

**SECHELT PUBLIC LIBRARY ASSOCIATION
BOARD OF TRUSTEES - MEETING MINUTES
August 28, 2024**

Present: Rhian Piprell – Board Chair Patricia (Pat) Harvey – Board Vice Chair (via Zoom)
Jack Young – Board Treasurer Ruth Moore – Board Member
Garry Nohr – Board Member Leianne Emery – Library Director

Regrets: Paula Selmayr – Board Member Ann Hopkins – Board Member
Justine Gabias – SCRD Representative
Adam Shepherd – District of Sechelt Representative

Minutes: Jessica Kraus – Library Administrative Assistant

1. Call to Order

Rhian called the meeting to order at 9:06. 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: Rhian Piprell **Second:** Ruth Moore **Carried**

3. Adoption of Previous Minutes, June 26, 2024

Correction noted by Rhian: Section 7. Board Committee Reports, under Policy should read “Rhian, Jack **and Pat** met over zoom ...”

Motion to adopt the previous minutes as corrected.

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

4. Ongoing Business

4.1 Canada Day Parade: Suggestions for next year from Ruth include:

1. Recruit more people who can better keep up with parade to hand out candy.
2. Have more candy available.
3. Include a table at the Hackett Park festivities for the duration of the day. This may be more effective than a float in the parade at providing people with information about the library and increasing exposure for different programs. Perhaps also include Ann Watson’s “History of the Sechelt Library” display that was included with the S.C. Museum and Archives table this year.

Leianne suggested that next year, organizers can talk with Sam, the Children’s Services Coordinator, about recruiting young people to help and purchasing more candy to give out.

4.2 Quiz Night: Event to take place the evening of Friday September 06 at the library. Rhian to discuss details with Charlotte today. 10 teams registered so far, can take up to 12. Rhian is organizing door

prizes and will contact Adam and Justine who have volunteered to act as Quiz Masters / Masters of Ceremony.

5. New Business

- 5.1 Serious Internet Issue in Library:** The internet service in the Library went down at 11:30am yesterday Aug 27, 2024 and is currently still not working. Jason, the Technical Education Coordinator, is in communication with Telus, the service provider, and representatives from DOS to determine the cause of the failure and what is required to fix the situation. No internet means books cannot be checked in, the book catalogue is unavailable, there is no staff email available, no wi-fi service and limited book check out service available. At this point, the earliest Telus has been able to schedule us in for a service technician appointment is Thursday August 29, 2024.
- 5.2 Upcoming Board Meeting:** Rhian noted that she will be away at the end of October and Leianne will be away for the last part of September so requested that a meeting be held for the two months on October 23, 2024. Rhian will contact the rest of the board to confirm the date.

6. Library Director's Report (July and August 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:

- Summer Reading Club: Having the help of summer student Lydia Bradley allowed Sam to organize and run 66 different programs for kids this summer.
- Provincial One-Time Funding: SPL was awarded a Public Library Grant of approximately \$15,000 for this year. This is still one time funding, not a guaranteed annual increase, and library partners are still petitioning the Government to increase annual operational funding for libraries with annual increases. Consultants have been hired to assist with this process. An informational clinic will be offered at the upcoming UBCM being held September 16 – 20 in Vancouver.
- Building Renovation/Restoration: Due to the long lead time with the new window order, the Phase 1 Restoration project is not slated to start until the end of the year or possibly early next year.
- Insurance Claim: Leianne has submitted flood replacement costs to AON and the claim has been approved pending review.
- Sunshine Coast Photography Club: New photos have been put up on display – they are amazing!
- New Wall Signage: New wall decals and wall signage has been installed in the First Nations area as well as in the hallway to the public washroom.
- Cognitive Care Kits: Jordan Copp of the Coast Reporter wrote an article describing the function of the Cognitive Care Kits. The kits went into circulation when we re-opened and are currently all checked out.
- Office Organization: Both the programming and administration departments have been working hard to purge old unusable supplies and outdated records and re-organize the limited space available to create an area that is as organized as possible. Leianne has been creating and updating operational manuals for various aspects of running a library including Emergency Planning, Building Interior Maintenance and Budget Planning.
- Building Security: Since they were installed, there have been ongoing issues with the auto-lock function of the external doors on the building. The doors don't always close fully or follow the auto-

lock schedule. Library staff have reported issues to the DOS who manage the system, but situations are still occurring.

- Thefts Ongoing: The snake plant from the lobby was stolen sometime over the past week. The contents of the saddle bags on a visitor's bicycle parked outside the DOS entrance were stolen in broad daylight during opening hours this week. A bike was stolen from the Library entrance last week.
- Banking Changes: Leianne and Jessica met with the Finance Committee (Pat, Rhian and Jack) to discuss investing some of the library's capital into higher interest accounts until it will be utilized for upcoming projects.

7. Board Committee Reports

Policy: Pat reported that the committee will start the revision process soon.

8. Liaison Reports

Friends of the Library: The last sale made \$1,382.20, which was lower than expected considering it occurred the same weekend as the S.C. Festival of the Written Arts. Ruth reported that this was likely due to being in the Seaside Centre and not being as visible a location as the library. The FOL do not want to use that space next year due to less parking availability and poor exposure.

BCLTA: Rhian sent out the available workshops for the fall and recommends the Board review them and consider registering for one or two as they can be beneficial. They are still available on Zoom so no travel is required.

9. Local Government Representative Reports

9.1 District of Sechelt, Adam Shepherd (not present):

- No Report

9.2 Sunshine Coast Regional District, Justine Gabias (not present):

- No Report

10. Financial Report

10.1 Board Treasurer, Jack Young reviewed the statements.

- Rhian asked for clarification regarding differences in e-audio/e-books from last year to this. Leianne explained that in surplus years, amounts were accrued at the end of the year as it is a credit purchase. This year the expenses are being recorded for this year and not accrued from the previous year.

10.2 Adoption of Financial Statements – June and July 2024

Motion to accept the June and July 2024 Financial Statements.

Motion: Jack Young **Second:** Ruth Moore **Carried**

11. Adjournment

Motion to adjourn meeting.

Motion: Ruth Moore **Second:** Garry Nohr **Carried**

The meeting was adjourned at 9:44.