

**SECHELT PUBLIC LIBRARY ASSOCIATION
BOARD OF TRUSTEES - MEETING MINUTES
May 29, 2024**

Present: Rhian Piprell – Board Chair Patricia (Pat) Harvey – Board Vice Chair
Jack Young – Board Treasurer Ann Hopkins – Board Member
Paula Selmayr – Board Member Leianne Emery – Library Director
Garry Nohr – Board Member Justine Gabias – SCRDR Representative
Adam Shepherd – District of Sechelt Representative

Regrets: Ruth Moore – Board Member
Vittoria Urpens – Board Member

Minutes: Jessica Kraus – Library Administrative Assistant

1. Call to Order

Rhian called the meeting to order at 9:03. 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: Paula Selmayr **Second:** Ann Hopkins **Carried**

3. Adoption of Previous Minutes, April 24, 2024

Motion to adopt the previous minutes as presented.

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

4. Ongoing Business

4.1 Strategic Plan: Final copy was included in the Board Package distributed before the meeting. Paula and Ann both praised Leianne for a job well done and commented that it highlighted all the important issues. Adam will report it to the District of Sechelt. It will be used during the presentation to the DoS Council June 26, 2024, regarding the space needs of the library.

Motion to adopt the Strategic Plan as presented.

Motion: Pat Harvey **Second:** Payla Selmayr **Carried**

4.2 Canada Day Parade: Rhian determined that candy will be the best giveaway during the parade. Further to Jack's comments regarding supporting syíyaya Days, Leianne will use the parade signage to highlight the extensive First Nations Collection in the library. It was clarified that syíyaya Days is a multi-day event starting on June 21 National Indigenous Peoples Day and wraps up with a community parade on July 1, Canada Day. Although the Library has been able to participate in syíyaya Day events in the past, it is not possible this year due to the ongoing building construction and moving-in schedule.

4.3 Quiz Night: Rhian and Charlotte will be organizing a Quiz Night as a library event in September.

5. New Business

5.1 None

6. Library Director's Report (May 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: Difficulties have arisen with AON (contents insurance company) as they require proof of purchase before full reimbursement. Otherwise they will only reimburse a pro-rated amount based on depreciated item value. Communication is ongoing, but the library may have to front the money and purchase the new self-check prior to insurance payout.
- Cognitive Care Kits: Leianne and Jessica met with the Sunshine Coast Caregiver Support Group at the Sechelt Seniors Activity Centre to present the new kits. Due to other community events occurring at the same time, only six people were able to attend but the representative from the Sunshine Coast Hospital Auxiliary followed up requesting more information. Another presentation will be planned in the fall after the kits have been in circulation for a few months.
- Needs Assessment: Draft #2 of the Preliminary Needs Assessment being worked on by Tony Osborn of T.O.A.D. is being reviewed and double checked by Leianne and will be finalized in time to be available for the District of Sechelt COW meeting June 26, 2024 where the future renovations and possible expansion of the whole building will be discussed.
- Provincial Annual Reporting: Leianne has completed and submitted the annual Stats reports. She noted some interesting numbers in her Director's report. The Statement of Financial Information (SOFI) has also been submitted.
- Service Canada and CRA Super Clinic: The event held April 26, 2024 at the Pop-up was well received. Another clinic will be set up for the fall at the Library.
- Restoration Update: Coast Wide Restoration advises that the remediation schedule is on track to finish by mid June. Taping and mudding of drywall is almost finished. Hi-Tech hired to do insurance electrical work, Weber McCall hired by the library to add extra data ports and electrical outlets as Hi-Tech did not complete the work in the time they were here.
- Building Envelope Remediation: The DOS tender for phase 1 (South side of building) has gone out and closes June 5, 2024. Work should proceed in the fall with some minor disruptions to the library.
- Pop-UP Closing / Library Opening: Movers have been hired for June 24, 2024 so staff will be packing up in the days ahead of that. Likely it will be closed to the public sometime in the week of the 17th. It could possibly take two weeks to set the library back up, depending on the final clean up, so the main library should be open by mid-July, all going well.
- Canada Summer Jobs Grant: Leianne and Sam (the Children Services Coordinator) have received nine applicants, short listed four and interviewed three (one had already accepted another job). They are in the process of making a final decision. There have been some problems with the login process on the Government Grant site but the issues should be resolved soon.
- Library Co-op Cyber Attack: The Library Co-op received a ransom-ware demand after the SITKA system was hacked but the issue has been resolved. The Sechelt Library patrons have not reported any problems or called with any questions.

