the system properly. She noted the Coast has good collaboration between governing parties for coordination of water conservation. The Coast water plan was discussed at a hi-level at the SCRCD COW meeting last month.
- Utility bills have gone out with annual increases. The SCRCD COW meeting being held tomorrow will be discussing rate increases for the SCRCD Recreation facilities for 2025.
- Minister Kang is always giving shout outs to libraries.

## 10. Financial Report

**10.1** Board Treasurer, Jack Young reviewed the statements.

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

Motion to accept the March 2024 Financial Statements.

**Motion:** Jack Young

**Second:** Ruth Moore

**Carried**

## 11. Adjournment

Motion to adjourn meeting.

**Motion:** Garry Nohr

**Second:** Ruth Moore

**Carried**

The meeting was adjourned at 10:04

**The Next Meeting will be May 29, 2024 in the Library Community Room**