

Gibsons & District Library Association

Regular Board Meeting
via Zoom
Monday, January 10th, 2022

Minutes

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

1. **Call to order** by Chair at 1:00 pm
2. **Territorial Acknowledgment** by J. Hodgkinson
3. **Adoption of Minutes:** Motion by A. Sawyer to adopt minutes as amended of December, 2021 meeting, seconded by T. Lavender

Carried

4. **Generative Discussion:** Personal check in. As we near the end of the second year of the pandemic, how are you doing?
5. **Annual Agenda Items**

- a. **Library Director Performance evaluation**

Janet and Heather are working to complete this before Feb board meeting.

- b. **SCRD Budget Update Round 1**

LD provided the update that the TOG is contributing a COVID relief grant of \$17,500 to go towards the GDPL 2022 Operational budget.

6. Committee Reports

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

M. Wilson presented a committee will be meeting January 20th

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

M. Wilson and J. Hodgkinson reported that board nominations were advertised in the local paper and on the library website, as was the AGM. Four people have expressed interest at this point.

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

J. Bradbury reported on the board evaluation results.

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. There was discussion around the transformational versus the piece meal concept for developing the Holland Lands. The GDPL Board agreed with the concept of a transformational vision and requested further details and information be provided before agreeing to any specific development plan.

Motion by A. Sawyer that the GDPL Board agrees in principle with the concept of the transformational approach for the Holland Lands with details to come as the Holland Lands Select Committee proceeds with its work, seconded by R. Bennie

Carried

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

T. Southam provided an update on the work of the committee. The committee has met and will be working to review the Annual Report which will include narrative on the library expansion and on the pandemic. Preliminary planning for the next Strategic Plan is underway.

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

Reports (attached or appended to this agenda)

7. **Library Director's Report-** H. Evans-Cullen presented her report and gave an update on the Strategic Plan. She gave advance notice that she will be away on holidays March 28 to April 20.
8. **Chair's Report** – J. Hodgkinson provided her Chair report
9. **BCLTA Liaison** –A. Sawyer reported on the various workshops of the BCLTA.
10. **Interlink Liaison** – J. Bradbury reported InterLINK will meet Feb. 22. There will be two webinars in January that Joy will be attending.
11. **Foundation-** M. Wilson reported that the Foundation will be meeting January 17th.
12. **Next Meetings will take place at 1:00 pm via Zoom:**



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Monday, February 14 1:00 pm

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

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

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Regular Board Meeting

Minutes from
Monday, February 14th 1:00 pm via
ZOOM

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

1. Call to Order by Chair at 1:01

2. Territorial Acknowledgement by J. Hodgkinson

3. Motion to adopt agenda by T. Southam, seconded by R. Flux

Carried

4. Motion to adopt Minutes of January 2022 by R. Bennie, seconded by A. Sawyer

Carried

5. Generative Discussion:

Diversity: Diversity refers to the many ways people and their lived experiences differ e.g. race, gender, ethnicity, sexual orientation, religion, country of origin.

Equity: Equity refers to achieving parity in policy, process and outcome for under-represented or marginalized people and groups. It considers power, access, opportunities and treatment.

Inclusion: Inclusion is an active, intentional and continuous process to address inequities in power and privilege so as to build diverse community that ensures welcoming spaces and opportunities to flourish for all.

Having read the definitions, what does diversity, equity and inclusion mean for the library board and for each of us as Library Trustees?

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6. Annual Agenda Items

- a. Discussion regarding AGM preparation.

7. Committee Reports

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

M. Wilson reported the committee has made revisions to the policy manual and the bylaws have been updated as per the January board meeting motion. The updated version of both are now on the GDPL website.

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

The committee met to review the various board applications and went through a thorough vetting process. Motion by M. Wilson for the GDPL Board to endorse Marisa Hudson for the open trustee position, seconded by R. Bennie.

Carried

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

The Committee will continue to plan its generative discussions after the new committees are formed at the March 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 reported on the Holland Lands and a discussion was had regarding the library expansion and its place in the transformative vision for the Holland Lands. The GDPL Board will have access to the information placards before they are posted in the library for public review.

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

T. Southam provided an update. The Committee supported the LD & Chair with the development of the 2021 Annual Report which is now complete. Preliminary planning is underway for the next strategic planning process.

