

Gibsons & District Library Association

Regular Board Meeting

Via Zoom

Monday, January 11 at
1:00 pm, 2021

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 1:02 pm

2. **Territorial Acknowledgment** by R. Flux

3. **Motion to adopt agenda** by R. Bennie, seconded by S. Armstrong

Carried

4. **Motion to accept minutes** as amended by T. Lavender, seconded by R. Flux

Carried

5. Committee Reports

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

No Report- The committee will be meeting next week

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

Board Nominations are open until Jan. 23rd. Forms have been made available at the Library, an ad has been put in the Coast Reporter and the info was posted on the library website.

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

A. Sawyer presented the results of the Board Evaluation Survey and provided feedback to the Board Chair and Library Director from the responses.

Action: The Committee is to look into the Board Evaluation being implemented online next year- perhaps using a survey tool such as Survey Monkey.

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T. Southam facilitated a discussion of the book *Indigenous Relations: Insights, Tips and Suggestions to make Reconciliation a Reality* by Bob and Cynthia Joseph

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

A financial update was provided in LD Report. The Committee will meet to assist with the year-end financial statement preparation.

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

The Committee will meet this week to in regards to the Strategic Plan and the preparation of the 2020 Annual Report.

Action: The Committee will report out on the Strategic Plan at the Feb 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 staff as a confidential document. The committee will meet next week to review the report M. Hiltz provided.

6. Reports (attached or appended to this agenda)

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

- b. **Foundation-** M. Wilson: The Foundation will be meeting on Monday, January 18th.

- c. **Chair's Report** – J. Hodgkinson: Janet has registered for two upcoming BCLTA workshops and continues to meet weekly with the LD.

- d. **BCLTA Liaison** – T. Southam will be sending out a list of the upcoming BCLTA workshops available to trustees.

- e. **Interlink Liaison** – J. Bradbury: Next meeting is in Feb.

- f. **Town of Gibsons** – no report

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

7. Next Meetings:

Monday, Feb. 8th at 1:00 pm via Zoom

Saturday, March 6th 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 2:43



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Regular Board Meeting

Via Zoom

Monday, February 8th at
1:00 pm, 2021

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, Aleria Ladwig

1. **Call to order** by Chair at 1:00 pm
2. **Territorial Acknowledgment** by A.Sawyer
3. **Motion to adopt agenda** by S. Armstrong, seconded by T. Lavender

Carried

4. **Motion to accept minutes** by M. Wilson, seconded by T. Southam

Carried

5. Generative Discussions for Board

Various topics were discussed including Climate Change, Diversity & Inclusion, Financial Oversight and Truth and Reconciliation. There was keen interest in pursuing future discussion on Climate Change and Sustainability.

6. Annual Agenda Items:

- i. J. Hodgkinson reported on LD Performance review that was completed in January
- ii. AGM Preparation: The AGM will have its own zoom- patrons can get access to the zoom info and password by emailing the LD. The AGM announcement is posted on the website and will be in the March newsletter

7. Committee Reports

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

The Committee is currently working on a Truth and Reconciliation Policy and a Sustainability Policy.

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

Motion by R. Bennie to formally endorse Mike Wilson, Tim Southam, Janet Hodgkinson and Trevor Lavender to continue as Board Trustees, seconded by A. Sawyer

Carried

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

The committee is currently focused on the orientation process for Board Trustees.

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

Our 2021 budget submission was approved at the Feb. 1st SCRD meeting. The committee has met to prepare for the annual financial statements and Heather has met with the accountant Alvarez to ensure the statements are ready for the AGM.

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

T. Southam provided a progress report on the strategic plan and the objectives the Board is responsible for. There was discussion around amending the Strategic Plan to include library expansion.

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

Many thanks to M. Wilson and R. Bennie for their assistance with the grant application for our washroom renovation. The committee has reviewed and revised the space needs document and H. Evans-Cullen and J. Hodgkinson will be attending a meeting with representatives of the SC Museum and the Town of Gibsons to discuss a vision for a potential expansion project.

