

Gibsons & District Library Association

Regular Board Meeting
Monday, January 9th, 2023 at 6:30 pm in
the Mainil Room at GDPL and via Zoom

Minutes

Present: J. Hodgkinson, M. Hudson, R. Bennie, T. Southam, J. Bradbury, H. Evans-Cullen, R. Flux and T. Lavender via zoom

Regrets: A. Sawyer, M. Wilson

- 1. Call to Order at 6:31 by Chair & Territorial Acknowledgement by Chair**
- 2. Guest Judy Rother of the Ukrainian Refugee Project** spoke to the Board about the project and how the library can best serve this part of the community.
- 3. Motion by M. Hudson** to adopt the minutes of December 12, 2002, seconded by J. Bradbury

Carried

- 4. Motion by R. Bennie** to adopt the agenda as amended to include an in camera session, seconded by T. Southam

Carried

5. Annual Agenda Items

- i. Library Director's Annual Performance Review:** Chair J. Hodgkinson and LD H. Evans-Cullen will complete this and report on it at the February board meeting
- ii. 2023 SCRD Budget Submission:** The GDPL Budget Presentation on Monday, January 23rd will be a hybrid meeting online and on zoom. LD will disseminate this information prior to the meeting.

6. Committee Reports

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

Motion by R. Bennie to adopt the values statement on Diversity, Equity and Inclusion as follows:

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

seconded by T. Southam

Carried

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

J. Hodgkinson reported on a potential candidate. Motion by J. Bradbury to move in camera, seconded by R. Flux and carried. In camera discussion regarding board nominations.

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

No report

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

R. Bennie reported on the committee's work on creating a space need assessment and on the potential implementation of a community engagement process regarding expansion.

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

T. Southam presented the final draft of the 2023-2026 GDPL Strategic Plan and made the motion:

"be it moved that the Gibsons & District Public Library Board adopt the 2023 to 2026 GDPL Strategic Plan as presented on January 9th, 2023 at the GDPL board meeting, and oversee its implementation and reporting over the life of the plan"

Seconded by. R. Flux

Carried

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

No Report

Carried

7. Fundraising Committee: R. Flux, T. Lavender, A. Sawyer –T. Lavender provided an update.

8. Reports

1. **Chair's Report** – J. Hodgkinson encouraged LD to report
2. **Library Director's Report**- H. Evans-Cullen provided context on her LD report. She highlighted that Wednesday evenings the library is now open until 7:30, and there are many active partnerships playing out including with the Hospice Society, Capilano University and Welcoming Communities.
3. **BCLTA Liaison** – No Report- J. Hodgkinson encouraged all trustees to read the BCLTA bulletin.
4. **Anti- Racism Training**: J. Hodgkinson connected with April Struthers who is still interested in offering anti-racism training to the board. She has provided April with R. Bennie's contact info to proceed with planning.
5. **Interlink Liaison** – J. Bradbury reported the next meeting will take place in March. LD will send out InterLINK budget info with the minutes.
6. **Foundation Liaison** – T. Southam reported there will be a meeting next week.
7. **SCRD**- D. McMahon reported on the initial work of the new SCR D Board of Directors.

9. Scheduling of 2023 Board Meetings

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 8:15 pm

Gibsons & District Library Association

Regular Board Meeting
Monday, February 6th at 6:30 pm in the
Mainil Room at GDPL and via Zoom

Minutes

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

Regrets: M. Wilson

Guest: Andrena Gray

1. Call to Order at 6:31 by Chair & Territorial Acknowledgement by Chair

2. **Motion by M. Hudson** to adopt the minutes of January 9th 2023, seconded by R. Bennie

Carried

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

Carried

4. Annual Agenda Items

Library Director Performance Evaluation

Chair Hodgkinson reported this process was completed, H. Evans-Cullen has developed goals for 2023 and overall the LD was rated as 4: highly effective

Prepare for AGM

Preparations are on track: the financial statements will sent to the board in advance and the Annual Report will be printed for distribution on the day.

R. Bennie made a motion to accept the Recruitment Committee's endorsement of trustee nominee Andrena Gray, seconded by J. Hodgkinson

Carried

Board Evaluation Results

J. Bradbury and A. Sawyer presented the results on the board evaluation.

5. Committee Reports

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

R. Bennie made a motion to amend the GDPL Bylaws as follows:

Change 4.2 Eligibility by adding the following to the end of paragraph (b): “and their immediate family.” so that the sentence now reads: “All members who are eighteen years of age, or older, residents of Electoral Areas D, E, F or the Town of Gibsons are eligible to stand for trustee elections with the exception of paid library staff and their immediate family.”

Motion seconded by T. Southam

Carried

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

J. Hodgkinson and M. Hudson reported on future eligibility for this committee.

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

Report completed in Annual agenda portion of meeting.

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

R. Bennie and H. Evans-Cullen reported- washroom renovations are still slowly being completed. The locker is being well used and is working well with only a few glitches thus far. Discussion around fire watch responsibilities

Action: LD to discuss Fire Watch responsibilities with SCRD in coming months

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

T. Southam reported on the strategic plan that is now in print.

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

Report to occur during LD report section.

7. Fundraising Committee: R. Flux, T. Lavender, A. Sawyer –T. Lavender provided an update.

8. Reports

1. **Chair's Report** – J. Hodgkinson reported she and R. Bennie met with the Board Chair and incoming Chair of SPL. She attended the Round 1 budget proceedings with the LD. The LD performance review was completed.
2. **Library Director's Report**- H. Evans-Cullen provided context on her LD report and added that online registration is now being implemented as a pilot. Data for 2022 was presented and discussion occurred over our submission to the Round 2 budget process.
3. **BCLTA Liaison** – A. Sawyer reported on the partners meeting with new Minister. There is a book club for trustees on *Palaces for the People*
4. **Interlink Liaison** – J. Bradbury reported the next meeting will take place in March. There is an online session on territorial acknowledgments that any trustee can participate in.
5. **Foundation Liaison** – T. Southam reported there will be a meeting next week and he will sharing our new strategic plan.
6. **SCRD**- D. McMahon reported on the initial work of the new SCR D Board of Directors.