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

The Committee has met to review the lease agreement which comes up for renewal this May. The Committee will be vetting the 2021 financial statements prior to board distribution.

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7. Reports (attached or appended to this agenda)

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

Motion by T. Southam to accept the letter of understanding between GDPL and GDLF as presented and to authorize the Library Director to proceed with the ordering and implementation of the Remote Library Locker at GACC, seconded by A. Sawyer

Carried

2. **Chair's Report** – J. Hodgkinson reported on the comprehensive performance review that she facilitated for Heather and will provide the governance committee with a copy of the template. Also reported on were the BCLTA sessions attended.

3. **BCLTA Liaison** – A. Sawyer presented on the current BCLTA offerings.

4. **Interlink Liaison** – J. Bradbury will be having an InterLINK meeting later in Feb.

5. **Foundation Liaison** – M. Wilson was unable to attend last Foundation meeting but reported the website development project is still underway and the Foundation is supporting the locker project.

6. **Town of Gibsons** – A. Ladwig had already reported on the Holland Lands Committee.

7. **SCRD**- M. Hiltz gave a report on the SCR D

8 **Next Meetings:**

Saturday, March 5 at 10 am: AGM via Zoom

Saturday March 5 post AGM via Zoom: regular board meeting

Monday, March 21 at 1 pm via Zoom

9 **Motion to adjourn by Chair at 2:55, seconded by R. Bennie**

Carried

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Board Meeting post AGM March 5, 2022 via Zoom Minutes

Present: J. Hodgkinson, H. Evans-Cullen, R. Bennie, M. Hudson, M. Hiltz, T. Lavender, J. Bradbury, T. Southam, R. Flux, A. Sawyer

Regrets: M. Wilson, A. Ladwig

1. **Call to Order & Territorial Acknowledgement** by Library Director
2. **Guest Speaker** Manjit Kang gave a presentation
3. **Motion to adopt agenda** by M. Hudson, seconded by T. Lavender

Carried

4. **Motion to adopt the minutes** of February, 2022 by R. Bennie, seconded by A. Sawyer

Carried

5. **Welcome to new trustee Marisa Hudson**

6. **Election of Chair and Vice-Chairs:**

Motion by R. Bennie to elect Janet Hodgkinson at Board Chair, seconded by t. Southam

Carried

Motion by A. Sawyer to elect Mike Wilson and Rob Bennie as co Vice-Chairs, seconded by T. Southam

Carried

7. **Committee Requirements for coming year**

- a. Governance Committee: M. Hudson, M. Wilson, R. Bennie
- b. Board Recruitment Committee: J. Hodgkinson, M. Hudson
- c. Board Development Committee: A. Sawyer, J. Bradbury
- d. Facility and Capacity Committee: T. Southam, H. Evans-Cullen, R. Bennie, T. Lavender, J. Hodgkinson, M. Wilson, A. Sawyer (A. Ladwig as ex-officio)
- e. Strategy and Reporting Committee: H. Evans-Cullen, T. Southam, J. Hodgkinson, , R. Bennie

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- f. Finance, Lease & Funding Committee: A. Sawyer, R. Flux, H. Evans-Cullen
- g. Fundraising Committee: R. Flux, T. Lavender, A. Sawyer

Action: Board Chair requested each committee to review its terms of reference and designate a committee Chair before the next board meeting.

8. Appointment of Signing Authorities

Signing Authorities will continue to be R. Flux, J. Hodgkinson and H. Evans-Cullen

9. Appointment of Liaisons

- a) **BCLTA:** A. Sawyer
- b) **InterLINK:** J. Bradbury
- c) **Foundation:** T. Southam
- d) **Town of Gibsons:** A. Ladwig
- e) **SCRD:** M. Hiltz

10. Committee Reports

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

The policy manual and bylaws have been updated and are now posted on the website.

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

J. Hodgkinson reported that the committee focused on preparation for the AGM.

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

J. Bradbury reported the committee will continue to plan generative discussions.

- 4. **Facility and Capacity Committee:** T. Southam, H. Evans-Cullen, R. Bennie, T. Lavender, J. Hodgkinson, (and Aleria Ladwig as ex-officio) R. Bennie reported on the work of the Holland Lands Committee. Information boards are being developed to be posted to the public for input in April.

