

## Gibsons & District Library Association

Regular Board Meeting  
Mainil Room – Gibsons Library  
Monday, January 13<sup>th</sup>, 2020 at 7:00 pm

### MINUTES

**Regrets:** J. Bradbury, A. Ledwig, A. Sawyer, M. Farmer

**Present:** J. Hodgkinson, H. Evans-Cullen, T. Lavender, M. Wilson, R. Bennie, R. Flux, T. Southam, D. McMahon, M. Hiltz

1. **Call to Order** by Chair at 7:02 p.m.
2. **Motion to adopt agenda** by R. Bennie, seconded by R. Flux

*Carried*

3. **Motion to adopt** minutes as amended by J. Hodgkinson, seconded by M. Wilson

*Carried*

4. **SCRD Report-** D. McMahon

Donna has been appointed to the Board of SCREDO so Mark Hiltz will now be our GDPL Board Liaison. Mark is our alternate until an official appointment is made.

#### 5. Annual Agenda Items:

- a. Library Director performance evaluation

Action: Chair to ask for feedback on LD's performance from board and staff.

#### 6. Committee Reports

- a. **Governance Committee** (A. Sawyer, H. Evans-Cullen, R. Bennie, M. Farmer, M. Wilson): Committee did not meet.
- b. **Board Recruitment Committee** (T. Lavender, T. Southam); Three potential candidates. Nomination deadline is January 25<sup>th</sup>.
- c. **Board Development Committee** (A. Sawyer, H. Evans-Cullen, M. Farmer) no report
- d. **Lease & Funding Committee** (A. Sawyer, R. Flux, J. Hodgkinson, H. Evans- Cullen) no report
- e. **Finance Committee** (J. Hodgkinson, R. Flux, H. Evans-Cullen) no report

## Gibsons & District Library Association

f. **Strategy and Reporting Committee** (H. Evans-Cullen, T. Southam, J. Bradbury, A.Ladwig, T. Lavender)

The revised strategic objective 4 b is now done. Discussion around reporting for 2019 and the Annual Report: the service metrics for 2019 will be distributed as part of the February LD report. Due to members being absent, the Board photo will be taken at the beginning of our February meeting. Sustainability, the Climate Crisis, and Truth and Reconciliation are being integrated into our strategic plan.

g. **Space Committee** (H. Evans-Cullen, J. Bradbury, T. Lavender, M. Wilson, R. Bennie, H. Hodgkinson)

This Committee will have its first meeting in January.

### 7. Reports (attached or appended to this agenda)

- a. **Library Director's Report-** H. Evans-Cullen presented her January LD report.

**Action:** Heather to request SCRD to move to automated payments.

- b. **Chair's Report** – J. Hodgkinson

Janet met with SD46 Chair Pammila Ruth to discuss how the Library and SD46 currently collaborate, and identified future possible partnerships. This Outreach was very productive. Janet has also reached out to the Chair of the Sechelt Public Library Board to express support as they recruit a new Chief Librarian.

- c. **BCLTA Liaison** – T. Southam

Tim connected with Babs Kelly from BCLTA around the Board's role in facilitating Truth and Reconciliation and was very grateful for her thoughtful and helpful response. The key message was for the Board to be intentional in its approach to TRC, to uphold the highest duty of care and oversight, and to develop tangible goals.

**Action:** Add concept of TRC and governance to agenda of governance committee.

**Action:** LD will include a Territorial acknowledgement on future Board meeting agendas.

**Action:** Add board development topics on board agenda in place of speakers to generate conversations. Request to board development committee to take on hot topics of libraries including TRC and Intellectual freedom. Suggestion to watch a video ahead of time and then discuss.

- d. **Interlink Liaison** – J. Bradbury, no report

- e. **Foundation-** M. Wilson

The Foundation Board will be meeting on Monday, January 20<sup>th</sup> so Mike will provide an update at the Feb. meeting.

- f. **Town of Gibsons** – A. Ladwig, no report

- g. **SCRD-** M. Hiltz

The new SCRD CAO will begin work on January 5<sup>th</sup>.

### 8. Other Business

**Action:** LD to connect with Nancy and John Denham about potential Syiyaya program at GDPL

## Gibsons & District Library Association

9. **Adjournment by Chair at 8:30 pm** Next meeting Feb. 10<sup>th</sup> at 7:00



## Gibsons & District Library Association

## Gibsons & District Library Association

Regular Board Meeting  
Mainil Room – Gibsons Library  
Monday, Feb. 10<sup>th</sup>, 2020 at 7:00 pm

### Minutes

Present: Janet Hodgkinson, Heather Evans-Cullen, Mark Hiltz, Mike Wilson, Tim Southam, Rob Bennie, Joyce Bradbury, Alison Sawyer, Aleria Ladwig, M. Farmer, Trevor Lavender

Regrets: Rob Flux

Public: Sue Armstrong

1. **Call to order** by Chair at 7:01
2. **Territorial Acknowledgment**
3. **Guest Speaker:** Janine Young as Board member of Huckleberry Childcare/ Arts Building gave a presentation on the organization and its activities.
4. **Motion to adopt agenda** by Marah Farmer, seconded by Tim Southam
5. **Introduction of Board Candidate** Sue Armstrong
6. **Annual Agenda Items:**
  - a. Preparation for AGM is underway.

