

**Minutes**  
Squamish Public Library Board  
Wednesday, February 16, 2022, 6:30 PM VIA ZOOM

**In Attendance:** Doug Race, Hilary Bloom, Corinne Visscher, Janet Jamieson, Grant McRadu, David Gayton, Molly Loudon, Esther De Vos, Adriana Suarez

**Regrets:** Adriana Suarez, Christine TlatlaKwot Baker

**Minutes:** Rachel Bergquist

1. **Welcome:** We would like to acknowledge that we are gathered (virtually) on the unceded territory of the (Skwxwu7mesh) Squamish First Nation
2. **Approval of agenda**
  - a. **Moved:** Corinne                      **Second:** Janet                      **Passed**
3. **Approval of January 19, 2022 minutes**
  - a. **Moved:** Grant                      **Second:** David                      **Passed**
4. **Treasurer's report – auditors will present next month**
  - a. How to read Financial Statements – Presentation on financial oversight and responsibilities of the library board. Strategic planning, annual budgeting, and financial statements. The audit is a legislative requirement through Library Act. All Board Trustees should be aware of how the auditors are chosen as well as the length of term of engaging with auditors. Potential questions to auditors provided for Trustees to look over. Auditors to meet with board and Director, as well as just with board to give them the opportunity to ask questions without staff present.
  - b. Due to a variety of events, the financial statements would not be presented for the month of January at this meeting. Grant stated that he had spoken with Hilary and they will discuss the advantages and challenges of rather than having the monthly Financial Statements prepared monthly, they may be prepared for the board on a quarterly basis.
5. **Committee Reports**
  - a. Governance Committee – Most recent meeting was February 2<sup>nd</sup>, Esther's first meeting. Brought up topic of trustee orientation, will start to touch base with new trustees to follow up after orientation. Planned approach to look at policies that have been waiting on revisions. Director of Library Services Evaluation will be coming up.
  - b. Functional Planning Committee – Janet and Grant drafted RFP for community hub vision document. It has been posted and shared on Monday. This RFP decision was made by FPC and Executive because of condensed timeline. Have not yet discussed \$200,000 in 2023 budget for looking at a mobile library (discussed at Executive).

**Motion to authorize the expenditure of \$5,000 with the ability to go up to \$10,000 from the Future Needs Reserve Fund for the contract awarded through the RFP**

**process. The board delegates to the Executive the ability to select the consultant and authorizes the Library Director to execute the contract.**

**Moved:** Doug                      **Second:** Grant                      **Passed**

**6. InterLINK report – none**

Meeting next week.

**7. Director’s report – no document this month**

Updates from Hilary: Renovation is more or less finished, favorable response from community, some details are yet to be finished in staff work area, public PCs are still awaiting IT setup. Prepping for audit starting next week. RFP has been posted through library and District channels. Recruitment for the new Manager position, potentially to engage a recruitment firm to help with finding candidates. There would be a cost related to engaging a recruitment firm, which could come out of Hilary’s discretionary fund.

**8. Council report – received**

Public hearing last night on series of zoning bylaw amendments. One thing that came back was a community concern around setbacks for new developments. Density concerns over setbacks, which may have more public engagement in the future.

**9. Business arising**

a. Library provision

Provision draft brought to board last month, discussion from that meeting was brought back to Heather Boxrud. A new draft has been included in the board package to include the issues brought up in January. Molly and Hilary will bring the new document to council March 1 along with Heather Boxrud. Some wording changed to reflect who will be involved with making decision to include Treasurer.

**Motion to approve terms and conditions of Library Provision**

**Moved:** Doug                      **Second:** Janet                      **Passed**

**10. New business**

a. Annual Schedule

Annual workplan for entire board, committees, and understanding where that aligns with DOS dates and InterLINK dates. This will help to be able to see the year ahead and be strategic about how we are working through the year. Living document to be added to throughout the year and to be worked on in next Governance Committee meeting. This is a first draft, trustees to take a look and give feedback and make suggestions. Perhaps make the workplan 18 months.

b. Signing authority

**Motion that Molly Loudon, Janet Jamieson and Grant McRadu are signing authorities on the library’s bank account**

**Moved:** Corinne                      **Second:** David                      **Passed**

**Motion that David Gayton and Corinne Visscher are removed as signing authorities on the library's bank account**

**Moved:** Doug

**Second:** Esther

**Passed**

c. Strategic plan review

Strategic plan is to be refreshed in 2023. Reference point to make sure the plan is refreshed.

11. **In Camera**

**Motion to move in camera**

**Moved:** Doug

**Second:** Corinne

**Passed**

**Motion to move out of in camera**

**Moved:** David

**Second:** Corinne

**Passed**

12. **Adjournment:** 7:06 PM

*Dates to remember:*

- 2022 Meeting Dates
  - \*March 30, 2022 (to coincide with 2021 audit timing)\*
  - April 20, 2022 (tentative; we don't typically hold an April meeting, but save the date)
  - May 18, 2022
  - June 15, 2022
  - September 21, 2022
  - October 19, 2022
  - November 16, 2022