

Minutes
Squamish Public Library Board
Wednesday, January 20, 2021, 6:30 PM VIA ZOOM

In Attendance: Grant McRadu, David Gayton, Molly Loudon, Doug Race, Mallory Eddy, Hilary Bloom, Corinne Visscher, Meghan O'Neill, Janet Jaimeson

Regrets: Kate Rattray

Minutes: Rachel Bergquist

1. Approval of agenda

a. **Moved:** Grant **Second:** Corinne **Passed**

2. Approval of minutes, November 18, 2020

a. **Moved:** Molly **Second:** Grant **Passed**

3. Election of officers and establishment of board representatives

a. Election process for board executive – As there were no other nominations, the following positions were filled:

Molly Loudon as Chairperson

David Gayton as Vice-Chair

Grant McRadu as Treasurer

b. Establishment of InterLINK representatives – the following positions were filled:

Janet Jaimeson as representative

Meghan O'Neill as second

c. Confirmation of committee members: Governance Committee and Functional Planning Committee

Governance Committee: Corinne, Mallory, Kate, David (required as Vice-Chair)

Functional Planning Committee: Grant, Molly, Meghan, David, Janet, Doug

Change length of Doug Race's term to one year (December 31, 2021).

4. Treasurer's report – received

Income statement show to the end of the year – some columns considerably under or over 100%.

Hilary's notes on these variances on revenue side: Federal Grant (Summer Reading Club staff), Grants Provincial Special Projects (includes one-time grant for digital resources), Grants Municipal Capital (space improvements and computer replacement projects carried forward to 2021), Security (closed for much of 2020), SLRD (budgeted \$20,000 additional, pushed to this year), Grant Other (received funding for UBCM grant to create Homebound Patron service, as well as Squamish Arts Council grant), many of the lines are under due to

COVID interrupting usual operations, Miscellaneous Revenue (book sales, etc. didn't happen this year).

Notes on variances on expenses side: Maintenance and Repairs (COVID relief grant submitted and anticipate reimburses), Salaries & Wages (not all positions filled, casual staff not working all year, in-out with DOS), Janitorial (not open as much, in-out with DOS), Training (virtual and free trainings were majority), Audio Visual (budget spent on other collections, adjusted for 2021), Audit (gets adjusted with 2021 audit), Supplies and Repairs (book bags for Take-Out, etc.), Cloud Collection (digital grant from Province, chose to spend more during COVID), Communications (hired Marketing & Communications Specialist, used contractor for first part of year, adjusted for 2021), Computer Accessories (work from home setup laptops, to be covered by COVID relief), Periodicals & Postage and Freight (reduced for next year), Software Maintenance (not needing to renew some things), Travel (no one traveled)

Balance Sheet: Look at Reserves and have a discussion about this after the audit. District has policy guidance on reserves, perhaps. This has also come up as a discussion with BCLTA.

5. Committee Reports

a. Governance Committee

i. Board self-evaluation

Trustee Orientation feedback: confirm with board that this is an area that needs focus. Importance of the training through BCLTA, meeting face-to-face with staff, one-to-one with other trustees, create a space on OnBoard to put orientation materials, distill the overwhelming amount of information, eventually onboarding materials based on past trainings (i.e. recorded sessions, resources), history of the library, Doug introduced the idea of "just in time" training (5-10 minute refresher before getting into a new issue)

Highlights: 8/10 board members responded completely; survey worked better than in the past. Board trustees seemed prepared and engaged – ensure materials are read prior to meeting. Board Chair (David) did a great job! Roles and responsibilities – positive response to sub committees, BCLTA Bulletin underutilized as a source of education. Some members confused about what is expected, better training for new members will be helpful. Promotion of library by board – trustees should do their best to attend events, etc. Finance & policy – board is well informed by finances and budget. Policies require updating and the Governance Committee is doing a good job of that. Board & director relationship – productive and communicative relationship with Director. Some confusion as to where Director/Board role begins/ends. Recruitment and orientation – more effort into recruitment of desired skillsets, many suggestions for improving orientation (above). Focusing on the contribution of individual skillsets.

Executive (Molly and David) to have discussion with Hilary about the line between Operations and Governance.

b. Functional Planning Committee

See minutes in the board package. Kal Bragg spoke to committee about DOS facilities and priorities. Goal to promote library as community hub and to build a new library. Where can we move this forward? Doug participated in the discussion – DOS interested in having library as part of a facility. Hold a “Blue Sky Session” – what could happen if potential partners come together, look at challenges, benefits, etc. City Hall complex conversations happening in Council, at the top of the to-do list. Library has always been in the back of the Council’s mind during these discussions. Repurposing the current library’s space will come into play. Probably will be built on lands already owned by DOS. Potential partnerships (i.e. SD 48) are all on the table.

6. InterLINK report – received

7. Director’s report – received

Highlights: Sign up for the library newsletter (biweekly) to stay on top of what’s going on, circulation statistics include huge increase in number of holds on items (Take-Out), eBook and eAudiobook circulation had big increase as well, continued rave reviews for Take-Out, Hannah updated COVID safe guidelines, recent new hires, trialing a four-day work week schedule for full time staff, NicheAcademy staff training (potential to be used for trustee training), moving to live Zoom storytimes (through support of InterLINK youth services committee)

Next meeting: slideshow of library staff.

8. Business arising – none

9. New business – none

10. In camera

Motion to move in camera

Moved: Second: Passed

Motion to move out of camera

Moved: Second: Passed

11. Adjournment:

Dates to remember:

- 2021 Meeting Dates
 - February 17, 2021
 - March 17, 2021
 - April 21, 2021
 - May 19, 2021
 - June 16, 2021

- September 15, 2021
- October 20, 2021
- November 17, 2021