8. Reports (attached or appended to this agenda)

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

- b. **Chair's Report** – J. Hodgkinson attended two BCLTA session with the Chair of the Nelson Public Library facilitating: Who are your Stakeholders and Advocacy from the Heart. A meeting occurred with Sechelt Public Library Chair Pat Harvey. Janet shared her experience of listening to Chief Bob Joseph discuss steps to reconciliation. The Board Executive has allocated \$5,000 to training for the LD and Board.

- c. **Foundation-** M. Wilson: The Foundation met in January and the new Executive was appointed.

- d. **BCLTA Liaison** – T. Southam will be sending out a list of the upcoming BCLTA workshops available to trustees.

- e. **Interlink Liaison** – J. Bradbury: Next meeting is later in February.

- f. **Town of Gibsons** –A. Ladwig: A historical perspective on the Gibsons Cultural Corner (aka precinct was provided)

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

9. Fines: A preliminary discussion was had about whether GDPL should implement a Fine Free policy or if we should re-instate fines post pandemic.

Action: This discussion has been tabled for the next Board meeting.

10. Next Meetings:

Saturday, March 6th 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

11. Adjournment by Chair at 2:59



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Regular Board Meeting
via Zoom
Saturday, March 6th 2021 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, Mike Wilson

1. **Call to order** by Chair at 11:00 am
2. **Territorial Acknowledgment** by H. Evans-Cullen
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. **Adoption of Minutes:** Motion by R. Bennie to adopt minutes of February meeting seconded by M. Wilson
Carried
6. **Annual Agenda Items:**
 1. **Board Orientation & Welcome Package Distribution:** This was unnecessary as there are no new board trustees
 2. **Election of Chair and Vice-Chairs:**

Motion by T. Southam to re-elect Janet Hodgkinson as Chair, seconded by R. Flux
Carried

Motion by J. Hodgkinson to re-elect Vice Chairs Alison Sawyer and Rob Bennie, seconded by T. Lavender
Carried
 3. **Committee Requirements for coming year**
 1. **Governance Committee:** A. Sawyer, R. Bennie, M. Wilson, H. Evans-Cullen
 2. **Board Recruitment Committee:** J. Hodgkinson, M. Wilson
 3. **Board Development Committee:** A. Sawyer, J. Bradbury, J. Hodgkinson
 4. **Facility and Capacity Committee:** T. Southam, H. Evans-Cullen, R. Bennie, T. Lavender, J. Hodgkinson, S. Armstrong (and Aleria Ladwig as ex-officio)
 5. **Strategy and Reporting Committee:** H. Evans-Cullen, T. Southam, J. Hodgkinson, T. Lavender, S. Armstrong
 6. **Finance, Lease & Funding Committee:** R. Flux, A. Sawyer, H. Evans-Cullen

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4. Appointment of Signing Authorities:

Motion by R. Bennie that H. Evans-Cullen, R. Flux and J. Hodgkinson be signing authorities, seconded by T. Lavender

Carried

5. Appointment of Liaisons

BCLTA- A. Sawyer

InterLINK- J. Bradbury

Foundation- M. Wilson

Town of Gibsons- A. Ladwig

SCRD- M. Wilson

7. Committee Reports

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

Motion by M. Wilson to accept the Values Statement for the Governance Manual on Truth and Reconciliation as presented, seconded by A. Sawyer

Carried

Action: The committee will present a statement on Sustainability for the April Board meeting and Board Development Committee will plan a generative discussion on Sustainability for the April Board Meeting

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

This committee will work with the incoming board recruitment committee to ensure a seamless passing on of the work done.

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

The Committee will plan a generative discussion on sustainability for the April board meeting and is looking at having GDPL staff member Justin French and Museum Curator Mathew Lovegrove as future guests.

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

Many thanks to R. Flux for all his support getting the financial statements completed.

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

There was discussion and agreement to amend the Strategic Plan to include library expansion.