- Iris Lowen Fund: The library received \$1,180.00 from the annual fund payout.
- Inventory of Library Contents: Staff have completed the current list of contents and submitted them to the DOS. The total was approximately \$2.4 million. Off site storage of these lists, as well as other important items, was discussed.
- New STEAM Kits: Three new pre-school STEAM kits are currently being catalogued. Staff are also looking at potentially adding new kits focussed on accessibility (ie. Speech therapy, braille etc.)
- Re-criminalizing Drugs in BC: After the Gov't of BC announced the re-criminalization of public drug use, Leianne is planning to have a conversation with the RCMP to see if there will be any changes to the library procedure and process in this regard.
- FOL Presentation: Leianne presented to the Friends of the Library at their last meeting and updated them on the status of the various building projects. The group was very grateful for the information and impressed with the thorough presentation.

7. Board Committee Reports

Fundraising: Rhian to meet with a few lawyers and/or notaries to discuss the brochure for bequest requests. Leianne asked for more information from lawyers and/or notaries on how they would be used and what they should contain before putting efforts into finalizing it. Pat asked about the process of receiving a donation of significant value (ie. Large amount of money or property). More research if needed.

Policy: Pat reported that the committee has been meeting and a report is coming. She requested ideas for changes / additions be submitted before their meeting in June, date TBA.

8. Liaison Reports

Friends of the Library: Book Faires will continue at the Seaside Centre for the following dates: May 31 – June 2, June 14-16, July 19-21, August 2-4, August 16-18 and September 20-22.

BCLTA: Pat sent around the latest newsletter which listed some interesting courses available (over ZOOM) and reminded the Board they are free to attend. One course she suggested was “Library Boards as Employers” which explores the rights and responsibilities of the Board as an employer.

InterLINK: Ann reported that Mary Martin (the Prov. Of BC Library Branch Director) attended the last meeting. Ann felt her message was: no additional money will coming so it may be necessary for libraries to share resources. She also reported that Sechelt was not on a list of libraries that submitted an Accessibility report - although it was submitted, on time, last year. She will report back that the list is inaccurate and Leianne will investigate the situation. Leianne noted she meets with InterLINK every six weeks and there is a lot of collaboration with all the participants.

9. Local Government Representative Reports

9.1 District of Sechelt, Adam Shepherd:

- Reported the budget was just passed. There will be a 7.71% tax increase.
- Changes to the Committee for Community Safety, which deals with the “un-housed”, include adjusting the patrol areas of the security company to be more focussed in the downtown area.

- VCH announced they will pursue a new 20 - 40 bed complex care facility in either Sechelt or Gibsons. Currently addicts are getting treated in Vancouver then coming back to the Sunshine Coast where there are no facilities for them.

9.2 Sunshine Coast Regional District, Justine Gabias:

- The SCRCD is getting ready for another hot and dry summer.
- Budget: staff will be in touch with Community Partners before the budget process starts to clarify the process which should be more streamlined this year. In person presentations are now preferred for both Sunshine Coast libraries.

10. Financial Report

10.1 Board Treasurer, Jack Young reviewed the statements.

- Jack asked to clarify the loss reported for April (line #122). Jessica explained that as our funding is only received in particular months occasionally a month will have only expenses and therefore a loss.
- Adam asked about the budget showing a shortfall for the year. Leianne explained that we are fixed at a 3% increase to our budget from the funders (and a reduction from the base value last year) and that means we will be in a negative financial position. It will need to be covered by surplus from previous years.

10.2 Adoption of Financial Statements - April 2024

Motion to accept the April 2024 Financial Statements.

Motion: Jack Young **Second:** Ann Hopkins **Carried**

11. Adjournment

Motion to adjourn meeting.

Motion: Paula Selmayer **Second:** Pat Harvey **Carried**

The meeting was adjourned at 10:37

The Next Meeting will be June 26, 2024 in the Library Community Room