

Squamish Public Library Board
Wednesday, November 17, 2021, 6:30 PM VIA ZOOM

Regrets: Mallory Eddy, Meghan O'Neill

1. **Welcome:** We would like to acknowledge that we are gathered (virtually) on the unceded territory of the (Skwxwu7mesh) Squamish First Nation

3. Approval of agenda

Second: Grant

Passed

a. **Moved:** Christine

Second: Grant

Passed

Page 2 of minutes, TRC “report” typo needs to be fixed.

Balance sheet tracking well. Conversation for the future about reserves. Hilary, Verity (BDO), and Grant plan to discuss the structure moving forward. Will bring to board in January or February.

Financial statements also tracking well. One thing to note: SLRD agreement at 980%. A formula is established through bylaw that requires SLRD to pay a certain amount to the library, but there is no guarantee of the long-term additional income from SLRD. This bylaw is up for review next year and there is potential for developing new formula. Hilary has contacted other libraries (regional and municipal) with respect to what bylaws/formulas they use to get contributions from their regional districts. Conversation with Tony Rainbow to set up more reliable income in the future. Grant suggests that the board starts a proposal to be brought to the SLRD for future consideration, and connecting with other libraries within the SLRD to have a more structured agreement across the region.

Communications over a little bit, which has been bumped up for next year.

Provisions/surplus. Finance has recommended parameters around provision. To be discussed more in Council report.

6. Committee Reports

a. Governance Committee

Looking for one new member.

i. Policy revisions

Board meetings are open to the public. Meeting information and contact is on the library's website on the board page, along with meeting minutes. For virtual meetings, there are ways to use Zoom to include public (i.e. using waiting room).

Note about the values section at the beginning: Did the board develop definitions for these values with the new strategic plan? If not, that's why it looks more succinct in this version. If there should be some, add them in.

The idea is that having individual policies (rather than one big manual), we can update as needed very simply.

1. **It is moved that the Squamish Library Board accept the revisions to the following policies:**

General Administration Policies

1.1 Squamish Public Library Vision, Mission and Values

1.2 Squamish Public Library Operating Overview

Governance

- 2.1 Library Act Provisions**
- 2.2 Board Appointment**
- 2.3 Role of the Board Chairperson & Vice Chairperson**
- 2.4 Board Meetings**
- 2.5 Board Powers and Duties**
 - 2.5.1 Terms of Reference - Executive Committee**
 - 2.5.2 Terms of Reference - Governance Committee**
 - 2.5.3 Terms of Reference - Functional Planning Committee**
- 2.6 Board Conflict of Interest**
- 2.7 Trustee Protection Against Lawsuits**
- 2.8 Board Operation**
- 2.9 Role of Board and Library Board Trustee**
- 2.10 Library Board Trustee Job Description**
- 2.11 Library Board Trustee Conduct**
- 2.12 Library Board Trustee Agreement**
- 2.13 Library Board Trustee Recruitment**
- 2.14 Library Board Trustee Orientation**
- 2.15 Library Board Trustee Recognition**
- 2.16 Library Board Trustee Conference Attendance and Travel**

Moved: Corinne

Second: David

Passed

2. **It is moved that the Squamish Library Board accept the addition of these new policies.**

General Administration Policies

1.3 Organizational Chart

Governance Policies

2.4.1 In Camera Meetings

2.4.2 Electronic Voting

Moved: Corinne

Second: David

Passed

ii. Board self-evaluation

Completed and ready to go in Simple Survey – the email with link will go out to board within the next week. The survey responses are anonymous.

b. Functional Planning Committee

Next meeting (December 1) will include discussion about how we can assist municipality with their community engagement sometime in the spring. We can bring our vision of what the community hub/partnerships will look like when the municipality is ready. Suggestion to get in touch with Neil Plumb about the scope/parameters of engagement. Possible partners will also be brought up December 1. The meeting will also include developing a roadmap for 2022 committee goals.

7. **InterLINK report – none**

Next meeting: November 30.

8. **Director's report – received**

Highlights: The bi-weekly newsletter's reach has grown. Lots of online virtual training opportunities that staff have been taking advantage of.

Upcoming renovations: press release has been sent with timing of closure and services that will still be available during that time. Due dates have been extended into January, encouraging people to come in and stock up.

Molly and Hilary presented 2022 budget requests to Council end of October including staffing growth, and 2023 capital request. Presentation was well received by council.

Discussion of provision: At year end, any surplus from library budget lines could be set aside for future library use. CFO and finance team are in support of the concept – next steps is to figure out a mechanism. Oversight from board would hold the library accountable for the use of funds, in addition to audit, reports to the district. Some wording like "To be used for future needs of the library in alignment with library's strategic plan" for example might be enough. Setting up the provision before completion of 2021 audit would mean that the amount next year can be considered for 2023 budget. Criteria around how much reserve we keep for contingencies. Grant and Hilary's conversation with Verity will help with this conversation.

The new Under One Roof (UOR) facility and Overdose Prevention Site have had some impact on the library (i.e. finding some paraphernalia) and we work with their teams to have regular

sweeps. UOR is very supportive, available for us to call them if we need their help. Hilary serves on Community Resilience Committee. Potential film viewing next year is an opportunity for community and public to come together to talk about trauma and addiction.

9. Council report – received

Provisions have already been talked about. Budget is nearly finished. Final minor adjustments in January. Appointed two new board trustees and extended Molly, Janet and Christine's terms. Upcoming: pin down scope of engagement.

10. Business arising

a. Board calendar planning

Plan goals and work for the next year to bring to whole board in January for input and approval. Start at Functional Planning Committee on December 1 to be brought forward to board in January.

11. New business – none

12. In Camera

Motion to move in camera

Moved: Grant

Second: David

Passed

Motion to approve minutes from Oct 20th in camera meeting

Moved: Corrine

Second: Christine

Passed

Motion to move out of in camera

Moved: David

Second: Janet

Passed

Motion to Adjourn

Moved: Christine

Second: Janet

Passed

13. Adjournment: 8:16pm