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

H. Evans-Cullen, A Ladwig and J. Hodgkinson participated in a meeting with Mayor Beamish, TOG Staff, Councilor Croal and the SC Museum to explore a vision for a cultural corner that includes an expanded library. The Committee presented a final version of the space needs report. Motion by R. Bennie to accept the report, seconded by T. Southam.

Carried

8. Reports (attached or appended to this agenda)

- a. Library Director's Report- H. Evans-Cullen
- b. Chair's Report – J. Hodgkinson participated with LD on BCLTA workshop on role clarity. Janet has been asked to headline a trustee meetup to present our method of sharing the territorial acknowledgements in a more thoughtful way.
- c. BCLTA Liaison – T. Southam:
- d. Interlink Liaison – J. Bradbury
- Interlink is focusing resources on reconciliation, mental wellness, new to BC and LEAD training.
- e. Foundation- M. Wilson : Tea towel sales are on hold. The Foundation is currently focused on building a website.
- f. Town of Gibsons – A. Ladwig : Updates were provided during the meeting
- g. SCRD- M. Hiltz gave an update on the budget process

9. Next Meetings:

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

10. Adjournment by Chair at 1:05



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Regular Board Meeting
via Zoom
Monday, April 12th 2021 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, Mike Wilson

1. **Call to order** by Chair at 1:00 pm
2. **Territorial Acknowledgment** by J. Bradbury
3. **Adoption of Agenda:** Motion by S. Armstrong to accept agenda, seconded by R. Bennie

Carried

4. **Adoption of Minutes:** Motion by T. Lavender to adopt minutes of March meeting
Seconded by R. Bennie

Carried

5. Annual Agenda Items:

- i. Stakeholder Meet and Greet

Action: Tabled to September, 2021 agenda

6. **Generative Discussion on Sustainability** facilitated by the Governance Committee

7. Committee Reports

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

M. Wilson is the Chair. The committee has met and is reviewing the terms of reference and the value statements in the governance manual

2. **Board Recruitment Committee:** (J. Hodgkinson, M. Wilson)

M. Wilson is the Chair. The committee will meet before our May meeting.

3. **Board Development Committee:** (A. Sawyer, J. Bradbury, J. Hodgkinson)

J. Bradbury is the Chair. The committee will be planning future generative discussions and be reviewing terms of reference.

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4. **Facility and Capacity Committee:** (T. Southam, H. Evans-Cullen, R. Bennie, T. Lavender, J. Hodgkinson, S. Armstrong (and Aleria Ladwig as ex-officio))

R. Bennie is Chair. Thanks to Joy Bradbury and Mike Wilson for their hard work and contributions to this committee's work last year. The committee will be meeting next week and will be prepared to present at our May board meeting.

5. **Strategy and Reporting Committee:** (H. Evans-Cullen, T. Southam, J. Hodgkinson, T. Lavender, S. Armstrong)

T. Southam is Chair. The topic of amending the strategic plan to include an action item on library expansion has been tabled to May.

6. **Finance, Lease & Funding Committee:** (R. Flux, A. Sawyer, H. Evans-Cullen)

R. Flux is Chair. No report. Committee will meet later in May

8. Reports (attached or appended to this agenda)

- a. Library Director's Report- H. Evans-Cullen
- b. Chair's Report – J. Hodgkinson has reached out to SPL Chair Pat Harvey and will be meeting with her and both Library Directors before June
- c. BCLTA Liaison – A. Sawyer provided an update on the workshops being offered that include Advocacy from the Heart, Leading from Success, Core Governance and So you want a new Library. Please see BCLTA bulletin
- d. Interlink Liaison – J. Bradbury provided an update that InterLINK is using the InterLink annual reports to facilitate advocacy for provincial funding.
- e. Foundation- M. Wilson : no report
- f. Town of Gibsons – A. Ladwig
- g. SCRD- M. Hiltz gave an update on the SCRD

9. Fines Discussion

The Board engaged in a discussion on whether or not GDPL should implement a fine free policy.

Action: This decision will go to a motion at the May meeting.

