



## Board Meeting Minutes - Wednesday November 08, 2023, 10:00am-11:30am Pacific (via zoom)

### Regular board meeting

Via Teams

Board members present:

Shirley Lew (arrived at 10:30am Pacific), David Christensen, Deb Hutchison Koep (Chair for this meeting), Mari Martin (ex officio), Kevin Stranack, Noreen Ma, Jacqueline Kozak

Regrets:

Staff present:

Kevin Millsip, Sharon Herbert, Cimoan Atkins

1. Land acknowledgment – Mari, Next: Jacqueline, David C., Deb, Noreen, Kevin S., Shirley
2. Welcome and approval of agenda – Deb (2 mins)
  - a. Additional agenda items - add MS365 as Item 6, move current item 6 down; do Governance update before Finance; Add Item c
  - b. Approval of last board meeting minutes – (KS/DS) - *approved*
3. Governance committee updates – **for information (35 mins) - Kevin**
  - a. Governance workplan for 23/24 - updated
  - b. Governance Committee Chair update – note that Jacqueline Kozak will be new Chair of Governance Committee (replacing Cari Lynn Gawletz)
  - c. SGM update
    - i. Below is a motion from the Governance Committee, asking for Board members approval so that staff can begin the process of holding the electronic SGM. The process and timelines document are enclosed in the Board package: *(DHK exited/recused herself until motion was passed; DC assumed Chair role in her absence)*
      1. *Moved: 'That the BCLC Board approve the holding of an electronic AGM in November 2023, to allow members to vote*

*on the question of changing our bylaws, to extend the number of terms that a board member can serve on the board.”*

*a. Moved by KS, seconded by JK.*

**2. ACTION: Sharon to strengthen the rationale language and run past Board members before sending *DONE***

*a. DHK returned and re-assumed Chair role*

ii. Discussion on replacing Cari Lynn Gawletz’s position - Governance Committee recommended to seek replacement for Cari. Kevin M. to reach out to a few individuals who had expressed interest in serving on the Board.

4. Finance committee – Cimoan (35 mins)

a. General Updates – 3-year budget planning underway and a financial health check process is planned to begin in January.

b. YTD financials – update.

*i. Motion to approve the YTD financials. (DC/SL) - approved*

c. Surplus update – Lenora Lee from KPMG will discuss the reports in more detail in January Finance meeting. Kevin M. shared additional context regarding historical aspect of the surplus.

d. Reserve fund - Kevin M. discussed higher than anticipated amount of interest, which is normally applied to general deficit. Going forward, Finance will review the Reserve policy and may ask Board for a motion to transfer the bulk of additional interest accumulation into the Reserve fund.

*e. Motion to approve one-time year-end bonus, of \$2,000.00 (pro-rated) to each FTE BCLC employee, for a maximum FY 2023-24 budget expenditure of \$44,000.00. (KS/SL) - approved*

*i. Discussion: Deb noted that this is an important gesture to staff considering tough economic times*

5. Other – **for information (10 mins)**

a. Partners update – **Deb**

i. Good meeting with new BC Minister of Municipal Affairs

ii. Deb expressed appreciation for the work of the ED group in preparing for this meeting

iii. Kevin noted that next steps include more engagement with Ministry Staff and setting up a follow-up meeting with the Minister

b. PLAWG (Public Library Accessibility Working Group) update – Kevin

i. End of Stage 1 work, discussions with Disability Alliance (funder). Survey out to gauge success of Stage 1; funds remain for Stage 2 depending on results of survey

ii. <https://untappedaccessibility.ca> award nomination

- c. Communications position hiring update – interviews later this month, hoping to have a person in place in January. Direct report to Kevin, working with all managers.
  - d. MS365 – discussion of best methods to share files with Board members
6. Board meetings: (10:00am-11:30am PST)
- a. Black type = regular board meetings/**Blue type = catch up/planning meetings:**
    - i. ~~Sep 20~~, ~~Oct 18~~, ~~Nov 8~~, **Dec 13**, Jan 17, **Feb 21** – Budget Approval, Mar 13, **Apr 17**, May 8, June 20 – AGM.
7. Adjournment – 11:22am Pacific