

## Minutes

## Squamish Public Library Board

Wednesday, January 19, 2022, 5:30 PM VIA TEAMS

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

**Regrets:** 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:** Grant **Second:** Doug **Passed**
3. **Approval of November 17, 2021 minutes**
  - a. **Moved:** Corinne **Second:** David **Passed**
4. **Election of officers and establishment of board representatives** - noted that council rep will change in November due to election year and Doug Race's term will end October 31, 2022.
  - a. Election process for board executive  
**Motion to accept the following nominations for Chair (Molly Loudon), Vice-Chair (Janet Jamieson), and Treasurer (Grant McRadu).**  
**Moved:** David **Second:** Esther **Passed**
  - b. Establishment of InterLINK representatives – Janet continues to serve two-year term, but need an alternate. Esther volunteers to serve as alternate.
  - c. Confirmation of committee members: Governance Committee and Functional Planning Committee  
Governance Committee: Corinne, David, Esther  
Functional Planning Committee: Janet, Doug, Adriana, David, Grant, Molly, Christine  
Committees should schedule meetings for the year.
5. **Treasurer's report – received**

Moving forward, Grant will send notes out ahead of time and this agenda item can be used for questions from trustees. We are moving towards 2022 audit in the spring. After the audit, the board will discuss reserves.
6. **Committee Reports**
  - a. Governance Committee
    - i. Board self-evaluation – Highlights of findings: lengthy meetings flagged, revisiting progress on strategic plan to look at short term priorities, awareness of learning opportunities for board, opportunities for all voices to be heard, library special events rated low. Discussion about trustees attending library

events to represent and report back to the board. Review strategic plan in April or May and note progress to date on some of the strategic priorities. Made note of BCLTA training opportunities.

b. Functional Planning Committee – none

**7. InterLINK report – received**

Last meeting was about training in advocacy, upcoming training with Nahanee Creative.

**8. Director's report – received**

Highlights: Andrea is revamping how to communicate social media and newsletter stats for the board report, staff is flexible and adaptable during renovation, patrons appreciative of Take-Out service, currently trying to figure out to what extent we will be reopening next week. Goal of marketing highlights and metrics is to make sure we are reaching as many people as we can, newsletter is very effective.

**9. Council report – received**

Light agenda for the last three meetings, since before Christmas. Two significant things: presentation yesterday from Constellation Festival which is scheduled for a weekend in July at Brennan Park to be headlined by Sarah McLachlan, Weather events were significant in the last year and Squamish did well with infrastructure. Looking to become more resilient as a municipality.

**10. Business arising – none**

**11. New business**

a. Review the role of the board:

i. fiduciary responsibility

What is fiduciary duty? Fiduciary duty is generally a duty of utmost good faith and to act in the best interest of the group you are associated with. Directors of organizations owe fiduciary duties to shareholders. Library Board trustees owe fiduciary duty to library, this is embodied in policy. Putting the interest of the library above your own, part of the duty is diligence. High standard and threshold of conduct.

ii. sign trustee agreements

Hilary has as a PDF to send out to trustees to review and sign. All governance policies have been updated in OnBoard for reference.

b. Library provision

In October, Molly and Hilary introduced the concept of creating a library provision in a presentation to Council. At that time, Council briefly discussed. In case of a surplus, funds would be put aside for use of library board going forward. After presentation, Doug Race, Heather Boxrud, and Hilary have been in touch about how to move that along. Created draft for what the provision parameters could be. Hoping that can be done to align with the 2021 audit.

The current document has not been taken to Council, to be discussed by board tonight. In the District's budget, there is accumulated surplus (unused budget from previous years, i.e. position vacancies) that has been set aside. Doug has advocated to spend

that, however there are reasons to retain some of that. Historically the unspent library funds have gone to the District's accumulated surplus. Changing this would allow library to accumulate money from year-to-year as consistent with good business practices. New experience for District and the Library. Ability to have funds allows library to have money for unanticipated needs or opportunities. Theoretically, this money should continue to circulate.

Molly and Hilary will appear at Council to present the document and Heather Boxrud will submit a report to council to accompany that, then council will vote. Not sure if it then becomes a resolution, policy, guiding document, something else? Library provision would sit within District's accounts. If there is surplus from 2021 that would make sense to go into provision, they would be factored in 2023. Provision would be used in the future years, not the current years. Could funds be used on emergent basis if something came up unexpectedly? Might want to talk to Heather about exceptions for being able to make decisions in the middle of a budget year to have a bit of autonomy.

The wording reflects how things already are, rather than council approval for using provision, it would be letting council know. Raise point on authority of use and emergent timing with Heather, so board can review in February before it goes to council.

#### 12. In Camera

##### **Motion to move in camera**

**Moved:** Janet                      **Second:** David                      **Passed**

##### **Motion to move out of in camera**

**Moved:**                      **Second:**                      **Passed**

#### 13. Adjournment:

#### *Dates to remember:*

- 2022 Meeting Dates
  - February 16, 2022
  - \*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