*Carried*

**Action:** Board Recruitment Committee to post AGM notice in both papers and LD will promote through the Library and on GDPL Website

### 7. Committee Reports

- a. **Governance Committee** (A. Sawyer, H. Evans-Cullen, R. Bennie, M. Farmer, M. Wilson)

No meeting in January, March is suitable for future meeting at which time the committee will look at the Board's role and vision for Truth & Reconciliation and the Climate Crisis

- b. **Board Recruitment Committee** (T. Lavender, T. Southam)

Motion regarding Board Candidate to take place after in camera session at end of meeting.

## Gibsons & District Library Association

c. **Board Development Committee** (A. Sawyer, H. Evans-Cullen, M. Farmer)

Marah reported on results of board evaluation- diversity was the biggest theme that emerged for Board Recruitment. Suggestion to engage in generative discussions and popcorn style sharing of Library experiences during future board meetings. Big thanks to Marah Farmer for all her great work on the Board.

**Action:** LD to assist future committee to look for indigenous representation on the GDPL Board Suggestion to share experiences of the library popcorn style at beginning of meeting

d. **Lease & Funding Committee** (A. Sawyer, R. Flux, J. Hodgkinson, H. Evans-Cullen)

Nothing to report

d. **Finance Committee** (J. Hodgkinson, R. Flux, H. Evans-Cullen)

The Committee will review and send out the 2019 Draft Annual Financial Statements as soon as they are ready.

e. **Strategy and Reporting Committee** (H. Evans-Cullen, T. Southam, J. Bradbury, A. Ladwig, T. Lavender)

The Committee met in February to review and edit the 2019 Annual Report. The confirmation proof was shared and discussed. The committee looked at TRC and Climate change and how to incorporate them into the Strategic Plan.

f. **Facilities and Capacity Committee** (H. Evans-Cullen, J. Bradbury, T. Lavender, M. Wilson, R. Bennie, H. Hodgkinson)

It was decided the committee should revisit its terms of reference to ensure it remains in the work of governance and not operations. Washrooms have been identified as a high priority to renovate.

**Action:** LD to meet with SCRD Wed at 10:00 to explore the best path to renovating the washrooms to be more energy efficient and aesthetically pleasing.

**Action:** LD to send previous research on building to committee. Next meeting is Feb. 27<sup>th</sup>.

7. **Reports** (attached or appended to this agenda)

a. **Library Director's Report-** H. Evans-Cullen

This report was included in the agenda package and included our 2019 statistics.

b. **Chair's Report** – J. Hodgkinson

April 17 and 18<sup>th</sup> are the dates for the BCLA conference. The BCLTA day on Saturday will focus on governance and intellectual freedom. BCLTA has some

## Gibsons & District Library Association

great discussion starters for Library Boards including topics such as Truth & Reconciliation, Intellectual Freedom and supporting the Library Director. BCLTA Liaison – T. Southam

c. **Interlink Liaison** – J. Bradbury

d. **Foundation-** M. Wilson

Mike attended the Jan. 20<sup>th</sup> meeting. The bylaws committee has met. There will be no fundraising this spring, but instead the Foundation will focus on a newsletter for members and a membership drive.

e. **Town of Gibsons** – A. Ladwig

The Town has been working on policies and bylaws, cannabis bylaw, short term rental bylaw, and budgeting.

f. **SCRD-** M. Hiltz

The SCR D is currently consumed with budget deliberations

8. **Motion** by Rob Bennie to move meeting in Camera, seconded by Alison Sawyer

***Carried***

In Camera Discussion on LD Performance Review

9. Motion by Tim Southam for GDPL Board to endorse Suzanne Armstrong to fill vacant Board position, seconded by Rob Bennie

***Carried***

**10. Adjournment by Chair at 9:32 pm**





## Gibsons & District Library Association

## Gibsons & District Library Association

Regular Board Meeting  
Mainil Room – Gibsons Library  
Saturday, March 7<sup>th</sup> 2020 post AGM

### Minutes

Present: Janet Hodgkinson, Heather Evans-Cullen, Mark Hiltz, Tim Southam, Rob Bennie, Joyce Bradbury, Alison Sawyer, Aleria Ladwig, Sue Armstrong, Trevor Lavender, Robert Flux

Regrets: Mike Wilson

1. Call to order by Chair at 10:40
2. Territorial Acknowledgment
3. Guest Speaker: Matt Thomson former board chair provided a presentation
4. Adoption of Agenda: Motion by R. Flux to accept agenda, seconded by S. Armstrong  
**Carried**
5. Motion to adopt minutes of February meeting with amendment to change term “papers” to Coast Reporter, seconded by T. Southam  
**Carried**
6. Annual Agenda Items:
  1. Board Orientation to Sue Armstrong- J. Hodgkinson will be mentor for Sue
  2. Motion by T. Southam to re-elect Janet Hodgkinson as Chair, seconded by R. Flux  
**Carried**
  3. Motion by J. Hodgkinson to re-elect Vice Chairs Alison Sawyer and Rob Bennie , seconded by T. Lavender  
**Carried**
7. Committee Reports
  1. Motion by R. Bennie to amalgamate Finance Committee with Lease and Funding Committee, seconded by T. Southam  
**Carried**  
**Action: Heather to work on DRAFT TOR for this committee**
  2. Motion by R. Bennie to re-instate Heather Evans-Cullen, Janet Hodgkinson and Rob Flux as signing authorities, seconded by T. Lavender  
**Carried**
  3. Governance Committee: (S. Armstrong, H. Evans-Cullen, R. Bennie, M. Wilson) Motion by R. Bennie to accept committee membership as per names listed above, seconded by T. Southam  
**Carried**