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

T. Southam reported the committee will meet Wed. March 9th. The committee is doing preliminary planning for our strategic planning process.

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6. **Finance, Lease & Funding Committee:** R. Flux, A. Sawyer, H. Evans-Cullen
R. Flux reported that the committee worked on the tight turn around for financial statements. There was discussion around the timing of our annual report. LD and Chair wrote a letter to the SCRD requesting replacement of our toilets and sinks.

11. Reports (attached or appended to this agenda)

- a. **Library Director's Report-** H. Evans-Cullen provided her March report
- b. **Chair's Report** – J. Hodgkinson worked with LD to prepare for AGM
- c. **BCLTA Liaison** – A. Sawyer gave an update on upcoming BCLTA workshops
- d. **Interlink Liaison** – J. Bradbury gave an update on recent meeting.
- e. **Foundation-** M. Wilson – T. Southam shared that the GDLF is aware he will be the new liaison.
- f. **Town of Gibsons** – A. Ladwig –no report
- g. **SCRD-** M. Hiltz gave a report and shared information on library funding. He will attend a finance committee meeting to discuss further.

12. Next Meetings

Monday, March 21 via zoom at 1 pm

Monday, May 9: time and place tbd

Monday, June 13: time and place tbd

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Board Meeting May 9, 2022 via Zoom Minutes

Present: J. Hodgkinson, H. Evans-Cullen, R. Bennie, M. Hudson, M. Hiltz, T. Lavender, J. Bradbury, T. Southam, R. Flux, M. Wilson, A. Ladwig

Regrets: A. Sawyer

1. Call to Order at 1:01 by Chair

2. Territorial Acknowledgement by Chair

3. Guest: Pippa Rogers, Child & Youth Librarian

4. Motion to adopt the agenda by R. Bennie, seconded by M. Hudson

Carried

5. Motion to adopt March 21 minutes by R. Bennie, seconded by T. Lavender

Carried

6. Annual agenda items:

Stakeholder's Event: There was discussion about doing an all Candidates meeting in October prior to the election- to be discussed at June board meeting

Meeting of SPL and GDPL Board Chairs: Janet has contacted Pat Harvey and they will meet when Janet returns from holidays

7. Committee Reports:

1. Governance Committee: M. Hudson, R. Bennie. M. Wilson,

The committee met and is doing the annual review of the bylaws.

2. Board Recruitment Committee: J. Hodgkinson, M. Hudson

The committee met and went through the recruitment manual and made some minor edits. There was preliminary discussion around recruiting with a mind to ensuring we have a lawyer and an accountant on the board when trustees A. Sawyer and R. Flux term's end.

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

There will be generative discussion in June on equality and equity.

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

R. Bennie reported. LD is meeting on May 16th to discuss the washroom renovation. There was discussion around the washrooms being gender neutral.

Action: This topic will be on our June agenda

The territorial acknowledgement has been ordered for the circulation desk and will be installed in June. LD now working with GPAG and TOG on engaging with an Indigenous art curator about working on a Squamish Nation art project for the library.

R. Bennie reported on the Holland Lands community event at the Gibsons Public Market. There was discussion on the library's vision to expand services.

- 5. Strategy and Reporting Committee:** H. Evans-Cullen, T. Southam, J. Hodgkinson, R. Bennie

T. Southam reported. The committee met and gone through the existing strategic plan to determine which items have been effectively completed and which need to be integrated into our next plan.

Saturday, Sept. 10 has been set for the staff board session and a facilitator has been secured. Committee will be meeting again in May to continue the planning for the next strategic planning process.

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

No report

- 7. Fundraising Committee:** R. Flux, T. Lavender, A. Sawyer

a. Fundraising Committee:

T. Lavender reported. The committee is going to wait until there is more clarity on the Holland Lands vision before meeting again. There was discussion about having the vision and design sorted before approaching donor and funders.

8. Reports

- a. **Chair's Report** – J. Hodgkinson reported. She attended the BCLTA workshop on governance and climate workshop. One takeaway was the importance of including climate change in our next strategic plan. She also attended a session on rules of order with R. Bennie.

An update was provided on the territorial acknowledgment.

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Motion by M. Hudson to approve the purchase and installation of the territorial acknowledgment for the Circulation desk as per the proof that was circulated to the board, seconded by T. Southam.