10. Next Meetings:

Monday, May 10 at 1:00 pm via Zoom
Monday, June 14 at 1:00 pm via Zoom

11. Adjournment by Chair at 2:51



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Regular Board Meeting
via Zoom
Monday, May 10, 2021

Minutes

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

Regrets: Alison Sawyer

1. **Call to order** by Chair at 1:00 pm
2. **Territorial Acknowledgment** by J. Hodgkinson
3. **Guest:** GDPL Circulation Services Coordinator Sue Larose-Cloherly spoke about her work at the Library and responded to Trustee's questions.
4. **Adoption of Agenda:** Motion by R. Bennie accept agenda, seconded by T. Lavender

Carried
5. **Adoption of Minutes:** Motion by R. Flux to adopt minutes of March meeting seconded by R. Bennie

Carried
6. **GDPL Liaison Positions:**
 - i. Motion by R. Bennie to adopt revised SCRD Liaison job description as presented, seconded by M. Wilson

Carried
 - ii. Motion by R. Bennie to accept unchanged TOG Liaison job description, now separate from SCRD job description as presented, seconded by T. Lavender

Carried
7. **Annual Agenda Items:**

Meeting occurred in early May of GDPL Chair Janet Hodgkinson and LD Heather Evans-Cullen with SPL Chair Pat Harvey and LD Leianne Emery
8. **Committee Reports**
 1. **Governance Committee:** (A. Sawyer, R. Bennie, M. Wilson, H. Evans-Cullen)

Motion by M. Wilson to adopt the GDPL values statement under

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Environmental Sustainability as presented, seconded by T. Lavender

Carried

Motion by M. Wilson to remove wording from the Integrity Values Statement as presented, seconded by T. Southam

Carried

2. **Board Recruitment Committee:** (J. Hodgkinson, M. Wilson)

Committee is reviewing the Recruitment Manual.

3. **Board Development Committee:** (A. Sawyer, J. Bradbury, J. Hodgkinson)

At June meeting, Heather will present the operational safety policies of GDPL. A generative discussion will be planned in September regarding Sustainability

4. **Facility and Capacity Committee:** (T. Southam, H. Evans-Cullen, R. Bennie, T. Lavender, J. Hodgkinson, S. Armstrong (and Aleria Ladwig as ex-officio)

R. Bennie provided an update on the various meetings that have occurred regarding expanding GDPL library services. The meeting with representatives from the Town of Gibsons resulted in a plan to create a task force to meet regarding the vision for our cultural corner and Holland Park. LD and T. Southam reported on the remote locker proposal and the patron survey that will be implemented in June to gain feedback from patrons on the need and best location for the locker.

5. **Strategy and Reporting Committee:** (H. Evans-Cullen, T. Southam, J. Hodgkinson, T. Lavender, S. Armstrong)

T. Southam provided a thorough update on the Board's progress in meeting GDPL's Strategic Plan Objectives. The Board is making solid progress on the objectives.

6. **Finance, Lease & Funding Committee:** (R. Flux, A. Sawyer, H. Evans-Cullen)

Our 2021 Funding Agreement with the SCRCD has been signed.

9. Reports (attached or appended to this agenda)

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

b. Chair's Report – J. Hodgkinson participated in various BCLTA workshops and has been meeting at least once a week with LD.

c. BCLTA Liaison – J. Hodgkinson provided an update on the upcoming BCLTA

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workshops.

d. Interlink Liaison – J. Bradbury will provide an update in June.

e. Foundation- M. Wilson no major update for Foundation

f. Town of Gibsons – A. Ladwig

g. SCRD- M. Hiltz

10. Elimination of Overdue Fines

Motion by J. Hodgksion to eliminate overdue fines with the objective of increasing accessibility and circulation, seconded by T. Lavender

Carried

11. Next Meetings:

Monday, June 14 at 1:00 pm via Zoom

12. Adjournment by Chair at 2:42



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Regular Board Meeting
Monday, December 13th 1:00 pm via ZOOM

AGENDA

1. **Call to Order & Territorial Acknowledgement**
2. **Adoption of Agenda** including recusal by members for any agenda items that may be a conflict of interest
3. **Adoption of Minutes** of November 2021
4. **Generative Discussion** on Intellectual Freedom

Do you feel equipped to defend our collection development policy?