9. Scheduling of 2023 Board Meetings

Saturday, March 4th AGM at 10:00 am

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

10. Adjournment by Chair at 8:02 pm

**Board Meeting Minutes
March 4, 2023**

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

Regrets: A. Gray

- 1. Call to Order & Territorial Acknowledgement** by Library Director at 10:45 am
- 2. Motion to adopt agenda** by M. Hudson, seconded by A. Sawyer

Carried

- 3. Adoption of Minutes** of February, 2023 by T. Southam, seconded by M. Hudson

Carried

4. Trustee Code of Conduct and Policy Review

M. Hudson facilitated a discussion on the code of conduct

Action: A review of the trustee code of conduct and other related policies will be implemented with the next board evaluation process

5. Election of Chair and Vice-Chairs

Motion by M. Wilson to elect R. Bennie as GDPL Board Chair, seconded by M. Hudson

Carried

Motion by R. Bennie to elect T. Southam and M. Wilson as GDPL Board Vice-Chairs, seconded by T. Lavender

Carried

6. Committee Requirements for coming year

- a. Governance Committee: A. Sawyer, M. Hudson and J. Bradbury interested
- b. Board Recruitment Committee: A. Sawyer, R. Flux interested
- c. Board Development Committee: A. Sawyer, M. Wilson, R. Bennie interested
- d. Facility and Capacity Committee: T. Southam, T. Lavender, J. Bradbury, R. Bennie, M. Wilson & H. Evans-Cullen interested
- e. Strategy and Reporting Committee: T. Southam, R. Bennie, M. Hudson, & H. Evans-Cullen interested
- f. Finance, Lease & Funding Committee: R. Flux, M. Wilson, R. Bennie & H. Evans-Cullen interested
- g. Fundraising Committee: R. Flux, J. Bradbury & T. Lavender Interested.

7. Appointment of Signing Authorities

Motion by M. Hudson to appoint R. Bennie, R. Flux and H. Evans-Cullen as signing authorities for GDPL, seconded by M. Wilson

Carried

8. Appointment of Liaisons

a. BCLTA: Motion by T. Southam for R. Bennie to be BCLTA liaison, seconded by A. Sawyer

b. Inter-LINK: Motion by T. Southam for A. Sawyer to be Inter LINK liaison, seconded by J. Bradbury

Carried

c. Foundation: Motion by R. Bennie for J. Bradbury to be GDLF liaison, seconded by A. Sawyer

Carried

d. SCRD: D. McMahon is the appointed liaison

9. Committee Reports

1. Governance Committee: M. Hudson, M. Wilson, R. Bennie
M. Wilson provided a report

2. Board Recruitment Committee: J. Hodgkinson, M. Hudson
M. Hudson provided a report

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3. Board Development Committee: A. Sawyer, J. Bradbury
J. Bradbury provided a report

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

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

T. Southam provided a report

6. Finance, Lease & Funding Committee: R. Flux, R. Bennie, H. Evans-Cullen
H. Evans-Cullen and R. Flux provided a report on the Round 2 SCRD budget
presentation.

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

T. Lavender provided a report. A guest will be attending the April board meeting to
provide a contextual presentation on fundraising on the Sunshine Coast.

10. Reports (attached or appended to this agenda)

1. **Chair's Report** – no report

2. **Library Director's Report-** H. Evans-Cullen provided her report.
Discussion around copyright challenges, managing difficult patron
behaviours and the Round 2 budget process.

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

4. **Interlink Liaison** – J. Bradbury reported.

5. **Foundation Liaison** – T. Southam reported.

6. **SCRD-** D. McMahon reported on the recent activities, priorities and
challenges of the SCRD.

11. Next Meetings

Monday, April 17th at 6:30

Monday, May 8th at 6:30

Monday, June 12th at 6:30

July and August- no meetings

Monday, September 18th at 6:30

Monday, October 16th at 6:30

Monday, November 13th at 6:30

Monday, December 11th at 6:30

Gibsons & District Library Association

Regular Board Meeting
Monday, April 17th 2023 at 6:30 pm in
the Mainil Room at GDPL

Minutes

Present: Andrena Gray, Heather Evans-Cullen, Joyce Bradbury, Alison Sawyer, Marisa Hudson, Tim Southam (via zoom), Mike Wilson, Trevor Lavender, Rob Flux, Rob Bennie

Regrets: Donna McMahon (provided written report)

1. Call to Order & Territorial Acknowledgement by Chair

2. Guest Gerry Zipursky, President at G. Zipursky Consulting Inc shared his experience of community engagement and fundraising for the Gibsons Public Market

3. Motion to adopt agenda by T. Lavender, seconded by J. Bradbury

Carried

4. Motion to adopt Minutes of March 2023 by M. Hudson, seconded by M. Wilson

Carried

5. Annual Agenda Items

Key Partners and Funders thank you and greet. As this was an election year, there was discussion around inviting key partners and funders to an event in the fall to celebrate and communicate the work of the library. Motion by M. Wilson for the board to form an event committee of H. Evans-Cullen, M. Wilson, A. Gray and R. Bennie to plan this event for the Fall of 2023, seconded by R. Bennie.

Carried

6. Committee Reports

a. Governance Committee: A. Sawyer (Chair), M. Hudson, A. Gray and J. Bradbury

A. Sawyer presented the revised terms of reference for review. Motion by A. Sawyer to accept the terms of reference as presented, seconded by M. Wilson.