No report

## Gibsons & District Library Association

**Action: All Board Members to please review Governance Manual**

4. Board Recruitment Committee (R. Bennie, A. Sawyer) Motion to by J. Hodgkinson to accept membership as per names listed above, seconded by A Sawyer

**Carried**

Thank you to T. Southam and T. Lavender for your work on this committee.

**Action: Materials will be passed over to new committee**

5. Board Development Committee (A. Sawyer, T. Southam, Janet Hodgkinson, H. Evans-Cullen) Motion by T. Southam to adopt membership as per names listed above, seconded by T. Lavender

**Carried**

No report: Keely and Lynda will be presenting in April

6. Finance, Lease & Funding Committee (A. Sawyer, R. Flux, J. Hodgkinson, H. Evans-Cullen) Motion by T. Southam to appoint members as per names listed above, seconded by T. Lavender

**Carried**

Report: H. Evans-Cullen expressed thanks to Rob Flux, and Lynda Carlson for their work on our Annual Financial Statements

**Action: Committee to have a meeting with Nelson Alvarez in September to prepare for Annual Statements**

7. Strategy and Reporting Committee (H. Evans-Cullen, T. Southam, Janet Hodgkinson, Sue Armstrong, T. Lavender) Motion by J. Hodgkinson to accept membership as per names listed above, seconded by R. Bennie

**Carried**

No report

8. Facilities and Capacity Committee (H. Evans-Cullen, J. Bradbury, T. Lavender, M. Wilson, R. Bennie, H. Hodgkinson) Motion by R. Bennie to accept membership as per names listed above, seconded by A. Sawyer

**Carried**

**Action: LD to remove names from TOR**

**Action: All Committees need to review TOR**

Report: Committee met and looked at TOR, discussion around operations vs. governance. Washrooms were clearly operational

**Action: R. Bennie and A. Sawyer will work to review TOR**

## Gibsons & District Library Association

### 7. Reports (attached or appended to this agenda)

- a. Library Director's Report- H. Evans-Cullen
- b. Chair's Report – J. Hodgkinson met with SPL Chair and will continue to maintain that connection
- c. BCLTA Liaison – T. Southam: Motion by J. Hodgkinson to appoint T. Southam as BCLTA Liaison, seconded by J. Bradbury

***Carried***

No Report

- d. Interlink Liaison – J. Bradbury: Motion by J. Hodgkinson to appoint J. Bradbury as InterLink Liaison, seconded by T. Lavender

***Carried***

Joy shared that InterLink is looking at prioritizing diversity and inclusion, climate change, and truth and reconciliation. Several libraries looking at TRC and climate Change. The Squamish Future Needs report was circulated as an example of good planning.

- e. Foundation- M. Wilson : Motion by J.Hodgkinson to appoint M. Wilson as Foundation Liaison, seconded by A. Sawyer

***Carried***

- f. Town of Gibsons – A. Ladwig : No Report

- g. SCRD- M. Hiltz gave an update on property tax increases and public reaction

8. **Next Meeting:** Monday, April 6, 2020

9. **Adjournment** by Chair at 12:30 pm



## Gibsons & District Library Association

## Gibsons & District Library Association

Regular Board Meeting  
Via Zoom  
Monday, April 6 at 1:00 pm

### Minutes

**Present:** Janet Hodgkinson, Heather Evans-Cullen, Mark Hiltz, Tim Southam, Rob Bennie, Joyce Bradbury, Alison Sawyer, Mike Wilson, Trevor Lavender, Robert Flux

**Regrets:** Sue Armstrong, Aleria Ladwig

1. Call to order by Chair at 1:00 pm
2. Territorial Acknowledgment
3. Adoption of Agenda: Motion by R. Bennie to accept agenda, seconded by J. Bradbury  
**Carried**
4. Motion by T. Lavender to adopt minutes of March meeting with addition of Joy Bradbury to Board Recruitment Committee, seconded by R. Flux  
**Carried**
5. Annual Agenda Items:

1. Stakeholder Meet and Greet

**Action: This item will be added to the agenda in June to revisit in light of Pandemic**

**Action: LD will add revised Annual Board Agenda to website**

### 6. Committee Reports

1. **Governance Committee:** (S. Armstrong, H. Evans-Cullen, R. Bennie, M. Wilson)  
No report
2. **Board Recruitment Committee** (R. Bennie, A. Sawyer, J. Bradbury )  
No Report
3. **Board Development Committee** (A. Sawyer, T. Southam, Janet Hodgkinson, H. Evans-Cullen)  
The Committee met by phone to work on Terms of Reference. A. Sawyer and T. Southam outlined the committee's new approach to Board Development which will involve generative discussions at Board meetings on important topics. At May meeting there will be a popcorn discussion on Truth and Reconciliation.