5. Annual Agenda Items

- i. Library Director Salary Review
- ii. Strategic Plan Progress Report

6. Committee Reports

1. **Governance Committee:** A. Sawyer, R. Bennie. M. Wilson, H. Evans-Cullen

Proposed Amendments to the GDPL Bylaws to be approved by the Board

Change 4.5 Election of trustees by adding the following in parenthesis to the heading:
(s. 35)

And by adding the following to paragraph (a) after the opening sentence:

“One additional trustee will be appointed by the Sunshine Coast Regional District (“SCRD”) Board annually to be a representative of the SCR D Board on the Board. The Town of Gibsons also appoints a liaison to the Board annually; however, only the SCR D representative is a full voting member of the Board.”

Change 6.5 Voting by adding a comma and the following phrase after the word “trustees”

“including the SCRD Board representative” so that the sentence now reads:

“It is expected that all trustees, including the SCRD Board representative , present at a meeting will vote on each issue”

And add the following at the end of the paragraph:
(sec. 9.1 below)

Change 9.1 Conflict of Interest by creating two subsections a) which will be the existing first sentence:

a) A trustee who believes they may be in conflict of interest must immediately disclose that conflict to the Board.

and b) which is new and reads as follows:

b) “The Chair may direct that a Board member who has a conflict of interest absent themselves from the relevant portion(s) of the meeting.”

2. **Board Recruitment Committee:** J. Hodgkinson, M. Wilson

3. **Board Development Committee:** A. Sawyer, J. Bradbury, J. Hodgkinson

4. **Facility and Capacity Committee:** T. Southam, H. Evans-Cullen, R. Bennie, T. Lavender, J. Hodgkinson, S. Armstrong (and Aleria Ladwig as ex-officio)

5. **Strategy and Reporting Committee:** H. Evans-Cullen, T. Southam, J. Hodgkinson, T. Lavender, S. Armstrong

6. **Finance, Lease & Funding Committee:** R. Flux, A. Sawyer, H. Evans-Cullen

7. Reports (attached or appended to this agenda)

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

b. **Chair's Report** – J. Hodgkinson

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- c. **BCLTA Liaison** – A. Sawyer

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

- e. **Foundation Liaison** – M. Wilson

- f. **Town of Gibsons** – A. Ladwig

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

8. Future Meetings via Zoom:

Monday, January 10 at 1:00 pm

Monday, February 14 1:00 pm

Saturday, March 5 at 10:00 am AGM with regular board meeting to follow

9. Adjournment

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Regular Board Meeting
via Zoom
Monday, October 18, 2021

Minutes

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

Regrets: Aleria Ladwig

1. **Call to order** by Chair at 1:01 pm
2. **Territorial Acknowledgment** by J. Hodgkinson
3. **Adoption of Agenda:** Motion by R. Bennie to accept agenda, seconded by T. Lavender

Carried

4. **Adoption of Minutes as amended:** Motion by S. Armstrong to adopt minutes of June meeting, seconded by M. Wilson

Carried

5. Annual Agenda Items

i. Review and approve 2022 budget submission to SCRD

This was tabled until the November board meeting

ii. Meet the Candidates event on an election year

No election this year

6. Committee Reports

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

M. Wilson reported the committee is waiting to November BCLTA session on policy to do further work on manual. M. Hiltz will attend next meeting to discuss Liaison position further

2. **Board Recruitment Committee:** (J. Hodgkinson, M. Wilson)

M. Wilson reported the Recruitment manual has been updated. Thanks to trustees for filling out the skills matrix document. This will assist with assessing future candidates. Trustees asked to please inform Mike or Janet

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ASAP if they plan to step down.