Carried

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A. Sawyer made a motion to accept the committee membership, seconded by T. Southam

Carried

b. Board Recruitment Committee: A. Sawyer, R. Flux

A. Sawyer reported that the committee discussed the mentorship protocol with new trustees. Motion by R. Bennie to accept the committee membership, seconded by T. Lavender

Carried

c. Board Development Committee: A. Sawyer (Chair), M. Wilson, R. Bennie

A. Sawyer reported. The plan for the May meeting is to have a generative discussion on topics to discuss in the Fall. In June, there will either be a topic discussion or a guest visit by a GDPL staff- to be determined at May meeting. M. Wilson presented revised terms of reference. Motion by M. Wilson to adopt revised TOR, seconded by M. Hudson.

Carried

d. Facility and Capacity Committee: M. Wilson (Chair), T. Southam, T. Lavender, J. Bradbury, R. Bennie, H. Evans-Cullen

M. Wilson reported. There was a meeting that included discussion on community engagement and decided the committee would take it on. M. Wilson presented revised terms of reference. Motion by M. Wilson to accept TOR as presented, seconded by R. Bennie.

Carried

R. Bennie made a motion to accept membership, seconded by J. Bradbury

Carried

e. Strategy and Reporting Committee: T. Southam (Chair), R. Bennie, M. Hudson, H. Evans-Cullen, A. Gray

T. Southam made a motion to accept the membership of the committee, seconded by R. Bennie

Carried

T. Southam presented two minor revisions to the Terms of reference and made a motion to accept them as presented, seconded by M. Hudson

Carried

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T. Southam presented that the committee met and went through the new strategic plan and its objectives/ timeline and actions for the benefit for new members.

f. Finance, Lease & Funding Committee: R. Flux (Chair) M. Wilson, R. Bennie & H. Evans-Cullen

R. Flux made a motion to accept membership, seconded by M. Wilson

Carried

R. Flux reported that there are not changes to the terms of reference. The committee met to discuss board reporting. H. Evans-Cullen will work with our accountant Alvarez to ensure the end of year financial statements match the same formatting as the financial updates provided to the board throughout the year. Board updates will now include a revised budget column, and will include our most recent balances for our chequing, savings and term deposit accounts. H. Evans-Cullen has requested that our payments from the SCRD move to monthly rather than quarterly in 2024.

g. Fundraising Committee: T. Lavender (Chair), R. Flux, J. Bradbury

T. Lavender reported and made a motion to accept the committee membership, seconded by J. Bradbury

Carried

T. Lavender reported on the importance of community engagement prior to any fundraising. Committee discussed being open to all the options for expansion that may be best for the library.

7. Reports

a) **Chair's Report** – R. Bennie

R. Bennie conducted an exit interview with Janet Hodgkinson and she had very positive feedback around her experience. She did suggest focusing on effective mentorship to new trustees. He attended a BCLTA session and connected with trustees from SPL. He also went into the BCLA conference for a trustee meetup that Heather also attended, and connected with trustees from VPL, Coquitlam and Whistler. He submitted a letter to the Coast reporter regarding the one time funding. Discussion around what is transpiring in Texas currently around book banning and funding cuts.

b) **Library Director's Report-** H. Evans-Cullen

H. Evans-Cullen elaborated on her submitted report. New information included GDPL's participation with the Town of Gibsons Accessibility Committee to ensure we meet the criteria of this legislation by the September deadline.

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BCLA Sessions that Heather attended were:

Keynote Speaker Dr. June Francis, Chair of the Provincial Anti-Racism Data Committee

Is Your Library Accessible? Find and Fix Barriers to Community Access

A Tale of Two Cities: Supporting Community Members Experiencing Homelessness in Urban Rural Settings

Transform your Recruitment: EDI Strategies in Recruitment Toolkit: Please find toolkit here: <https://bclaconnect.ca/resources/toolkits/edi-strategies-in-recruitment-toolkit/>

Debriefing Library Emergencies from the past 3 years: COVID, Heat Dome, Floods, Fires, Opioid Crisis

Community Librarianship

Balancing Inclusion and Staff Safety

Heather reported that the GDPL Staff team have been registered for a one year subscription for the complete training by Ryan Dowd on best practices in libraries for working with people who are unhoused, living in poverty and/or have mental health or addiction issues. A link to his course descriptions here: <https://www.homelesstraining.com/>

Heather applied for enhanced tech support funding through CIRA: the Canadian Internet Registration Authority. Their website is here: <https://www.cira.ca/netgood/grants>

We will find out in July if we were successful in obtaining the \$35,000 we applied for lendable laptops, enhanced WIFI and a tutorial pod.

- c) **SCRD**- D. McMahon provided a written report to R. Bennie and LD. Heather will circulate the questions she is seeking feedback on in advance of a May 1st meeting around the budget process.
- d) **BCLTA Liaison** – R. Bennie provided an update. He is considering running for spot as a BCLTA trustee at the AGM on the 29th.
- e) **Interlink Liaison** – A. Sawyer provided a report on InterLINK and gave an overview of InterLINK as a federation. She will provide a more detailed description at the May meeting. InterLINK has taken on some board development work and topics. The ED Michael Burris is retiring to the position has been posted with a hiring firm. There were guests from the Kootenay and Northwest Library Federations and they discussed their role in emergency planning- a survey will be distributed to libraries around EMP.

- f) **Foundation Liaison** – J. Bradbury reported there will be a Foundation meeting on April 19th. The AGM is coming up on June 5th at 7 pm in person and on zoom. Joy will confirm the timeline for getting a membership activated. They are still working on their website, and are doing an active membership drive.