**Action: All Committees are to present their revised TOR at May Board Meeting**

## Gibsons & District Library Association

4. **Finance, Lease & Funding Committee** (A. Sawyer, R. Flux, J. Hodgkinson, H. Evans- Cullen)

**Action: LD to send out draft TOR for this committee**

**Action: Committee to have a meeting with Nelson Alvarez in September to prepare for Annual Statements**

5. **Strategy and Reporting Committee** (H. Evans-Cullen, T. Southam, Janet Hodgkinson, Sue Armstrong, T. Lavender) No report
6. **Facilities and Capacity Committee** (H. Evans-Cullen, J. Bradbury, T. Lavender, M. Wilson, R. Bennie, H. Hodgkinson) No Report

### 7. Reports (attached or appended to this agenda)

a. **Library Director's Report-** H. Evans-Cullen

b. **Chair's Report** – J. Hodgkinson has been supporting the LD through these challenging times

**Action: The creation of a Board Blog for the Library has been delegated to the Strategy and Reporting Committee**

c. **BCLTA Liaison** – T. Southam will be reaching out to BCLTA prior to next meeting. There are great resources on the BCLTA website for Board Development.

d. **Interlink Liaison** – J. Bradbury

Joy shared a report of how the InterLINK libraries are managing the pandemic.

e. **Foundation-** M. Wilson provided a brief update on a new fundraising idea the Foundation is pursuing involving a local Artist

f. **Town of Gibsons** – A. Ladwig : No Report

g. **SCRD-** M. Hiltz gave an update

8. **Next Meeting:** Monday, May 11 at 1:00 pm via Zoom

9. **Adjournment** by Chair at 3:00 pm



## Gibsons & District Library Association



## Gibsons & District Library Association

Regular Board Meeting

Via Zoom

Monday, May 11 at 1:00  
pm

### Minutes

**Present:** Janet Hodgkinson, Heather Evans-Cullen, Mark Hiltz, Tim Southam, Rob Bennie, Joyce Bradbury, Alison Sawyer, Mike Wilson, Trevor Lavender, Robert Flux, Sue Armstrong

**Regrets:**, Aleria Ladwig

1. Call to order by Chair at 1:04 pm
2. Territorial Acknowledgment
3. Motion by R. Bennie to adopt bylaw regarding online Board meetings, seconded by A. Sawyer  
*Carried*
4. Adoption of Agenda: Motion by T. Lavender to accept agenda, seconded by R. Flux  
*Carried*
5. Motion by R. Flux to adopt minutes of April meeting seconded by T. Lavender  
*Carried*
6. Generative Discussion regarding Truth & Reconciliation facilitated by Board Development Committee
7. Committee Reports
  - a. **Governance Committee:** (S. Armstrong, H. Evans-Cullen, R. Bennie, M. Wilson) Terms of Reference are complete and accepted. The Committee has been meeting regularly and is reviewing governance policies together. The bylaw regarding online Board meeting will enable public participation in zoom Board meetings as long as 24 hours' notice is provided to the LD.
  - b. **Board Recruitment Committee** (R. Bennie, A. Sawyer, and J. Bradbury) Terms of Reference are complete and accepted. The committee met to review the skills matrix and has decided this should not supersede the current established criteria and recruitment processes.

## Gibsons & District Library Association

- c. **Board Development Committee** (A. Sawyer, T. Southam, Janet Hodgkinson, H. Evans- Cullen)

Terms of Reference are complete and accepted. The Committee met to organize the generative discussion that was facilitated today

- d. **Finance, Lease & Funding Committee** (A. Sawyer, R. Flux, J. Hodgkinson, H. Evans- Cullen)

Terms of Reference are complete and accepted. No report.

***Action: Committee to have a meeting with Nelson Alvarez in September to prepare for Annual Statements***

- e. **Strategy and Reporting Committee** (H. Evans-Cullen, T. Southam, Janet Hodgkinson, Sue Armstrong, T. Lavender)  
Terms of Reference are complete and accepted. The committee met and agreed no changes are required to the Strategic Plan due to the pandemic.

- f. **Facilities and Capacity Committee** (H. Evans-Cullen, J. Bradbury, T. Lavender, M. Wilson, R. Bennie, and J. Hodgkinson) Terms of Reference are complete and accepted. The Committee reviewed the Future Library Study from the Squamish Library and is working on building a Table of Contents framework for a GDPL document.

***Action: LD to send a copy of the Squamish study out with the minutes.***

### 8. Reports (attached or appended to this agenda)

- a. **Library Director's Report-** H. Evans-Cullen
- b. **Chair's Report** – J. Hodgkinson has been supporting the LD through these challenging times. A meeting took place with Pat Harvey, the new Chair of the Sechelt Public Library. Janet participated in a BCLTA governance workshop facilitated by Kyla Epstein that was helpful and affirming.
- c. **BCLTA Liaison** – T. Southam Tim gave a report on the BCLTA and Trustees were informed of an upcoming training on governance in the time of COVID 19.

