

Minutes
Squamish Public Library Board
Wednesday, November 18, 6:30 PM VIA ZOOM

In Attendance: Grant McRadu, Armand Hurford, Mallory Eddy, Hilary Bloom, Corinne Visscher, Meghan O'Neill, David Gayton, Kate Rattray, Molly Loudon, Cheryl Stenstrom, Janet Jamieson

Regrets: Pat Payne

Minutes: Rachel Bergquist

1. Approval of agenda

a. Moved: Kate

Second: Corinne

Passed

Introduction of Janet Jamieson, new board trustee: Janet has lived in Squamish for two years, working in post-secondary education, and working as consultant. Janet is an avid library user, and is excited to join board.

2. New Business

a. Organization review update with consultant Cheryl Stenstrom

Overview: Squamish Public Library is moving from being a "little library" (a few staff plus volunteers) to a bigger mid-sized library. Cheryl is looking at what the library model could look like as Squamish grows. Process is to gather data from a variety of sources and do the analysis. Cheryl is looking at trends and practices at other similarly sized libraries, such as Port Moody and Cranbrook. Next step is to start pulling all that together and make recommendations for what that might look like for library staff in the future. Will work with Ken Roberts to do detailed job descriptions once ready to move ahead on project. Anticipated end date of February.

Too early to tell what new organizational chart will look like, but a significant change will mean changes to org chart and some existing positions will see big changes. Cheryl recommends leaving Technology Librarian position vacant until the org review is done, and to be flexible and patient in posting jobs.

How does this play into our space needs? If the library expands, the recommended structure could be scaled up.

3. Approval of minutes, October 21, 2020

a. Moved: Grant

Second: Molly

Passed

4. Treasurer's report – received

Nothing of note.

5. Committee Reports

a. Governance Committee

- i. Director evaluation policy revision
Proposed amendments to change the storage of the final performance evaluation report – will now be stored at the library rather than Municipal Hall.

Motion to approve these changes.

Moved: Kate

Second: Mallory

Passed

- ii. Board self-evaluation
New survey based on last year's and the agreed upon changes. will send out tomorrow. Please fill out by the end of November. While you fill it out, make note of any comments or feedback about the survey.

b. Future Planning Committee

Next step, meet with CAO and get sense of DOS' position and process. Mayor's recent comments about the "civil precinct" (city square with buildings around it), versus "Civil block" (one monolith building).

6. InterLINK report – received

Molly attended a three-hour Reconciliation workshop led by another board member at VPL. BCLTA working towards embedding Reconciliation into Library governance, the goal is for BCLTA to incorporate this into their trainings for board trustees. Adjustment to board evaluation from InterLINK to involve questions about equity, diversity, inclusion at the board/policy at the local level. Molly will share information/resources from workshop.

Regular InterLINK meeting will be held next week.

7. Director's report – received

Highlights: As of November, we have extended in-person library open hours to include Wednesday evenings and Saturdays. We are doing some hiring – Temporary Project Coordinator to develop visiting library service to homebound patrons (UBCM grant we received earlier this year). Interviews this week to fill temporary Library Assistant position. Chart that highlights that people are opting to place holds and pick up with Take-Out. Print circulation is lower than last year, but ebook borrowing is higher. Next week, we are organizing a Typical Week survey, looking at virtual services and tracking all library use for the week to get a snapshot of our activity right now. Last Saturday incident just to note: a few families who weren't complying with COVID protocol or being respectful to staff with the COVID-19 restrictions. Goal of keeping staff safe.

Making masks mandatory? Easier to enforce, staff wouldn't be harassed, patrons can interact with the Library in other ways if they don't want to wear a mask and come in. Municipal building has to abide by Municipal actions, and DOS hasn't made masks mandatory yet.

8. Business arising

a. 2021-23 Budget

Hilary and David presented to council yesterday, talked about highlights from 2020, mentioned projected revenue shortfall, mentioned request for reallocation of funds from guard service. Covered library's future needs, and the board's continued effort to explore movement forward. Mayor Elliot asked if the SLRD is willing to support library to a greater extent in the future. Tony Rainbow has mentioned funds that are available to support library, proposal that SLRD matched \$50,000 capital grant from DOS, contingent on District.

b. Balance sheet / reserves presentation

Last meeting Grant brought up topic of balance sheet, today's presentation is for board to get a better understanding of the history of these reserves funds and why these funds are designated. Decision making around funds for future will happen in 2021.

Summary page is in the agenda package. In 2009 three reserve funds were established. In following years, board would allocate to reserve funds. In 2012, library received bequest \$65,000. In 2014, Hilary came on board and the board wanted to look at reserve funds and bequest. Largescale projects: RFID conversion project (2015), renovation of children's area. In 2015, the board looked at funds and asked if still needed three funds – restructured things to current reserve funds policy. You can see these on the balance sheet, they will stay at the same amount unless board decides to designate funds to a certain project.

Board to look at these funds in the future to decide what to do with these funds – should they sit there, or should the board get some projects done and select top priorities? Some of this money might be needed as operating funds. Allocating dollars toward the future planning might be a good move. Talk about this in the new year.

9. New business (continued)

a. Farewell to Pat Payne – thank you for your contribution to the board!

b. Staff wages: that a wage increase of 2.0% from January 1, 2020 to December 31, 2020, applied to District Staff, be applied retroactively to Squamish Public Library staff in accordance with past practices.

Motion to match wage increase of District Staff.

Moved: Molly

Second: Grant

Passed

c. Multiculturalism grant application

The library is applying for a small Multiculturalism Grant from the Province to support anti-Indigenous racism. We are asking for \$3000 to hold an "Indigenous Awareness" training for all staff and trustees, with Indigenous Corporate Training, Inc.

10. Adjournment: 8:17pm

Dates to remember:

- 2021 Meeting Dates:
 - January 20, 2021
 - February 17, 2021