8. Upcoming Meetings

Monday, May 8th at 6:30
Monday, June 12th at 6:30
July and August- no meetings
Monday, September 18th at 6:30
Monday, October 16th at 6:30
Monday, November 13th at 6:30
Monday, December 11th at 6:30

Gibsons & District Library Association

Regular Board Meeting
Monday, May 8th 2023 at 6:30 pm in the
Mainil Room at GDPL

Minutes

Present: Andrena Gray, Heather Evans-Cullen, Joyce Bradbury, Alison Sawyer, Marisa Hudson, Tim Southam (via zoom), Mike Wilson, Trevor Lavender, Donna McMahon, Rob Bennie

Regrets: Rob Flux

1. Call to Order & Territorial Acknowledgement by M. Wilson at 6:34 pm

2. Motion to adopt agenda by M.Hudson, seconded by M. Wilson

Carried

3. Motion to adopt Minutes of April 2023 by M. Wilson, seconded by A. Sawyer

Carried

4. Generative Discussion facilitated by Board Development Committee: A. Sawyer facilitated a roundtable discussion of what topics trustees are interested in pursuing in coming meetings. The committee took notes and will report back to the board with the generative discussion plans for the future.

5. Annual Agenda Items

Meeting of GDPL and SPL Board Chairs and Library Directors:

R. Bennie and H. Evans-Cullen will meet with SPL Library Director Leianne Emery and Board Chair Rhian Pipress on May 17th.

6. Committee Reports

a. Board Development Committee: A. Sawyer (Chair), M. Wilson, R. Bennie

Committee will report back on results of discussion topic brainstorm

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b. Board Recruitment Committee: A. Sawyer, R. Flux

No report

d. Facility and Capacity Committee: M. Wilson (Chair), T. Southam, T. Lavender, J. Bradbury, R. Bennie, H. Evans-Cullen

The committee is meeting Thursday, May 11th.

e. Governance Committee: A. Sawyer (Chair), M. Hudson, A. Gray and J. Bradbury

A. Sawyer presented. The committee had a coffee meeting and will have a formal meeting on June 5th. Revisions have been made to how the board info is presented on the website.

f. Strategy and Reporting Committee: T. Southam (Chair), R. Bennie, M. Hudson, H. Evans-Cullen, A. Gray

T. Southam reported. The Committee will be meeting via zoom on Tuesday, May 16th.

f. Finance, Lease & Funding Committee: R. Flux (Chair) M. Wilson, R. Bennie & H. Evans-Cullen

The committee met a few times to assist with the revisions to the financial update template LD uses to provide reporting to the board. Heather will present this new format in her LD report.

g. Fundraising Committee: T. Lavender (Chair), R. Flux, J. Bradbury

T. Lavender reported. The committee met and next step is to clarify our vision for service expansion. This will be discussed at the Facility Committee meeting on May 11th.

h. Ad Hoc Event Committee: A. Gray, M. Wilson, H. Evans-Cullen, R. Bennie

This committee will meet before the June board meeting to plan for our Fall social event with key partners and funders.

7. Reports

a) **Chair's Report** – R. Bennie

R. Bennie

b) **Library Director's Report-** H. Evans-Cullen

H. Evans-Cullen elaborated on her submitted report.

c) **SCRD-** D. McMahon provided a report and updated the board on recent SCR D meetings and the budget process review.

***Action:** LD will provide D. McMahon with some documentation on best practices in BC libraries and core service descriptions.*

d) **Interlink Liaison –** A. Sawyer provided a report on InterLINK and gave an overview of InterLINK as a federation.

e) **Foundation Liaison –** J. Bradbury reported the AGM is coming up on June 5th at 7 pm in person and on zoom. They are still working on their website, and are doing an active membership drive.

8. Upcoming Meetings

Monday, May 8th at 6:30

Monday, June 12th at 6:30

July and August- no meetings

Monday, September 18th at 6:30

Monday, October 16th at 6:30

Monday, November 13th at 6:30

Monday, December 11th at 6:30

Gibsons & District Library Association

Regular Board Meeting
Monday, June 12th 2023 at 6:30 pm in
the Mainil Room at GDPL

Minutes

Present: Andrena Gray, Heather Evans-Cullen, Joyce Bradbury, Alison Sawyer, Marisa Hudson, Tim Southam, Mike Wilson, Trevor Lavender, Donna McMahon, Rob Bennie, Rob Flux

Regrets: Alison Sawyer

Guests: Silas White, Sue Larose-Cloherty,

1. **Call to Order & Territorial Acknowledgement** by R. Bennie at 6:34 pm
2. **Sue Larose-Cloherty, GDPL Circulation Services Coordinator** gave a brief presentation on her work at the library and there was a Q&A.
3. **Motion to adopt agenda** by M. Hudson, seconded by M. Wilson

Carried

4. **Motion to adopt Minutes of May 2023** by M. Wilson, seconded by T. Lavender

Carried

5. Annual Agenda Items:

Strategic Plan Update: T. Southam will provide this in his committee report

Information Sharing with GDLF: This action is currently being met by our liaison and the LD meeting regularly with GDLF Chair

Staff/ Board Event in the Fall: A session is being planned for October for the staff and board to work on new branding for the library.

6. Committee Reports

a. Board Development Committee: A. Sawyer (Chair), M. Wilson, R. Bennie : M. Wilson provided an update. The committee met to plan for generative discussions for upcoming board meetings. In September, Jessica Whu Lee will be attending our board meeting to speak to the EDI Toolkit she developed for the BCLA and answer questions. Other topics that will be covered in future meetings are Intellectual Freedom, Truth and Reconciliation, and Community Engagement.