3. **Board Development Committee:** (A. Sawyer, J. Bradbury, J. Hodgkinson)

J. Bradbury reported that the next generative discussion will be on Intellectual Freedom. The board self-evaluation will be on survey monkey this year.

4. **Facility and Capacity Committee:** (T. Southam, H. Evans-Cullen, R. Bennie, T. Lavender, J. Hodgkinson, S. Armstrong (and Aleria Ladwig as ex-officio))

R. Bennie reported. There was very positive feedback from staff and trustees regarding the October 13th Staff/Board brainstorming session on expanding library services. The Holland Lands Task Force will meet on October 20th with Modus consulting to draft some preliminary visions for a rejuvenated Holland Lands area. R. Bennie and H. Evans-Cullen will report back to the board after this meeting.

5. **Strategy and Reporting Committee:** (H. Evans-Cullen, T. Southam, J. Hodgkinson, T. Lavender, S. Armstrong)

T. Southam reported. Committee continues to track Board's progress with the Strategic Workplan.

6. **Finance, Lease & Funding Committee:** (R. Flux, A. Sawyer, H. Evans-Cullen) R. Flux reported the committee will meet this week to review the budget submission. Once revised, it will be circulated to the board as a whole by October 31.

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

- a. **Library Director's Report-** H. Evans-Cullen presented her report and the health and safety policies and procedures of the library. There was discussion and LD will do a further review of policies and look to specifying policy around sexual harassment. LD will work with the governance committee on final review of Health and Safety Policies.
- b. **Chair's Report** – J. Hodgkinson reported she attended BCLTA session with Michelle Lahanee on decolonization that was excellent. The Executive met to discuss the LD salary review- this will be presented in camera. Janet and Heather are working to get some visual and text acknowledgment of the library being on Squamish Nation territory. September 23 delegation to the SCR D regarding library expansion went well. Janet spoiled the staff with chocolate last week in honour of National Library Workers day.
- c. **BCLTA Liaison** –A. Sawyer provided an update on the BCLTA and its recent offerings. There was a BC government proclamation making October library month. The BCLTA AGM is on October 26 and trustees are encouraged to attend. The keynote speaker will discuss Intellectual Freedom.

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- d. **Interlink Liaison** – J. Bradbury reported InterLINK met and the ED Michael Burris outlined the goals for 2022. New to BC will be offering a library champions project for the Sea to Sky libraries. Joy participated in an advocacy workshop that was very good.
 - e. **Foundation**- M. Wilson reported that LD came to the last meeting to present the remote locker project proposal. The Foundation has an rfp out for a website developer and are looking to sell tea towels again in November.
 - f. **Town of Gibsons** – no report
 - g. **SCRD**- M. Hiltz reported on the work of the SCR D. Hybrid meetings seem to be here to stay as they enable broader and more efficient public participation.
8. **Next Meetings will take place at 1:00 pm via Zoom:**
- Monday, November 8
 - Monday, December 13
9. Discussion without LD present regarding salary review and Executive recommendations.
10. Meeting adjourned by Chair at 2:58

Gibsons & District Library Association

Regular Board Meeting
via Zoom
Monday, November 8, 2021

Minutes

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

1. **Call to order** by Chair at 1:00 pm
2. **Territorial Acknowledgment** by H. Evans-Cullen
3. **Adoption of Agenda as amended:** Motion by J. Bradbury to accept agenda, seconded by S. Armstrong

Carried

4. **Adoption of Minutes:** Motion by A. Sawyer to adopt minutes of October, 2021 meeting, seconded by T. Lavender

Carried

5. **Generative Discussion on Intellectual Freedom** facilitated by the Board Development Committee

6. Committee Reports

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

M. Wilson presented regarding the recent workshop the BCLTA offered on governance that all the committee members attended. Discussion regarding proposed changes to bylaws related to the SCR D Liaison role.