Carried

- b. **Library Director report:** LD added some updates to her submitted LD report.
- c. **BCLTA Liaison** –report was provided by Chair
- d. **Interlink Liaison** – J. Bradbury reported. InterLINK board is continuing its work on truth and reconciliation and is working with Nahanee creative. Joy offered to do the territorial acknowledgment in June. Board members discussed new initiatives.
- e. **Foundation-** T. Southam has attended a few meetings. The Foundation is seeking new members and new trustees. The AGM is scheduled for June 20.
- f. **Town of Gibsons** —A. Ladwig reported that the budgeting process is now complete. There have been challenges with short staffing. There is a new active transportation committee.
- g. **SCRD-** M. Hiltz gave a report and shared the historical process as to how our library building was funded.

9. Next Meetings

Monday, June 13 at 1 pm via Zoom

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Board Meeting June 13, 2022 Minutes

Present: J. Hodgkinson, H. Evans-Cullen, R. Bennie, M. Hudson, M. Hiltz, T. Lavender, J. Bradbury, T. Southam, R. Flux, M. Wilson, A. Ladwig, A. Sawyer

Regrets: M. Hiltz

1. **Call to Order** at 1:05 by Chair
2. **Territorial Acknowledgement** by J. Bradbury
3. **Motion to adopt the agenda** by T. Lavender, seconded by M. Hudson
Carried
4. **Motion to adopt May minutes** by R. Bennie, seconded by T. Lavender
Carried
5. **Discussion on Diversity, Equity and Inclusion** facilitated by Board Development Committee

Action: Governance committee to look at developing a DEI statement or policy and LD to look at creating a DEI operational policy

6. Annual agenda items:

All Candidates meeting: The library will host an informal meet and greet for electoral candidates on Thursday, October 6th from 6:30 to 8:00 pm

Meeting of SPL and GDPL Board Chairs: Janet will be meeting with Pat Harvey, Board Chair of the Sechelt Public Library, this week.

Strategic Plan Progress Report: Tim provided a quarterly update on the workplan progress of our strategic objectives and goals.

7. Committee Reports:

1. **Governance Committee:** M. Hudson, R. Bennie, M. Wilson,

The committee met and completed the annual review of the bylaws. No changes to terms of reference.

Action: LD to send governance committee the insurance policy that included coverage for board trustees.

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

The committee met and has developed a list of potential recruits. No changes to terms of reference.

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

One line was added in the terms of reference

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

The Holland Lands Committee will be meeting on Friday, June 17th.

4. **Strategy and Reporting Committee:** H. Evans-Cullen, T. Southam, J. Hodgkinson, R. Bennie

Saturday, Sept. 10 has been set for the staff board session and a facilitator has been secured. Committee will be meeting to continue the planning for the next strategic planning process and will revisit the wording of its terms of reference.

5. **Finance, Lease & Funding Committee:** R. Flux, R. Bennie, H. Evans-Cullen

No report

6. **Fundraising Committee:** R. Flux, T. Lavender, A. Sawyer

The committee developed its terms of reference. It is going to wait until there is more clarity on the Holland Lands vision before meeting again.

Action: Motion by M. Hudson to accept the terms of reference as presented for the Fundraising Committee and the Board Development Committee, seconded by J. Bradbury

8. Reports

a. **Chair's Report** – J. Hodgkinson reported. She will be meeting with the Chair of the Sechelt Public Library this week.

b. **Library Director report:** LD provided an update further to her written report.

Motion by R. Bennie to approve the shift of the library washrooms to be gender neutral, seconded by M. Wilson

Carried

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- c. **BCLTA Liaison** –report was provided by Chair. M. Hudson reported on her experience participating in the BCLTA workshop she attended on governance and relationship building.
- d. **Interlink Liaison** – J. Bradbury reported. InterLINK board discussed the one time COVID relief grant it received from the province. There was discussion about the role of libraries in supporting communities to deal with the climate crisis.
- e. **Foundation-** T. Southam reported the Foundation is currently working with Heather on the overwrap design for the library locker. The AGM is scheduled for June 20 at 7 pm via zoom.
- f. **Town of Gibsons** —no report
- g. **SCRD-** no report