***Action: LD to keep board informed of provincial advocacy efforts regarding Library Funding.***

- d. **Interlink Liaison** – J. Bradbury –no report as meeting will take place later in May

## Gibsons & District Library Association

- e. **Foundation-** M. Wilson provided a brief update on a new fundraising idea the Foundation is pursuing involving a local Artist. Foundation is currently reviewing its investment plans.
- f. **Town of Gibsons** – A. Ladwig : No Report
- g. **SCRD-** M. Hiltz gave an update

9. **Next Meeting: June 15<sup>th</sup> at 1:00 via Zoom**

10. **Adjournment** by Chair at 3:00 pm



## Gibsons & District Library Association

## Gibsons & District Library Association

Regular Board Meeting

Via Zoom

Monday, June 15th at 1:00

### Minutes

**Present:** Janet Hodgkinson, Heather Evans-Cullen, Mark Hiltz, Tim Southam, Rob Bennie, Joyce Bradbury, Alison Sawyer, Mike Wilson, Trevor Lavender, Robert Flux, Sue Armstrong, Aleria Ladwig

1. Call to order by Chair at 1:03 pm
2. Territorial Acknowledgment: J. Hodgkinson suggested that each Board Trustee have a turn developing a territorial acknowledgement for each meeting.
3. Motion by S. Armstrong to adopt agenda, seconded by R. Bennie

**Carried**

4. Motion by T. Lavender to adopt minutes, seconded by T. Southam

**Carried**

5. Generative Discussion regarding Truth & Reconciliation facilitated by Board Development Committee

J. Hodgkinson shared origin story of Squamish Nation based on the Sunshine Coast

Action: Board Development Committee will look into potential workshop on Decolonizing Practices with Squamish Nation Facilitator Michelle Nahanee

<https://www.decolonizingpractices.org/>

6. Committee Reports

- a. **Governance Committee:** (S. Armstrong, H. Evans-Cullen, R. Bennie, M. Wilson)

The committee has met to review and update policies with only minor tweaking being necessary thus far. It was decided to pursue a policy on Truth and Reconciliation after the Board has done more work in this area.

**Action: Committee to review appendices of Governance Manual at next meeting.**

- b. **Board Recruitment Committee** (R. Bennie, A. Sawyer, S. Armstrong and J. Bradbury) no report

## Gibsons & District Library Association

- c. **Board Development Committee** (A. Sawyer, T. Southam, Janet Hodgkinson, H. Evans- Cullen)

No further report from generative discussion.

- d. **Finance, Lease & Funding Committee** (A. Sawyer, R. Flux, J. Hodgkinson, H. Evans- Cullen)

No report.

**Action: Committee to have a meeting with Nelson Alvarez in September to prepare for Annual Statements**

- e. **Strategy and Reporting Committee** (H. Evans-Cullen, T. Southam, Janet Hodgkinson, Sue Armstrong, T. Lavender)

**Action: The committee has determined that the Strategic Plan needs to be revised to include Board goals around Truth and Reconciliation, and will work on this revision.**

- f. **Facilities and Capacity Committee** (H. Evans-Cullen, J. Bradbury, T. Lavender, M. Wilson, R. Bennie, and J. Hodgkinson)

The Committee is actively working on the development of a Future Library Study for Gibsons.

**Action: The lack of transit service directly to and from Library has been flagged as an issue. The Committee will continue with advocacy efforts in this area.**

### 7. Reports (attached or appended to this agenda)

- a. **Library Director's Report-** H. Evans-Cullen

Motion by R. Bennie to accept the GDPL Takeout Service Plan and the GDPL Re-opening Plan, seconded by T. Lavender

**Carried**

- b. **Foundation-** M. Wilson provided a brief update. Two new board members have joined: Pamela Maclair and Keith Reynolds. Foundation is currently reviewing its investment plans. AGM will take place in September.

- c. **Chair's Report** – J. Hodgkinson attended the governance workshop offered by the BCLTA alongside H. Evans-Cullen, J. Bradbury and T. Southam. The BCLTA has provided a letter template for Board Trustees to use to assist with advocacy around increased provincial funding to Libraries in 2021.

**Action: J. Hodgkinson will write one letter on behalf of the Board**

- d. **BCLTA Liaison** – T. Southam Tim gave a report on the BCLTA and the key takeaway message of the BCLTA Governance workshop.

## Gibsons & District Library Association

- e. **Interlink Liaison** – J. Bradbury –Wellness and Truth and Reconciliation are two key areas Interlink plans to address. GDPL has been delivering progressive services during the challenging times of COVID-19.
- f. **Town of Gibsons** – A. Ladwig : Community meeting on the local economy on June 23. GDPL has been invited.
- g. **SCRD-** M. Hiltz gave an update- looking forward to Provincial start up plan.