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b. Facility and Capacity Committee: M. Wilson (Chair), T. Southam, T. Lavender, J. Bradbury, R. Bennie, H. Evans-Cullen: M. Wilson provided a report. The committee met to discuss the need for community engagement and will be having a zoom meeting in June with a potential consultant. The group has also been working on a space requirement document to assess exactly what our current and future space needs are.

c. Governance Committee: A. Sawyer (Chair), M. Hudson, A. Gray and J. Bradbury

M. Hudson presented. The committee had an informal meeting to line up work for the year. The plan for the summer is to review the governance framework and board information.

d. Strategy and Reporting Committee: T. Southam (Chair), R. Bennie, M. Hudson, H. Evans-Cullen, A. Gray

T. Southam reported and provided an update on our Strategic Plan progress. He will be sending out the report by email. Thus far we are tracking well against the new strategic plan and making solid progress. The committee is working with LD on various initiatives including the Staff Board session in the Fall and the Survey that is currently underway. The committee will be meeting again in June.

e. Board Recruitment Committee: A. Sawyer, R. Flux

R. Flux provided a report. The committee is actively recruiting for an Accountant to fill Rob's future vacancy, and has met with other potential trustee candidates.

f. Finance, Lease & Funding Committee: R. Flux (Chair) M. Wilson, R. Bennie & H. Evans-Cullen:

R. Flux provided a report. The committee is satisfied with the new financial template being used for board updates. LD has met with our Accountant Alvarez to ensure our 2023 financial statements follow the same format.

g. Fundraising Committee: T. Lavender (Chair), R. Flux, J. Bradbury

T. Lavender reported. The committee is waiting for our community engagement process to progress before convening.

h. Ad Hoc Event Committee: A. Gray, M. Wilson, H. Evans-Cullen, R. Bennie

H. Evans-Cullen reported the event is scheduled for Thursday, November 16th at 5:45. Key partners and funders will be invited to attend this social event that will include refreshments and a slideshow presentation about the library.

7. Reports

a) **Chair's Report** – R. Bennie

R. Bennie provided a written Chair report before the meeting. A meeting occurred with the Sechelt Public Library Director and Chair to discuss common goals and challenges. Rob and Heather met with Mayor White as well. Rob, Trevor and Heather attended the BCLTA AGM at which Janet Hodgkinson received her award of trustee excellence. Rob has been elected to the BCLTA Board.

b) **Library Director's Report**- H. Evans-Cullen

H. Evans-Cullen elaborated on her submitted report that included data for January to May 2022 and January to May 2023. .

c) **SCRD**- D. McMahon provided a report and updated the board on recent SCR D topics. A review is being done of the Board's policies.

d) **TOG Special Report with Mayor White**: Mayor White gave a presentation

e) **BCLTA: R. Bennie** provided an updated on the BCLTA and facilitated a roundtable discussion on what people feel their main priorities should be.

f) **Interlink Liaison** –A. Sawyer: Heather provided a brief update on InterLINK: Leigh Anne Palmer has been hired as the new ED.

g) **Foundation Liaison** – J. Bradbury reported on the changes to the GDLF Board's roles after the June 5th AGM.

8. Upcoming Meetings

July and August- no meetings

Monday, September 18th at 6:30

Monday, October 16th at 6:30

Monday, November 13th at 6:30

Monday, December 11th at 6:30

Gibsons & District Library Association

Regular Board Meeting
Monday, September 18 2023 at 6:30 pm
in the Mainil Room at GDPL

Minutes

Present: Andrena Gray, Heather Evans-Cullen, Joyce Bradbury, Alison Sawyer, Marisa Hudson, Tim Southam, Mike Wilson, Trevor Lavender, Donna McMahon, Rob Bennie, Alison Sawyer

Regrets: Rob Flux, Donna McMahon

1. Call to Order & Territorial Acknowledgement by R. Bennie at 6:21 pm

2. Motion to adopt agenda by M. Hudson, seconded by M. Wilson

Carried

3. Motion to adopt Minutes as amended of June 2023 by M. Wilson, seconded by T. Lavender

Carried

4. Annual Agenda Items:

Quarterly Strategic Plan Update: T. Southam will provide this in his committee report

Library Director Salary Review: The GDPL Executive of R. Bennie, T. Southam and M. Wilson will facilitate this process in the coming weeks.

5. Guest Jessica Whu Lee facilitated a zoom presentation on the BCLA Equity, Diversity and Inclusion Toolkit. There was Q & A resulting in fruitful discussion on how we can work to better develop ethnic diversity amongst board trustees and staff.

6. Committee Reports

a. Board Development Committee: A. Sawyer (Chair), M. Wilson, R. Bennie

A. Sawyer provided an update. Topics being considered for fall generative discussions include Intellectual Freedom, Truth and Reconciliation, and Community Engagement.

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b. Facility and Capacity Committee: M. Wilson (Chair), T. Southam, T. Lavender, J. Bradbury, R. Bennie, H. Evans-Cullen:

M. Wilson provided a report. The committee will be meeting after the Sept. 18 board meeting to review the engagement plan proposal from a consultant. Other facility updates is that M. Wilson and LD met with SCRD representatives to assess the need to remove or replace the urinals in the men's washroom. After review, it was evident we do not have the financial or space capacity to renovate the washrooms to be gender neutral. Lighting has been replaced by GDPL to brighten the spaces.

c. Governance Committee: A. Sawyer (Chair), M. Hudson, A. Gray and J. Bradbury

A. Sawyer reported. The committee did meet and there was discussion around the usage of pronouns in the governance manual.

Action: LD will join next governance committee to come up with a unified approach to pronoun use in operational and governance documents.

d. Strategy and Reporting Committee: T. Southam (Chair), R. Bennie, M. Hudson, H. Evans-Cullen, A. Gray

T. Southam reported. He will be sending out the quarterly strategic update by email. Thus far we are tracking well against the new strategic plan and making progress on most objectives. A reminder to the board of the October 19th Staff and Board session on engagement and branding with Ali Siemens of Golden Hour Consulting.

e. Board Recruitment Committee: A. Sawyer, R. Flux

A. Sawyer reported. The committee is actively recruiting for an Accountant to fill Rob's future vacancy, and has met with a few potential trustee candidates.

f. Finance, Lease & Funding Committee: R. Flux (Chair) M. Wilson, R. Bennie & H. Evans-Cullen:

H. Evans-Cullen reported. LD has met with our Accountant Alvarez to ensure our 2023 financial statements follow the same format as our new financial template. LD will present the most recent financial update during her report. Our 2022 SOFI (Statement of Financial Information) has been submitted to the Libraries Branch.

g. Fundraising Committee: T. Lavender (Chair), R. Flux, J. Bradbury

T. Lavender reported. The committee has not met and is waiting for our community engagement process to progress before convening.

h. Ad Hoc Event Committee: A. Gray, M. Wilson, H. Evans-Cullen, R. Bennie

R. Bennie reported. The committee has not met but will this month to plan for the November special event.

7. Reports

a) **Chair's Report** – R. Bennie

R. Bennie has been meeting with H. Evans-Cullen regularly throughout the summer. A media training with the SPL Director and Chair is schedule for Nov. 6th with Stuart McNish of Oh Boy Media Productions. He is looking to schedule a meeting with LD and Mayor White in the coming weeks and asked trustees to share with him any topics they would like to have raised. One topic he will raise is the library's rule in emergency preparedness and response.

b) **Library Director's Report-** H. Evans-Cullen

H. Evans-Cullen elaborated on her submitted report that included a financial update for January to August, 2023.

c) **SCRD-** no report

d) **BCLTA:** R. Bennie provided an update on the BCLTA. There have been two meetings and a new ED Vea Coronado has now started. She is sorting out how training and education will roll out. A main focus is advocacy work around securing ongoing provincial funding. This work is happening in partnership with the other partners including the ABCPLD, the B.C. Library Coop and the BCLA. Rob will be attending a board retreat in Vancouver on November 3 and 4th.

e) **Interlink Liaison** –A. Sawyer reported. Leigh Ann Palmer is the new ED. A new website is being developed. There are various board development opportunities being implemented for the InterLINK board. Topics include licensing, auditing and risk assessment. They continue to promote Indigenous Awareness training- contact Alison if you are interested in taking it.

f) **Foundation Liaison** – J. Bradbury reported there will be a GDLF board meeting on Thursday, September 21st. R. Martin has left the board to move to Gabriola Island.

8. Upcoming Meetings

Monday, October 16th at 6:30

Monday, November 13th at 6:30

Monday, December 11th at 6:30

Gibsons & District Library Association

Regular Board Meeting
Monday, October 16 2023 at 6:30 pm in
the Mainil Room at GDPL

Minutes

Present: Andrena Gray, Heather Evans-Cullen, Joyce Bradbury, Alison Sawyer, Marisa Hudson, Mike Wilson, Rob Bennie, Alison Sawyer, Rob Flux, Donna McMahon

Regrets: Tim Southam, Trevor Lavender,

- 1. Call to Order & Territorial Acknowledgement** by R. Bennie at 6:31pm
- 2. Intellectual Freedom:** A. Sawyer provided a presentation on aspects of Intellectual Freedom and what neutrality looks like for a public library. The board development committee will pursue this topic further at the November board meeting.
- 3. Motion to adopt agenda** by M. Wilson, seconded by M. Hudson

Carried

- 4. Motion to adopt Minutes of September 2023** by A. Sawyer, seconded by R. Flux

Carried

5. Annual Agenda Items:

Library Director Salary Review: The GDPL Executive of R. Bennie, T. Southam and M. Wilson will present the outcome of this review during an in camera session at the end of the meeting.

SCRD Budget Submission: This topic will be addressed during the Finance Committee and LD reports.

6. Committee Reports

a. Board Development Committee: A. Sawyer (Chair), M. Wilson, R. Bennie

No report as items were covered in A. Sawyers presentation.

b. Facility and Capacity Committee: M. Wilson (Chair), T. Southam, T. Lavender, J. Bradbury, R. Bennie, H. Evans-Cullen:

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M. Wilson provided a report. Ali Siemens of Golden Hour Consulting has been contracted to develop and comprehensive engagement plan. The staff board session on engagement and branding is scheduled for Thursday, October 19 from 9:30 to 1:30. The committee reviewed the survey results, and Mike and Heather revised the space/ floor plan assessment to include a plan for a worst case future scenario.

c. Governance Committee: A. Sawyer (Chair), M. Hudson, A. Gray and J. Bradbury

A. Sawyer reported. The committee did meet and are currently reviewing some of the language in the values statements and other areas of the governance manual. A. Gray and LD met regarding use of pronouns.

d. Strategy and Reporting Committee: T. Southam (Chair), R. Bennie, M. Hudson, H. Evans-Cullen, A. Gray

H. Evans-Cullen reported. T. Southam distributed the quarterly strategic update by email: thus far we are tracking well against our strategic objectives. Heather is working on a January to September data snapshot to represent our statistics as infographics for the SCRD budget submission.

e. Board Recruitment Committee: A. Sawyer, R. Flux

A. Sawyer reported. The committee has some potential trustee candidates and will be reviewing the recruitment materials and timelines.

f. Finance, Lease & Funding Committee: R. Flux (Chair) M. Wilson, R. Bennie & H. Evans-Cullen:

R. Flux reported the Finance Committee will review the 2024 SCRD budget submission prior to distributing it to the board for a motion to approve.

g. Fundraising Committee: T. Lavender (Chair), R. Flux, J. Bradbury

No report

h. Ad Hoc Event Committee: A. Gray, M. Wilson, H. Evans-Cullen, R. Bennie

M. Wilson reported. The invitations will be sent out Oct. 17th for the November 16th thank you event 5:45 to 7:15. The event will include a wine/beer bar, appetizers and a brief library information slideshow.