Action: The Governance Committee will provide an amended motion at the December board meeting

2. **Board Recruitment Committee:** (J. Hodgkinson, M. Wilson)

M. Wilson reported that no trustees have plans to leave so the committee is not actively recruiting new trustees. .

3. **Board Development Committee:** (A. Sawyer, J. Bradbury, J. Hodgkinson)

J. Bradbury reported that the board self-evaluation will be on survey monkey this year and will be distributed before the December meeting.

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4. **Facility and Capacity Committee:** (T. Southam, H. Evans-Cullen, R. Bennie, T. Lavender, J. Hodgkinson, S. Armstrong (and Aleria Ladwig as ex-officio))

R. Bennie reported on the Holland Lands Task Force. Representatives from Modus Consulting developed some artistic renderings at the last meeting that provide some vision options for future development. Creating a more accessible route from the lower road up to South Fletcher was a common priority as was protecting green space, public space and the aquifer. A draft schematic will be coming to Town Council by Dec. 7th.

The next Holland Lands Task Force meeting is Wed. Nov. 17th.

H. Evans-Cullen reported that she and J. Hodgkinson met with Tina Perrault and Shelley Gagnon from the SCRD and they are amenable to the locker being located in the Gibsons and Area Community Centre. Heather will work with the GACC manager regarding where in the foyer the locker could be installed, and will be sending a request to the Gibsons Library Foundation to fund this project.

5. **Strategy and Reporting Committee:** (H. Evans-Cullen, T. Southam, J. Hodgkinson, T. Lavender, S. Armstrong)

T. Southam reported. Motion by A. Sawyer that Goal 4 of the 2019-2022 Strategic Plan be amended to include a new action item "4.h." as follows: Engage with key stakeholders and the public to explore options and prioritize needs to expand the library building in a timely manner to address existing space constraints and improve the provision of resources and services, seconded by M. Wilson

Carried

Motion by T. Lavender that the issue of a lack of space within the library to expand and grow be formally recognized within the 2019-2022 Strategic Plan relative to Action Item 4.h. as being a shared undertaking with primary responsibility falling to the Library Director and the Board of Trustees, with input provided by Library Staff as required, seconded by R. Bennie

Carried

6. **Finance, Lease & Funding Committee:** (R. Flux, A. Sawyer, H. Evans-Cullen) R. Flux reported the committee met to assist with the 2022 budget submission.

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7. Reports (attached or appended to this agenda)

Library Director's Report- H. Evans-Cullen presented her report

8. **Chair's Report** – J. Hodgkinson reported she attended BCLTA session with on governance and met with the SCR D & Heather regarding the remote locker.
9. **BCLTA Liaison** –A. Sawyer reported that the governance workshop was excellent.
10. **Interlink Liaison** – J. Bradbury reported InterLINK will meet next month.
11. **Foundation-** M. Wilson reported that the Foundation is considering the remote locker project. The Foundation has an rfp out for a website developer and are selling tea towels again.
12. **Town of Gibsons** – A. Ladwig has been appointed as GDPL Liaison for another eyar.
13. **SCR D-** M. Hiltz reported on the work of the SCR D. There was discussion regarding the letter sent by Minister Osborne regarding the importance of libraries.

Action: H. Evans-Cullen will send out the minutes of the meeting the BC Library Partners had with the Minister of Municipal Affairs and will draft a direct letter from GDPL expressing what services we could provide with additional provincial funding.

14. Next Meetings will take place at 1:00 pm via Zoom:

Monday, December 13

Monday, January 10 at 1:00 pm

Monday, February 14 1:00 pm

Saturday, March 5 at 10:00 am AGM with regular board meeting to follow

15. 2022 Budget Submission Review

Motion by R. Bennie to accept the 2022 GDBL Budget Submission to the SCR D as presented, seconded by A. Sawyer

Carried

16. Meeting adjourned by Chair at 3:00

Gibsons & District Library Association

Regular Board Meeting
via Zoom
Monday, December 13, 2021

Minutes

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

1. **Call to order** by Chair at 1:00 pm
2. **Territorial Acknowledgment** by J. Hodgkinson
3. **Adoption of Agenda** Motion by J. Bradbury to accept agenda, seconded by S. Armstrong