9. Next Meetings

Monday, September 12 at 7 pm at the library- zoom participation by request
Monday, October 17 at 7 pm
Monday, November 14 at 7 pm
Monday, December 12 at 7 pm

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Board Meeting September 12, 2022 Minutes

Present: J. Hodgkinson, H. Evans-Cullen, R. Bennie, M. Hiltz, T. Lavender, J. Bradbury, T. Southam, R. Flux, M. Wilson, A. Sawyer

Regrets: M. Hudson. A. Ladwig

1. Call to Order at 7:00 pm by Chair

2. Territorial Acknowledgement by Chair

3. Motion to adopt the agenda by R. Bennie, seconded by T. Southam

Carried

4. Motion to adopt June 2022 minutes by R. Flux, seconded by T. Lavender

Carried

5. Generative Discussion Topic Review by Board Development Committee

J. Bradbury led a roundtable on topics the board would like to explore in the coming months. Topic suggestions included Advocacy, What does expansion mean to everyone, Post Covid library check-up, and Fundraising. There was a suggestion to get in external speakers again.

6. Annual agenda items:

i. Library Director Salary Review

The GDPL Executive will be facilitating this process prior to the October Board meeting.

7. Committee Reports:

1. Governance Committee: M. Hudson, R. Bennie. M. Wilson,

No report. The committee will be meeting next week.

2. Board Recruitment Committee: J. Hodgkinson, M. Hudson

The committee has met with two strong candidates who have expressed interest in the Board.

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

Nothing further from exercise done earlier in the meeting.

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

R. Bennie reported. The territorial acknowledgement was installed in the summer and has received positive feedback. The Holland Lands Committee is currently on hold during the election season. The committee met to create a timeline of that needs to be accomplished for service expansion. Next meeting is September 22.

- 5. Strategy and Reporting Committee:** H. Evans-Cullen, T. Southam, J. Hodgkinson, R. Bennie

T. Southam reported. The September 9th Strategy Session with Board and Staff went very well; the facilitator Ali Siemens has already forwarded her report to the committee. T. Southam presented the revised terms of reference for the committee.

Motion by T. Southam to accept these new terms of reference, seconded by R. Bennie.

Carried

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

The committee will be meeting next week to look at the draft 2023 budget submission.

- 7. Fundraising Committee:** R. Flux, T. Lavender, A. Sawyer

a. Fundraising Committee:

T. Lavender reported. The committee will meet once the election process is complete.

8. Reports

- a. **Chair's Report** – J. Hodgkinson reported. The territorial acknowledgement was profiled in the BCLTA bulletin. Janet met over the summer with Pat Harvey, the Chair of the Sechelt Public Library, and continued to meet weekly or more with Heather over the summer.

Carried

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- b. **Library Director Report:** LD added some updates to her submitted LD report.

Motion by R. Bennie to provide \$2,000 of GDPL funds to the ABCPL Strategic Initiatives Fund for BC Library Partners funding advocacy work, seconded by R. Flux

Carried

- c. **BCLTA Liaison** –report was provided A. Sawyer who outlined the BCLTA offerings coming up in September and October.

- d. **Interlink Liaison** – J. Bradbury. No report.

- e. **Foundation-** T. Southam has had no communication from the GDLF. There may be a meeting on September 19th.

- f. **Town of Gibsons** —no report.

- g. **SCRD-** M. Hiltz gave a report on current SCR D news.

9. Next Meetings at the library

7:00 pm: Monday, October 17th

7:00 pm: Monday, November 14

7:00 pm: Monday, December 12

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Board Meeting October 24, 2022 Minutes

Present: J. Hodgkinson, H. Evans-Cullen, R. Bennie, M. Hiltz, T. Lavender, R. Flux, M. Wilson, A. Sawyer, M. Hudson, A. Ladwig

Regrets: J. Bradbury, T. Southam.

1. Call to Order at 6:38 pm by Chair

2. Territorial Acknowledgement by M. Hiltz

3. Motion to adopt the agenda by T. Lavender, seconded by M. Wilson

Carried

4. Motion to adopt September 2022 minutes by A. Sawyer, seconded by M. Hiltz

Carried

5. Generative Discussion on Advocacy facilitated by Board Development Committee

A. Sawyer led a roundtable discussion on Advocacy for the purpose of fundraising, improved government and community relations and secondly, for the purpose of effecting and making policy. Some of the points raised were that advocacy should be tracked as an action item in our new strategic plan, that partnerships with private sector organizations should be considered and that marketing and promotions should be prioritized in the future.