7. Reports

a) **Chair's Report** – R. Bennie

R. Bennie and H. Evans-Cullen attended the October 3 SCRD information session on the budget process. The intent is to streamline the process this year so that only significant requests require a presentation. Rob and Heather met on Oct. 11th with Mayor White and Town of Gibsons Homeless Outreach Coordinator Chantelle Burke. We discussed the role of the library is providing respite from inclement weather, our budget, and the use of the parkade. The Sechelt Public Library has opted out of our Nov. 10th media training so Andrena Gray and Marisa Hudson will participate instead.

b) **Library Director's Report**- H. Evans-Cullen

H. Evans-Cullen elaborated on her submitted report that included a financial update.

c) **SCRD**- D. McMahon provided a report including the challenging nature of the upcoming budget process. Emergency planning is a huge focus and priority for all local governments in B.C.

d) **BCLTA**: R. Bennie provided an update on the BCLTA. The new ED Vea Coronado has now started and she is sorting out how training and education will roll out. A main focus is advocacy work around securing ongoing provincial funding. Rob will be attending a board retreat in Vancouver on November 3 and 4th.

e) **Interlink Liaison** –Nothing to report.

f) **Foundation Liaison** – J. Bradbury reported. The GDLF website is time lined to be complete by March, 2024. The GDLF has rented a table for the November Xmas Market at Sunnycrest Mall: they will be selling the remainder of the tea towels. The next board meeting is Oct. 26 during which the Youth Enhancement Project Proposal will be voted on.

8. **LD Salary Offer**: The board discussed this in camera and the salary and benefit offer made to H. Evans-Cullen by the GDPL Executive was reviewed and accepted by the board.

9. Upcoming Meetings

Monday, November 13th at 6:30

Monday, December 11th at 6:30

Gibsons & District Library Association

Regular Board Meeting
Monday, November 13 at 6:30 pm in the
Mainil Room at GDPL

Minutes

Present: Tim Southam, Trevor Lavender, Heather Evans-Cullen, Joyce Bradbury, Marisa Hudson, Mike Wilson, Rob Bennie, Rob Flux, Donna McMahon

Regrets: Alison Sawyer, Andrena Gray

1. **Call to Order & Territorial Acknowledgement** by R. Bennie at 6:34pm
2. **Motion to adopt agenda** by T. Southam, seconded by M. Hudson

Carried

3. **Intellectual Freedom:** H. Evans-Cullen provided a brief overview of the primary 3 issues related to Intellectual Freedom that public libraries are currently dealing with:
1. Challenges to collections, 2. Governance issues related to censorship and 3. Helping the public recognize misinformation.
4. **Motion to adopt Minutes of October 2023** by M. Hudson, seconded by R. Flux

Carried

5. Annual Agenda Items:

SCRD Budget Submission: H. Evans-Cullen met with Tina Perrault to review our submission and some minor edits were made to the final version. R. Bennie and LD will attend the Round 1 budget meeting on Monday December 4 at 9:00 am to present our ask and respond to questions.

1. Committee Reports

a. Board Development Committee: A. Sawyer (Chair), M. Wilson, R. Bennie

M. Wilson reported. The board's self-evaluation will be the topic for the December board meeting.

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b. Facility and Capacity Committee: M. Wilson (Chair), T. Southam, T. Lavender, J. Bradbury, R. Bennie, H. Evans-Cullen:

Ali Siemens of Golden Hour Consulting, along with her consulting partner will be facilitating a board session via zoom on engagement on Monday, Nov. 20 at 6:30 pm. The committee reviewed the proposed questions Ali had provided and agreed we should discuss all 5. H. Evans-Cullen will distribute the agenda for the session with the questions on Tues, Nov. 14.

c. Governance Committee: A. Sawyer (Chair), M. Hudson, A. Gray and J. Bradbury

M. Hudson reported. The Lilloet Public library has reached out to have a conversation about Public Library Association governance. J. Bradbury, H. Evans-Cullen and A. Sawyer will participate on a zoom call with Lilloet Library Director Toby Mueller on Nov. 15.

d. Strategy and Reporting Committee: T. Southam (Chair), R. Bennie, M. Hudson, H. Evans-Cullen, A. Gray

T. Southam reported. The committee continues to track our progress against the strategic plan and so far we are making solid progress. The committee is meeting via zoom on Wed. Nov. 15 at 4:30.

e. Board Recruitment Committee: A. Sawyer, R. Flux

R. Flux reported. He is reviewing the recruitment materials and timelines.

f. Finance, Lease & Funding Committee: R. Flux (Chair) M. Wilson, R. Bennie & H. Evans-Cullen:

This report was provided during annual agenda portion of the meeting.

g. Fundraising Committee: T. Lavender (Chair), R. Flux, J. Bradbury

No report

h. Ad Hoc Event Committee: A. Gray, M. Wilson, H. Evans-Cullen, R. Bennie

M. Wilson reported. So far we have had 32 people rsvp that they are attending our thank you event on Thursday, Nov. 16 from 5:45 to 7:15. The event will include a wine/beer bar, appetizers and a brief library information slideshow. Suggestion by T. Southam to talk about our engagement process during the presentation.

7. Reports

a) Chair's Report – R. Bennie

R. Bennie reported. He attended a BCLTA retreat in Vancouver at the Strathcona Library. The group discussed how to best support library trustees and may try to delegate a board member to a region for direct support contact. The new Executive Director Vea Coronado is currently sorting out the best way to offer professional development and training to trustees. A key priority of the BCLTA is to offer support to the strategic initiative of the library partners to secure ongoing increased provincial funding.

The media training with Stuart McNish of Oh Boy Productions on Nov. 10 was excellent. H. Evans-Cullen, R. Bennie, A. Gray and M. Hudson all participated and everyone concurred it was an extremely beneficial session.

b) Library Director's Report- H. Evans-Cullen

H. Evans-Cullen elaborated on her submitted report

c) SCRD- D. McMahon

D. McMahon provided a report including the challenging nature of the upcoming budget process. A session on emergency planning will take place this week at Grantham's Hall. Donna encouraged everyone to sign up for her regular newsletter to stay informed about SCRD issues.

d) BCLTA: reported provided during Chair report

e) Interlink Liaison –Nothing to report.

f) Foundation Liaison – J. Bradbury reported.