### 8. Next Meetings: 7:00 pm in the Library with Zoom participation as an option

**Monday, September 14<sup>th</sup>**

**Monday, October 19**

**Monday, November 9**

**Monday, December 14**

### 9. **Adjournment** by Chair at 2:57 pm



## Gibsons & District Library Association





## Gibsons & District Library Association

## Gibsons & District Library Association

Regular Board Meeting

Via Zoom

Wednesday, September 9,  
2020

### Minutes

**Present:** Janet Hodgkinson, Heather Evans-Cullen, Mark Hiltz, Tim Southam, Rob Bennie, Joyce Bradbury, Alison Sawyer, Trevor Lavender, Robert Flux, Aleria Ladwig

**Regrets:** Mike Wilson, Sue Armstrong

1. Call to order by Chair at 1:00 pm
2. Territorial Acknowledgment by J. Hodgkinson
3. Guest Presentations by GDPL Child & Youth Services Coordinator Pippa Rogers and GDPL Outreach Coordinator Sam Talbot
4. Motion by R. Bennie to adopt agenda, seconded by T. Southam

**Carried**

5. Motion by R. Flux to adopt minutes, seconded by A. Sawyer

**Carried**

6. Annual Board Agenda Item:

**Action:** Board Executive will review LD compensation for 2021

7. GDPL Board meeting protocols:

There was discussion on whether it is prudent to gather in person and it was decided to maintain meetings on Zoom for the foreseeable future and to shift our September 14<sup>th</sup> event with Candace Campo and Elroy Baker to Zoom.

8. Committee Reports

- a. **Governance Committee:** (S. Armstrong, H. Evans-Cullen, R. Bennie, M. Wilson)

The Governance Committee has met to review the policy manual and has revised the appendices and formation. The updated version is now on the GDPL website

- b. **Board Recruitment Committee** (R. Bennie, A. Sawyer, S. Armstrong and J. Bradbury) this committee will meet before our October Board meeting.

## Gibsons & District Library Association

- c. **Board Development Committee** (A. Sawyer, T. Southam, Janet Hodgkinson, H. Evans- Cullen)

The Board Development Committee is confident that the upcoming session with Candace Campo of the Sechelt Nation and Elroy Baker of the Squamish Nation will be a productive step towards furthering our organizational progression with Truth and Reconciliation. It was decided to have this event on Zoom for COVID safety

- d. **Finance, Lease & Funding Committee** (A. Sawyer, R. Flux, J. Hodgkinson, H. Evans- Cullen)

**Action:** The committee will meet with Accountant Nelson Alvarez in September to prepare for our 2020 Annual Financial Statements.

- e. **Strategy and Reporting Committee** (H. Evans-Cullen, T. Southam, Janet Hodgkinson, Sue Armstrong, T. Lavender)

**Action:** The committee has determined that the Strategic Plan needs to be revised to include Board goals around Truth and Reconciliation, and will work on this revision.

- f. **Facilities and Capacity Committee** (H. Evans-Cullen, J. Bradbury, T. Lavender, M. Wilson, R. Bennie, and J. Hodgkinson)

The Committee is actively working on the development of a Future Library Study for Gibsons.

**Action:** The committee has been working on a document that conveys our future Library space needs. A draft will be made available to the Board as a whole in October.

### 9. Reports (attached or appended to this agenda)

- a. **Library Director's Report-** H. Evans-Cullen

- b. **Foundation-** M. Wilson provided a brief update via J. Hodgkinson. The Foundation has a draft version of its new bylaws and is about to launch a fundraising campaign.

- c. **Chair's Report** – J. Hodgkinson and the LD attended a meeting facilitated by the Town of Gibsons in June bringing together community service providers. On June 5 the GDPL Executive met to revise the Annual Board Agenda. Janet has done various BCLTA workshops this summer & during one session the governance policies of GDPL were cited as a good example to draw from. She has also met with the Chair of the Sechelt Public Library.

- d. **BCLTA Liaison** – T. Southam Tim gave a report on the BCLTA and will circulate the BCLTA bulletin and subscription application info.

## Gibsons & District Library Association

- e. **Interlink Liaison** – J. Bradbury –Wellness and Truth and Reconciliation are two key areas Interlink plans to address. The next InterLINK meeting is in late September.
- f. **Town of Gibsons** – A. Ladwig gave a brief update on the TOG
- g. **SCRD-** M. Hiltz gave an update on the SCR D and upcoming taxation

### 10. Next Meetings: 1:00 pm via zoom

**Monday, October 19**  
**Monday, November 9**  
**Monday, December 14**

### 11. Adjournment by Chair at 2:55 pm



## Gibsons & District Library Association



## Gibsons & District Library Association

## Gibsons & District Library Association

Regular Board Meeting

Via Zoom

Wednesday, October 19,  
2020

### Minutes

**Present:** Janet Hodgkinson, Heather Evans-Cullen, Mark Hiltz, Tim Southam, Rob Bennie, Joyce Bradbury, Alison Sawyer, Trevor Lavender, Robert Flux, Aleria Ladwig, Mike Wilson, Sue Armstrong

1. **Call to order** by Chair at 1:04 pm
2. **Territorial Acknowledgment** by J. Hodgkinson
3. **Motion to adopt agenda** by T. Southam, seconded by R. Bennie
4. **Motion to accept minutes** by A. Sawyer, seconded by M. Wilson

**Carried**

**Carried**

5. **Generative Discussion** led by A. Sawyer as Chair of Board Development Committee Topic: *Where are you, at this point in time, in terms of your own exploration of what reconciliation means to you?*
6. **Annual Agenda Items**
  - i. Review annual budget and five year financial plan (completed via email)
  - ii. Approve budget for 2021 (completed via email))

### 7. Committee Reports

- a. **Governance Committee:** (S. Armstrong, H. Evans-Cullen, R. Bennie, M. Wilson)

No report

- b. **Board Recruitment Committee** (R. Bennie, A. Sawyer, S. Armstrong and J. Bradbury)

No report- committee will be meeting soon

## Gibsons & District Library Association

- c. **Board Development Committee** (A. Sawyer, T. Southam, Janet Hodgkinson, H. Evans- Cullen)

The Board Development Committee will continue to plan for ongoing generative discussions, and will report back with next steps around Truth and Reconciliation.