6. Annual agenda items:

- i. **Review of annual budget and five year financial plan:** This was addressed in the Finance committee report section of the meeting.
- ii. **Meet the Candidates Meeting:** This occurred in October with fewer participants than in previous electoral years. Though attendance was not high, the people who did participate expressed great appreciation for the opportunity to speak directly to candidates.

7. Committee Reports:

1. Governance Committee: M. Hudson, R. Bennie, M. Wilson,

M. Wilson reported that the Governance Committee has met and has reviewed the policy manual. They are looking at developing a values statement on Diversity, Equity and Inclusion.

2. Board Recruitment Committee: J. Hodgkinson, M. Hudson

J. Hodgkinson announced they committee has met with a few candidates and has a strong recommendation for a nominee to fill Janet's vacancy in March.

3. Board Development Committee: A. Sawyer

Alison Sawyer suggested the topic for November's generative discussion be What does library expansion mean to you? The board agreed.

4. Facility and Capacity Committee: T. Southam, H. Evans-Cullen, R. Bennie, T. Lavender, J. Hodgkinson, M. Wilson, A. Sawyer (and Aleria Ladwig as ex-officio)

R. Bennie reported. The committee met last week and Rob and Heather met with Rob Grant from JMC Architectural firm that had done the historical expansion report about the library. We are now waiting for a proposal from JMC on what a new feasibility report would cost. The Andy Ackerman workshop on library expansion will occur via Zoom on Wed. Nov. 16 from 5:00 to 8:00. The committee reviewed the agenda plan for this workshop.

5. Strategy and Reporting Committee: H. Evans-Cullen, T. Southam, J. Hodgkinson, R. Bennie

R. Bennie shared a report provided by T. Southam. The committee is working on creating the draft strategic goals for our new plan and will be meeting this week. The intent is to provide the draft goals at the next board meeting.

6. Finance, Lease & Funding Committee: R. Flux, R. Bennie, H. Evans-Cullen

The committee presented the draft 2023 budget submission including the annual budget, the 5 year financial plan, the data snapshot and the speaking notes. There was discussion around the draft and the board was encouraged to let the committee know if they have any recommendations.

Action: The revised version will be presented for approval at our November board meeting.

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7. Fundraising Committee: R. Flux, T. Lavender, A. Sawyer

a. Fundraising Committee:

T. Lavender reported. The committee is trying to connect with other groups who have effectively fundraised for large project.

8. Reports

a. **Chair's Report** – J. Hodgkinson reported she had a productive meeting the Chair of the Gibsons & District Library Foundation and continued her regular meeting with Heather while she was away.

b. **Library Director Report:** LD added some updates to her submitted LD report.

c. **BCLTA Liaison** –report was provided A. Sawyer who outlined the BCLTA offerings

d. **Interlink Liaison** –No report.

e. **Foundation-** R. Bennie provided a report by T. Southam. Tim attended the last Foundation meeting. They will be selling tea towels soon at the Mall and are focused on developing their website.

f. **Town of Gibsons** —no report.

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

9. **In camera session:** Motion by A. Sawyer to move In camera to discuss LD Salary Review, seconded by R. Bennie.

10. Next Meetings at the library

6:30 pm: Monday, November 14

6:30 pm: Monday, December 12

Save the date for 2023 AGM Saturday, March 4th at 10:00 am

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Board Meeting November 14, 2022 Minutes

Present: J. Hodgkinson, H. Evans-Cullen, R. Bennie, T. Lavender, R. Flux, M. Wilson, A. Sawyer, M. Hudson,

Regrets:

1. **Call to Order** at 6:32 pm by Chair
2. **Territorial Acknowledgement** by J. Hodgkinson
3. **Motion to adopt the agenda** by R. Bennie, seconded by A. Sawyer
Carried
4. **Motion to adopt October 2022 minutes** by J. Bradbury seconded by A. Sawyer
Carried
5. **Generative Discussion on what library expansion means to each trustee** facilitated by Board Development Committee

6. Annual agenda items:

2023 Budget Submission

The Finance Committee presented our draft 2023 board submission and feedback was provided to the LD for revisions. Motion by A. Sawyer to accept the budget request as presented, seconded by R. Flux

Carried

7. Committee Reports:

1. **Governance Committee:** M. Hudson, R. Bennie. M. Wilson,

No Report

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

J. Hodgkinson reported that the committee had a strong candidate and are awaiting her nomination form.

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3. Board Development Committee: A. Sawyer

The committee will be sending out the board evaluation and self- evaluation prior to the December board meeting.

