



BCLibraries
COOPERATIVE

**Minutes of Board Meeting
Wednesday May 8th, 2024,
10:00am-11:30am Pacific (via zoom)**

[Regular board meeting](#)

Via Teams video conference

[Meeting process sheet](#)

Board members present:

Shirley Lew (Chair), Deb Hutchison Koep, Mari Martin (ex officio, exited at 10:41am), Kevin Stranack, Noreen Ma,

Regrets: Jacqueline Kozak, David Christensen,

Staff present:

Kevin Millsip, Sharon Herbert (exited at 10:41), Cimoan Atkins (exited at 10:18), Ayesha Ali (exited at 10:18)

1. Land acknowledgment – David C., Deb, Noreen, Kevin S., **Shirley**, Jacqueline, Clint, Mari,
2. Welcome - **Shirley (2 mins)**
 - a. Additional agenda items - none
 - b. Approval of last board meeting minutes – (DHK/KS) - approved
3. Finance committee – **Deb/Ayesha/Cimoan (20 mins)**

- a. Motion to receive the YTD financials (Ayesha) – See March 2024 Year-end financials in your package. (DKH/KS) - approved
 - i. Awaiting completion of the audit to make decisions about any surplus
 - ii. Provided some context about actual surplus due to timing of grants
- b. Approved 24/25 budget w. notes and operating budget narrative – **provided for information**
- c. One time project updates
 - i. Multiple operational projects in progress, aiming to wrap up by end of July:
 - 1. Valuation report – qualitative/quantitative analysis and helpful for Strategic Planning
 - 2. Succession Planning - specifically for critical roles
 - 3. Financial Systems check
 - ii. All of these projects are still at the early information collecting stage. Work arising to start shortly after receipt of reports from consultants in July, with sharing of reports and updates to the Board in the Fall.
- 4. Governance committee updates – **for information (20 mins) - Kevin**
 - a. Board recruitment update - one post-sec vacancy to be filled.
ACTION: Kevin and Shirley to follow up with two potential candidates who have expressed interest
 - b. AGM Planning update (Sharon/Shirley)
 - i. Nominations
 - 1. Grateful to Hilary Bloom (Squamish) and Beth Davies (Burnaby) for serving as the Nominations Committee this year
 - 2. Deadline to receive nominations is May 16 at 1pm Pacific
 - 3. Nominations Committee will meet the morning of May 17 to review nominations and make a recommendation to the Board to receive the nominees
 - a. **ACTION: Sharon to send calendar invite to Board members to watch for motion via email to approve the nominees the afternoon of May 17.**

4. Shirley discussed appointment of Incoming Chair that will be required after the AGM
 - ii. There will be a brief post-AGM virtual meeting to appoint Board executive roles
- c. Update on the security breach
 - i. Some media attention, interview with CP; didn't respond to any further media inquiries over the weekend
 - ii. Scott updating critical incident response from this process and recommendations; Management meeting next week for more review.
 1. For future, could communications person help more with this role. Building her role into response process. Mari to share provincial privacy guidelines. Missing from articles, an opportunity to discuss role of libraries and personal privacy.
 2. Deb: Lots of chat on ABCPLD list, on tail of London Drugs, Co-op governed by PIPA, libraries governed by FIPPA. Communications protocol – better crosswalk to be clear about what role each have. Support for privacy through NWLF.
5. Other – (10 mins)
 - a. All-staff retreat report back
 - i. 2 day meeting, first time in-person since 2019
 - b. Partners update – Kevin/Deb
 - i. Sent letters to Ministers, pro forma
 - c. PLAWG (Public Library Accessibility Working Group) update – Kevin
 - i. Broad discussions about next steps
 - d. NNELS federal funding update – Kevin
6. In camera session – voting members moved in camera at 10:41
7. 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, ,~~ Joint Finance/Board - June 19 – Compensation review report, June 20 – AGM.
8. Adjournment - 11:01am

Items for future board meetings:

- Staff Presentations:

- Sharon re: Sitka
- AI and library sector
- Kathrin re: Member engagement strategy