Carried

4. **Adoption of Minutes:** Motion by A. Sawyer to adopt minutes of December , 2021 meeting, seconded by T. Lavender

Carried

5. **Generative Discussion on Intellectual Freedom** facilitated by the Board Development Committee

6. Annual Agenda Items:

- i. **Quarterly Strategic Update:** Tim Southam provided a quarterly update on the strategic workplan
- j. **Board Evaluation:** The Board Development Committee has sent out the survey monkey evaluation for all trustees to complete. The results will be shared at the January Board meeting.

7. Committee Reports

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

M. Wilson presented a motion to amend the bylaws, dated December 7, 2021 as follows:

**Change 4.5 Election of trustees by adding the following in parenthesis to the heading:
(s. 35)**

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And by adding the following to paragraph (a) after the opening sentence:

“One additional trustee will be appointed by the Sunshine Coast Regional District (“SCRD”) Board annually to be a representative of the SCR D Board on the Board. The Town of Gibsons also appoints a liaison to the Board annually; however, only the SCR D representative is a full voting member of the Board.”

Change 6.5 Voting by adding a comma and the following phrase after the word “trustees”

“Including the SCR D Board representative” so that the sentence now reads: “It is expected that all trustees present at a meeting, including the SCR D Board representative, will vote on each issue”

And add the following at the end of the paragraph:
(sec. 9.1 below)

Change 9.1 Conflict of Interest by creating two subsections a) which will be the existing first sentence:

a) A trustee who believes they may be in conflict of interest must immediately disclose that conflict to the Board.

and b) which is new and reads as follows:

b) “The Chair may direct that a Board member who has a conflict of interest absent themselves from the relevant portion(s) of the meeting.”

A Sawyer seconded this motion

Carried

2. Board Recruitment Committee: (J. Hodgkinson, M. Wilson)

M. Wilson and J.Hodgkinson reported that sadly Sue Armstrong will not be continuing on the board beyond March 2022. The committee is actively recruiting new members: ads have been in the paper and packages are available at the library and on the website.

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3. **Board Development Committee:** (A. Sawyer, J. Bradbury, J. Hodgkinson)

J. Bradbury reported that the board evaluation was distributed via survey monkey and the results will be shared at the January meeting.

4. **Facility and Capacity Committee:** (T. Southam, H. Evans-Cullen, R. Bennie, T. Lavender, J. Hodgkinson, S. Armstrong (and Aleria Ladwig as ex-officio)

R. Bennie gave a comprehensive report on the Holland Lands committee.

5. **Strategy and Reporting Committee:** (H. Evans-Cullen, T. Southam, J. Hodgkinson, T. Lavender, S. Armstrong)

T. Southam had provided a quarterly update on the strategic workplan. The Library Director will also provide an update on her workplan at the next meeting. The committee will be meeting before the next board meeting to discuss the 2022 Annual report.

6. **Finance, Lease & Funding Committee:** (R. Flux, A. Sawyer, H. Evans-Cullen) R. Flux reported the committee will meet to review the lease and funding agreement.

Reports (attached or appended to this agenda)

8. **Library Director's Report-** H. Evans-Cullen presented her report

9. **Chair's Report** – J. Hodgkinson reported the BCLTA has added the GDPL values statement on Environmental Sustainability to the Generative Discussions section on their website, and included the Truth and Reconciliation values statement in the latest Bulletin.

10. **BCLTA Liaison** –A. Sawyer reported.

11. **Interlink Liaison** – J. Bradbury reported InterLINK met and New to BC is happening for the Sea to Sky libraries.

12. **Foundation-** M. Wilson reported that the Foundation has given verbal commitment to funding the remote locker project.

13. **Next Meetings will take place at 1:00 pm via Zoom:**

Monday, February 14 1:00 pm

Saturday, March 5 at 10:00 am AGM with regular board meeting to follow

14. **Meeting adjourned** by Chair at 2:22