4. Facility and Capacity Committee: T. Southam, H. Evans-Cullen, R. Bennie, T. Lavender, J. Hodgkinson, M. Wilson, A. Sawyer (and Aleria Ladwig as ex-officio)

LD provided an update that the washrooms are gradually being repaired and fixtures replaced. The locker is operational and will be launched officially beginning January 3rd. R. Bennie reported on the communications with Rob Grant regarding a potential feasibility study.

5. Strategy and Reporting Committee: H. Evans-Cullen, T. Southam, J. Hodgkinson, R. Bennie

T. Southam presented the 5 draft strategic goals the committee has developed based on the staff/board working session.

Action: The committee will meet and send out the draft goals with draft action items prior to the December board meeting.

6. Finance, Lease & Funding Committee: R. Flux, R. Bennie, H. Evans-Cullen

Report was provided earlier in meeting.

7. Fundraising Committee: R. Flux, T. Lavender, A. Sawyer

a. Fundraising Committee:

T. Lavender reported. The committee is waiting until election officials are settled in to meet.

8. Reports

a. **Chair's Report** – J. Hodgkinson reported on her work with LD.

b. **Library Director Report:** LD added some updates to her submitted LD report. There was discussion around our code of conduct for Trustees and confidentiality agreement.

Action: Governance committee will review our confidentiality agreement and code of conduct

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- c. **BCLTA Liaison** –report was provided A. Sawyer who outlined the BCLTA offerings and reported on Nathan Cullen’s advocacy for libraries as Minister of Municipal Affairs.
- d. **Interlink Liaison** –J. Bradbury reported that InterLINK Executive Director Michael Burris offered to speak to the board. There was interest and Joy is going to try to schedule something.
- e. **Foundation-** T. Southam attended the last meeting and will be present at the next on Nov. 23rd. Website development is still a main focus.
- f. **Town of Gibsons** —no report.
- g. **SCRD-** no report

9. Next Meetings at the library

Monday, December 12 6:30 to 8:30

Monday, January 9th 6:30 to 8:30

Monday, February 20th 6:30 to 8:30

Saturday, March 4th AGM at 10:00 am

Saturday, March 4th post AGM @ 11:00 am

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Regular Board Meeting
Monday, December 12, 2022 at 6:30 pm
in the Mainil Room at GDPL

Minutes

Present: J. Hodgkinson, M. Hudson, R. Bennie, M. Wilson, T. Southam, J. Bradbury, H. Evans-Cullen

Regrets: A. Sawyer, R. Flux, T. Lavender

1. Call to Order at 6:32 by Chair & Territorial Acknowledgement by chair

2. **Motion by R. Bennie** to move the discussion around the new Strategic Plan to the Annual Agenda section and to adopt the agenda as amended, seconded by M. Hudson

Carried

3. **Discussion of meeting dates** in 2023 which are listed at the end of these minutes; The Feb date was moved to allow for greater attendance.

Motion by R. Bennie to adopt the November minutes, seconded by M. Wilson

Carried

4. Annual Agenda Items

Board's Performance Evaluation: J. Bradbury reported that the results of the board evaluation survey will be shared at the January or February Board meeting

Quarterly Strategic Plan Progress Report: T. Southam reported that solid progress was made against the plan over the past four years, and there is good continuity between this plan and the new plan.

2023 to 2027 Draft Strategic Goals and Actions: T. Southam presented the five goals and the draft actions and provided context on how the Strategy committee developed this plan. Concise wording was a priority. The Board and Staff are supportive of the plan and all feedback was considered at the committee's meeting on Dec. 13th. The committee will present a motion to accept the new plan at the January board meeting.

