

**SECHELT PUBLIC LIBRARY ASSOCIATION
BOARD OF TRUSTEES - MEETING MINUTES
June 26, 2024**

Present: Rhian Piprell – Board Chair Jack Young – Board Treasurer
Ann Hopkins – Board Member Ruth Moore – 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: Patricia (Pat) Harvey – Board Vice Chair
Vittoria Urpens – Board Member

Guest: Beverly Shimazaki

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, May 29, 2024

Motion to adopt the previous minutes as presented.

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

4. Ongoing Business

4.1 Canada Day Parade: Everything is ready to go for Monday, the float and participants have been secured. Rhian to get the candy for giving away and pick up the signage at the library. She will notify the participants of start time and location.

4.2 Quiz Night: Event to take place the evening of Friday September 06 at the library. As it is a library program there is no cost to participants but there will be a food bank donation box. Rhian is organizing door prizes. Adam and Justine have volunteered to act as Quiz Masters / Masters of Ceremony.

5. New Business

5.1 Resignation of Vittoria Urpens: unfortunately due to scheduling conflicts with her new job, Vittoria will be unable to continue as a member of the Sechelt Library Board. Rhian will be reaching out to someone who may be available requests other members do the same.

6. Library Director's Report (June 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:

- Provincial Annual Reporting: Due to technical issues at their end, the BC Library branch has requested libraries across the province re-submit their annual statistical report.
- Accessibility Plan Clarification: Further to the confusion from the InterLINK report discussed at the last meeting, Leianne explained that the library submitted a detailed Accessibility Plan by the deadline of September 01, 2023 as required by the Province of BC and have had it posted on the website since then. When Interlink proposed libraries could participate in five different optional audits in May of 2024, most libraries did not elect to do so although some did. Leianne felt it was unnecessary to participate in these third party audits as our accessibility report was already a very thorough and comprehensive look at the accessibility within the library and the building. It also identified future projects to further improve the accessibility level of the library as well. Despite this explanation, Jack suggested the library join the District of Sechelt on a building accessibility audit if one is performed. Adam will inquire at the District to determine if this type of audit is in the works.
- Replacement Lighting: Water damaged fluorescent lights have been replaced with LED lighting which is more clear and much brighter. Using grant money, Leianne had the electricians replace six of the old fluorescent tube lights adjacent to the new lighting with the LED lights to keep lighting consistency near the entrance. She suggested we look into the cost to replace all the library's old fluorescent lights with the new LED fixtures as they are more electrically efficient, are healthier for people's eyes and create a more modern look and feel.
- Library Re-opening: The library is still on track to be open by mid-July. The new replacement shelving in the Teen area has been installed, the carpets have been cleaned and treated with anti-microbial solution, and the materials from the Pop-up have been moved back to the building. Staff are now busy sorting, re-shelving, re-installing and re-cataloguing the books and other materials in the library. Leianne is in communication with Coast Wide Restoration regarding the final "punch list" of work yet to be completed.
- Building Renovation/Restoration: in preparation for the DOS Committee of the Whole meeting being held later today, Leianne discussed the different options for building renovation work outlined in that meeting's agenda. She noted the respectful working relationship between the Library and the District of Sechelt and TOAD (Architectural firm) and the importance of staying unified. Below is a summary of the four options being presented at the COW meeting:
 - OPTION A: (\$950,000 estimated) No structural change to the building but replace the tower envelope elements as advised in the study completed by SR Engineering in 2022.
 - OPTION B: (\$3,500,000 – 3,850,000 estimated) Remove the tower and make smaller addition over the footprint of the removed tower. This option adds approximately 550 sq. ft. to the staff area of the library and approximately 650 sq. feet to the District's office space. Pricing does not include relocation costs of the staff work area during construction or any archeology work required before construction.
 - OPTION C: (\$18,500,000 estimated) Construction of a large addition to the north side of the building to accommodate the space needs required by both the library and the DOS. The tower would be taken down to its steel structure and be retained as a

decorative feature to the building. Again, pricing for this option does not include relocation costs of the staff work area during construction or any archeology work required before construction. Leianne noted that this option would make it impossible for the library to function during the entire construction process and full relocation of all library materials would be necessary.