The GDLF website is time lined to be complete by December. The GDLF has been developing bookmarks to be distributed at the Xmas fair. J. Bradbury included the LD in the editing process to ensure the bookmark information represents the library's funding and services accurately.

9. Upcoming Meetings

Monday, December 11th at 6:30

Monday, January 8th at 6:30

Monday February 12th at 6:30

Monday, March 11th at 6:30

Saturday, April 13th at 10:00 am AGM

Saturday, April 13th board meeting post AGM 11-1

Gibsons & District Library Association

Regular Board Meeting
Monday, December 11 at 6:30 pm in the
Mainil Room at GDPL

Minutes

Present: Tim Southam, Trevor Lavender, Heather Evans-Cullen, Joyce Bradbury, Marisa Hudson, Mike Wilson, Rob Bennie, Rob Flux, Donna McMahon, Alison Sawyer, Andrena Gray, Anne Plessl

1. Call to Order & Territorial Acknowledgement by R. Bennie at 6:34pm

2. Motion to adopt agenda by T. Southam, seconded by M. Hudson

Carried

3. Motion to adopt Minutes of November 13 by M. Hudson, seconded by R. Flux

Carried

4. Annual Agenda Items:

Strategic Quarterly Report: T. Southam will include in Strategy Committee report

Board Self-Evaluation: A. Sawyer presented and asked trustees to provide feedback on the survey if they want additional options added such as “don’t know”

Action: Trustees are asked to complete the survey monkey board self-evaluation questionnaire by Dec. 22nd

5. Committee Reports

a. Board Development Committee: A. Sawyer (Chair), M. Wilson, R. Bennie

Survey was discussed already.

b. Facility and Capacity Committee: M. Wilson (Chair), T. Southam, T. Lavender, J. Bradbury, R. Bennie, H. Evans-Cullen:

Ali Siemens of Golden Hour Consulting, along with her consulting partner Natti Schmid facilitated a board session via zoom on engagement on Monday, Nov. 20 at 6:30 pm. The SWOT analysis and engagement steps will be sent to the board by Dec. 15th.

c. Governance Committee: A. Sawyer (Chair), M. Hudson, A. Gray and J. Bradbury

A. Sawyer reported the committee has not met- no current issues.

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d. Strategy and Reporting Committee: T. Southam (Chair), R. Bennie, M. Hudson, H. Evans-Cullen, A. Gray

T. Southam reported. The committee continues to track our progress against the strategic plan and so far we are making solid progress. Of the approximate 22 action items there only a few that have not had steps forward. The committee is meeting on Wed. Dec. 13th.

e. Board Recruitment Committee: A. Sawyer, R. Flux

R. Flux reported. Some edits and tweaks have been made to the recruitment and orientation materials. These will be provided to LD. The AGM announcement will be posted in January.

f. Finance, Lease & Funding Committee: R. Flux (Chair) M. Wilson, R. Bennie & H. Evans-Cullen:

H. Evans-Cullen thanked the finance committee for the help with developing the budget submission which was approved at the Dec. 4th Round 1 budget meeting. The media training completed assisted with our communication strategy and the Coast reporter article published on Dec. 1 was timely.

g. Fundraising Committee: T. Lavender (Chair), R. Flux, J. Bradbury

No report

h. Ad Hoc Event Committee: A. Gray, M. Wilson, H. Evans-Cullen, R. Bennie

M. Wilson and H. Evans-Cullen reported. The event was a success in terms of participant' enjoyment of it and the impression the library tour provided. A. Gray is putting together a debrief document so we know how to best plan for next time. It was suggested by T. Southam that we include some regular library patrons next time and perhaps widen our scope of invitees. It was also suggested that we make it more of a networking opportunity.

7. Reports

a) Chair's Report – R. Bennie

R. Bennie reported. Rob was involved with preparing for the budget submission and presented at the Dec. 4 meeting. At the budget presentation, he did speak to the SCRD Directors about evaluating GDPL independently in regards to our unique service levels. He noted how valuable the media training we did was, and appreciated the Coast Reporter article.

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b) **Library Director's Report-** H. Evans-Cullen

H. Evans-Cullen elaborated on her submitted report. The new logo designed by Edmund Arceo of Spiderplus graphics was reviewed. Motion by R. Bennie to accept the logo as presented, seconded by M. Hudson.

Carried

c) **SCRD-** D. McMahon

D. McMahon expressed appreciation for the provincial funding advocacy we are doing.

d) **BCLTA:** R. Bennie discussed some of the governance issues facing public libraries. He wrote a letter on behalf of the BCLTA to all the library Chairs in the province around how the BCLTA can offer support around governance policies and protecting boards from inappropriate takeovers.

e) **Interlink Liaison –**A. Sawyer provided her resignation to the InterLINK board. She provided an overview of their workplan for the coming year. Anne Plessl offered to take over as InterLINK liaison.

f) **Foundation Liaison –** J. Bradbury reported. The GDLF trustees appreciated the November library event. She reported on how the tea towel sales went at the Xmas market. The GDLF approved the youth enhancement project and has delivered a cheque for \$30,000. The remaining funds will be offered upon delivery of receipts

9. **New Board Trustee:** A. Sawyer provided her resignation from the board. R. Flux nominated Ann Plessl immediately as interim board trustee to be appointed at the April library AGM at which point she will begin her term. Seconded by R. Bennie.

Carried

Thank you to A. Sawyer for all her many contributions to the library for the past 8 years.

10. **Upcoming Meetings**

Monday, January 8th at 6:30

Monday, January 15th 6:30 to 7:30 via zoom meeting with Ali Siemens.

Monday February 12th at 6:30

Monday, March 11th at 6:30

Saturday, April 13th at 10:00 am AGM

Saturday, April 13th board meeting post AGM 11-1