5. Committee Reports

1. **Governance Committee:** M. Hudson, M. Wilson, R. Bennie

M. Wilson reported that the committee met and has decided the current code of conduct for trustees is sufficient. The committee made a recommendation to the Recruitment Committee that the trustee code of conduct be included in the trustee guidelines in the future and that these be re-signed each year. The group also reviewed the sponsorship

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policy and feel it adequately addresses naming rights. A draft a statement on Diversity, Equity and Inclusion was shared. It reads:

“The Gibsons & District Public Library Association is committed to creating an inclusive and equitable library that is welcoming to all”.

This statement will be presented at the January board meeting.

2. Board Development Committee: A. Sawyer, J. Bradbury

J. Bradbury confirmed the committee will present the board evaluation in January or February. The January meeting will have a speaker Judy Rother about the refugee experience on the Sunshine Coast. A. Sawyer shared by email the link to this training opportunity for the board. She found it of benefit and it took 90 minutes.

“ Please use this link to sign up for the course: <https://learn.indigenousrelationsacademy.com/courses/BC-PL-Indigenous-awareness-self-guided-training>

At checkout please use the code: **GibsonsdistrictPL2022**

This link and code can be distributed throughout your library for all staff to take the course! “

3. Facility and Capacity Committee: T. Southam, H. Evans-Cullen, R. Bennie, T. Lavender, J. Hodgkinson, M. Wilson, A. Sawyer

R. Bennie reported. The Andy Ackerman workshop clarified the need for a community engagement plan to be prioritized. LD, T. Southam and R. Bennie met to strategize on how to embark on this engagement journey. M. Wilson and LD will meet on Dec. 15th to create a clear plan around our space needs.

H. Evans-Cullen reported that the washrooms are functional and the faucet/ hardware replacement is to happen by January. The locker is fully operational and the how to video will be filmed Dec. 15th. The launch date is January 5th and we have placed a promotional board next to it holding our brochures and signage.

4. Strategy and Reporting Committee: H. Evans-Cullen, T. Southam, J. Hodgkinson, R. Bennie

T. Southam reported the Strategic Plan will be presented at the January meeting.

5. Finance, Lease & Funding Committee: R. Flux, R. Bennie, H. Evans-Cullen

H. Evans-Cullen presented an amended budget. The revisions made were prompted by higher expected costs for benefits and additional hours. Motion by R. Bennie to accept

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2023 budget request as amended, seconded by M. Wilson

Carried

6. **Fundraising Committee:** R. Flux, T. Lavender, A. Sawyer –J. Hodgkinson shared that T. Lavender reported that the committee is planning its fundraising timeline.
7. **Board Recruitment Committee:** M. Hudson, J. Hodgkinson- Unfortunately, the candidate the committee was ready to recommend has changed their plans so the committee is actively looking for recruits. The AGM notice is in the local paper and on the library website; nomination packages have been left at the circulation desk.

8. Reports

1. **Chair's Report** – J. Hodgkinson reported she attended the LLEAD graduation and found the presentations interesting. She summarized LD's presentation. She worked with the Strategy committee on its work and has continued to work with the Chair of the GDLF to support their progress. She shared her patron experience of attending a musical event at the library on a Saturday afternoon- the busy energy of the day was very positive.
2. **Library Director's Report-** H. Evans-Cullen provided context on her LD report. She provided further context on the B.C. Accessibility Act. We will continue to discuss this monthly as we need to ensure we are compliant with the requirements of the act by September of 2023. She explained the net borrower levy charged by InterLINK.
3. **BCLTA Liaison** – A. Sawyer. J. Hodgkinson reported on the BCLTA
4. **Interlink Liaison** – J. Bradbury was unable to attend the last meeting as her power was out. She did share highlights of the minutes and shared how other libraries are using their COVID relief grant funds.
5. **Foundation Liaison** – T. Southam reported there was a meeting in November. The fundraiser at the Mall went well and they have hired someone to assist with their website development.

6. **Town of Gibsons** J. Hodgkinson reported that Mayor White would rather we connect directly with him and not appoint a liaison, in order to decrease the workload of council members.

7. **SCRD-**

9. **Scheduling of 2023 Board Meetings**

Monday, January 9th 6:30 to 8:30

Monday, February 6th 6:30 to 8:30

Saturday, March 4th AGM at 10:00 am

Saturday, March 4th post AGM @ 11:00 am

10. **Adjournment by Chair at 8:00 pm**