- d. **Finance, Lease & Funding Committee** (A. Sawyer, R. Flux, J. Hodgkinson, H. Evans- Cullen)

The committee met with Accountant Nelson Alvarez in September to prepare for our 2020 Annual Financial Statements.

- e. **Strategy and Reporting Committee** (H. Evans-Cullen, T. Southam, Janet Hodgkinson, Sue Armstrong, T. Lavender)

*T. Southam presented revised language around the strategic objective 2 c related to Truth and Reconciliation.*

**Action: This revised language was tabled until our November board meeting.**

- f. **Facilities and Capacity Committee** (H. Evans-Cullen, J. Bradbury, T. Lavender, M. Wilson, R. Bennie, and J. Hodgkinson)

The Committee is continuing to work actively on the development of a Future Library Study.

### 8. Reports (attached or appended to this agenda)

- a. **Library Director's Report-** H. Evans-Cullen

- b. **Foundation-** M. Wilson the Foundation provided GDPL with \$5,000 for STEAM kits (Science, Technology, Engineering, Arts and Mathematics). It has a draft version of its new bylaws and has launched a fundraising campaign with the sale of tea towels by Sa Boothroyd that illustrate the top 10 things people love about the library.

- c. **Chair's Report** – J. Hodgkinson : no report

- d. **BCLTA Liaison** – T. Southam gave a report on the BCLTA. Trustees are encouraged to log their volunteer hours in a form on the BCLTA website to help with a submission that shows the value of volunteer work Trustees are providing provincially.

- e. **Interlink Liaison** – J. Bradbury will be attending meeting next week. InterLINK is coming up with a Truth and Reconciliation training template.

- f. **Town of Gibsons** – A. Ladwig gave a brief update on the TOG and there was discussion around the need for an expanded winter shelter and day shelter.

- g. **SCRD-** M. Hiltz gave an update on the SCR D



## Gibsons & District Library Association

9. **Next Meetings:** 1:00 pm via zoom

Monday, November 9  
Monday, December 14

10. **Motion by** J. Bradbury to go in camera, seconded by J. Hodgkinson

*Carried*

11. **Adjournment** by Chair at 3:00 pm



## Gibsons & District Library Association



## Gibsons & District Library Association

## Gibsons & District Library Association

Regular Board Meeting

Via Zoom

Wednesday, November 9<sup>th</sup>,  
2020

### Minutes

**Present:** Janet Hodgkinson, Heather Evans-Cullen, Mark Hiltz, Tim Southam, Rob Bennie, Joyce Bradbury, Alison Sawyer, Trevor Lavender, Robert Flux, Aleria Ladwig, Mike Wilson, Sue Armstrong

1. **Call to order** by Chair at 1:04 pm
2. **Territorial Acknowledgment** by T. Southam
3. **Motion to adopt agenda** by T. Southam, seconded by T. Lavender
4. **Motion to accept minutes** by R. Bennie seconded by T. Lavender

*Carried*

### 5. Committee Reports

- a. **Governance Committee:** (S. Armstrong, H. Evans-Cullen, R. Bennie, M. Wilson)

The Governance Committee has included language in the governance manual regarding the validity of online meetings- it was confirmed that online voting is only temporary and needs to be ratified at a regular board meeting. Discussion regarding the standardization of the LD performance review in January-March, and discussion regarding exploring governance policies as they should pertain to Truth and Reconciliation.

- b. **Board Recruitment Committee** (R. Bennie, A. Sawyer, S. Armstrong and J. Bradbury)

Discussion regarding the required skill set of new board trustees and the potential for having some type of liaison board involvement from the Squamish Nation.

- c. **Board Development Committee** (A. Sawyer, T. Southam, Janet Hodgkinson, H. Evans- Cullen)

The Board Development Committee thanked all Board Trustees for their participation in the past generative discussions. There was discussion and confirmed interest in proceeding with board members being assigned a modest sized reading assignment to discuss at monthly board meetings.

*Carried*

## Gibsons & District Library Association

- d. **Finance, Lease & Funding Committee** (A. Sawyer, R. Flux, J. Hodgkinson, H. Evans- Cullen)

No report

- e. **Strategy and Reporting Committee** (H. Evans-Cullen, T. Southam, Janet Hodgkinson, Sue Armstrong, T. Lavender)

T. Southam moved that action item 2c of the 2019-2022 Strategic Plan be amended to include the sentence “Strengthen the Board’s governance capabilities with respect to Truth and Reconciliation” seconded by T. Lavender

***Carried***

T. Southam moved that Truth and Reconciliation be formally recognized within the 2019-2022 Strategic Plan relative to Action 2.c as being a shared responsibility between the Library Director, Staff and the Board of Trustees, seconded by T. Lavender

***Carried***

- f. **Facilities and Capacity Committee** (H. Evans-Cullen, J. Bradbury, T. Lavender, M. Wilson, R. Bennie, and J. Hodgkinson)

The space needs document will be available for the December Board meeting.