- **OPTION D:** (\$1,050,000 estimated) Repair the tower as in **OPTION A** but also have a professional feasibility study done to look into building options not properly explored at this point. These options were identified in the Cornerstone Report issued to the District of Sechelt in 2022. Some ideas include building new or leasing space. Leianne noted that this option shows better due diligence for determining the best, most cost effective solution.

Leianne went through the Needs Assessment prepared for the library by TOAD and outlined the many considerations involved in determining the optimal size required. Using adjusted population estimates and reasonable design ratios, the **additional** space needed for the library that would cover the next 20 years is approximately 10,210 sq. feet. This represents a very conservative number for additional future considerations.

Discussions followed regarding project funding, cost sharing with multiple funding partners and possible grants available to either the library or the DOS. Leianne explained that the Sechelt Library is a Public Association Library (as opposed to a Municipal Library) so cost sharing considerations need to be thought through carefully. She also explained extra funds are needed to furnish the inside of any new library space as well and that some of our current grant funding is earmarked for this future purpose.

Option D was explored further with discussions about satellite libraries, new construction for either the DOS or the Library and multi-use buildings. Leianne reiterated that satellite libraries or even a two-story library are not realistic options for many reasons: problems with the splintering of the collection, staffing level requirements, increased overhead costs due to multiple locations, special building design requirements for heavy loads and the major inefficiencies in serving the community that would be created.

7. Board Committee Reports

Fundraising: Rhian discussed the brochure for bequest requests with a local lawyer. He noted that a brochure in their office would not be useful as people have already made up their minds about where their inheritance will go by the time they've come to him. Leianne is considering including a brochure of this nature in our collection of library information for patrons.

Policy: Rhian, Jack and Pat met over zoom to discuss the policy section that refers to the relationship between the Board and the Director. Interlink has also been offering courses on this.

8. Liaison Reports

Friends of the Library: no report.

BCLTA: no report.

InterLINK: no report.

9. Local Government Representative Reports

9.1 District of Sechelt, Adam Shepherd:

- Noted the COW meeting coming up later today.
- Noted that there are approximately 4000 new water meters being installed within the District (SCRD project). One large leak found – 36,000 L/day!

Leianne mentioned a new project through Vancouver Coastal Health involving Air Quality sensors and said they would like us to install them in the library. DOS building maintenance staff has been consulted.

9.2 Sunshine Coast Regional District, Justine Gabias:

- The SCRCD had their first Accessibility Committee meeting yesterday. Justine reported on learning a lot about being more mindful of accessibility considerations.
- The Community Climate Action Plan was adopted at a Special SCRCD COW Meeting held June 3, 2024.
- “Climate Action Talks” took place at the Gibsons Public Market on June 20. Attendees gained insights into the SCRCD’s CCAP (above), natural building, emergency preparedness, regenerative farming, mental health and VCH’s work on the link between public health and climate mitigation.
- Transit system expansion priorities discussed at recent meeting.
- Stage 2 water restrictions coming soon, was July 7 last year.
- Water meter Installation is ahead of schedule. Many leaks have been found, some significant, as mentioned by Adam.
- Water Strategies - Volumetric reporting coming July 13.
- Budget 2025 – new process being implemented with tools being developed to prioritize projects.

Adam asked if there were any plans for special projects with the Gibsons Library but Justine was not aware of any. Ann mentioned a significant bequest being left to that library.

10. Financial Report

10.1 Board Treasurer, Jack Young reviewed the statements.

- Further discussion was had about the difficulties with insurance payouts and incurring costs before knowing the coverage from the insurance company.
- Leianne clarified including the late 2023 payment from SNGD received in February 2024 in “Other Revenue” instead of Government Funding. This will keep the 2024 Funding records accurate to this year.



Space to think

10.2 Adoption of Financial Statements - May 2024

Motion to accept the May 2024 Financial Statements.

Motion: Jack Young

Second: Ann Hopkins

Carried

11. Adjournment

Motion to adjourn meeting.

Motion: Rhian Piprell

Second: Ann Hopkins

Carried

The meeting was adjourned at 10:38

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