### 6. Reports (attached or appended to this agenda)

- a. **Library Director’s Report-** H. Evans-Cullen

- b. **Foundation-** M. Wilson: the Foundation will be having its AGM on November 30 at 7:00 pm via Zoom

- c. **Chair’s Report** – J. Hodgkinson: Janet attended two BCLTA workshops including one on the art of chairing.

- d. **BCLTA Liaison** – T. Southam gave a report on the BCLTA. Trustees are encouraged to log their volunteer hours in a form on the BCLTA website to help with a submission that shows the value of volunteer work Trustees are providing provincially. Tim will send out a summary of the recent BCLTA newsletter.

- e. **Interlink Liaison** – J. Bradbury attended an InterLINK seminar on Truth and Reconciliation.

- f. **Town of Gibsons** – A. Ladwig gave a brief update on the TOG and confirmed the Town will be gathering together community partners to address the need for day shelter this Winter.

- g. **SCRD-** M. Hiltz gave an update on the SCR D

## **Gibsons & District Library Association**

- 7. Next Meetings:** 1:00 pm via zoom, Monday, December 14
- 8. Adjournment** by Chair at 3:05 pm



## Gibsons & District Library Association



## Gibsons & District Library Association



## Gibsons & District Library Association

Regular Board Meeting

Via Zoom

Monday, December 14<sup>th</sup> at  
1:00 pm, 2020

### Minutes

**Present:** Janet Hodgkinson, Heather Evans-Cullen, Mark Hiltz, Tim Southam, Rob Bennie, Joyce Bradbury, Alison Sawyer, Trevor Lavender, Robert Flux, Mike Wilson, Sue Armstrong

**Regrets:** Aleria Ladwig

1. **Call to order** by Chair at 1:04 pm
2. **Territorial Acknowledgment** by M. Wilson
3. **Motion to adopt agenda** by T. Southam, seconded by T. Lavender

*Carried*

4. **Motion to accept minutes** by J. Bradbury, seconded by R. Flux

*Carried*

### 5. Committee Reports

- a. **Governance Committee:** (S. Armstrong, H. Evans-Cullen, R. Bennie, M. Wilson)

The committee has met and is working on a statement or policy regarding truth and reconciliation and environmental sustainability.

- b. **Board Recruitment Committee** (R. Bennie, A. Sawyer, S. Armstrong and J. Bradbury)

The committee will be submitting an announcement to the paper regarding the March AGM and board membership.

- c. **Board Development Committee** (A. Sawyer, T. Southam, Janet Hodgkinson, H. Evans- Cullen)

The Board Development Committee has gifted each trustee a copy of the book Indigenous Relations: Insights, Tips and Suggestions to make Reconciliation a Reality by Chief Bob Joseph with Cynthia F. Joseph.

**Action: Please read chapter 9 for January Board meeting and if possible read the whole book.**

## Gibsons & District Library Association

- d. **Finance, Lease & Funding Committee** (A. Sawyer, R. Flux, J. Hodgkinson, H. Evans- Cullen)

A financial update will be provided in LD Report.

- e. **Strategy and Reporting Committee** (H. Evans-Cullen, T. Southam, Janet Hodgkinson, Sue Armstrong, T. Lavender)

This committee has been meeting regularly to track our progress against our Strategic Objectives. There was discussion about reporting back to the board as a whole on our progress.

***Action: The committee will report on our work plan and progress to the board at our January meeting.***

- f. **Facilities and Capacity Committee** (H. Evans-Cullen, J. Bradbury, T. Lavender, M. Wilson, R. Bennie, and J. Hodgkinson)

The space needs document was distributed to the Board for feedback and a draft will go confidentially to staff for feedback.

### 6. Reports (attached or appended to this agenda)

- a. **Library Director's Report-** H. Evans-Cullen

- b. **Foundation-** M. Wilson: The Foundation AGM went very smoothly and the new bylaws were passed.

- c. **Chair's Report** – J. Hodgkinson: Janet attended the Foundation AGM along with a few other Trustees and Heather. Further resources and direction from the BCLTA is being provided and we have added some recommended info to our website such as a clear link to the Board Chair and LD's contact information

- d. **BCLTA Liaison** – T. Southam gave a report on the BCLTA and provided the update the Libraries have been moved from the Ministry of Education to the Ministry of Municipal Affairs.

- e. **Interlink Liaison** – J. Bradbury: InterLINK is supporting new Board Trustee training to include truth and reconciliation.

- f. **Town of Gibsons** –report

- g. **SCRD-** M. Hiltz gave an update on the SCR D

### 7. Next Meetings:

- Monday, January 11 at 1:00 pm via Zoom
- Monday, Feb. 8<sup>th</sup> at 1:00 pm via Zoom
- Saturday, March 6<sup>th</sup> AGM at 10:00 am followed by regular board meeting
- Monday, April 12 at 1:00 pm via Zoom
- Monday, May 10 at 1:00 pm via Zoom
- Monday, June 14 at 1:00 pm via Zoom

### 8. Adjournment by Chair at 2:46



## Gibsons & District Library Association



## Gibsons & District Library Association