



**APPROVED MINUTES** Board Meeting Wednesday March 19, 2025, 10:00am-11:30am Pacific (via zoom)

Regular Board Meeting via Teams

Board members present: Deb Hutchison Koep (Chair), Shirley Lew, Mari Martin (ex officio), Noreen Ma, David Christensen, Clint Curle, Suzanne Rackover

Regrets: Jacqueline Kozak, Hillary Webb

Staff present: Ayesha Ali (exited at 10:19am), Sarah Felkar, Sharon Herbert (exited 11:05am)

Guest: Anne O'Shea, Craft Strategic (joined at 10:18am/exited at 10:51am)

1. Land acknowledgment – Deb (for Jacqueline) (Jacqueline, Hillary, Clint, Mari, Suzanne, Shirley, David C., Deb, Noreen)
2. Welcome and approval of agenda – Deb (2 min)
  - a. Additional agenda items - Moved CD Second: CC Approved
  - b. Approval of last board meeting minutes – see items in package
    - i. Minutes of January 29, 2025
      1. Moved: SR Second: SL Approved
    - ii. Minutes of February 19, 2025 Board Planning meeting

1. Moved: SR Second: SL Approved

3. Confidentiality Acknowledgement -[Deb](#)

- a. The Board is reminded that all items discussed at the Board meeting are confidential until the Board decides otherwise, as outlined in the [Board Confidentiality Policy](#).

4. Conflict of Interest Acknowledgement - [Deb](#)

- a. The Board is asked if any Director is in a conflict-of-interest position with any item of the agenda, as outlined in the [Board Conflict of Interest Policy](#).

5. Finance committee – [David/Ayesha \(10 mins\)](#)

- a. YTD Financials – See December YTD financials and Q3 Narrative in your package
  - i. Motion to receive the report
    - 1. Moved: SR Second: SL Approved
- b. Operating Reserve Policy (Sarah)
  - i. Finance Committee reviewed the Policy in their last meeting and added a note to clarify what the operating reserve is and what it is used for
    - 1. Suzanne added a few suggestions for clarity in the policy document, e.g. defining “organization” as BCLC, move a few lines into different sections for clarity, use and/or in a few instances
      - a. For review at upcoming Finance/Governance committees

6. Governance committee updates – **for approval and information (40 mins)** - [Noreen/Sarah/Sharon](#)

- a. Strategic Plan update presentation – [Sarah/Guest Anne O’Shea](#)
  - i. Anne O’Shea, Craft Strategic consultant joined to hear feedback from the Board on the Plan
- b. Board Recruitment – [Sarah](#)

7. Other

- a. BCLC operating updates - Sarah (5 min)
  - i. Partners – Sarah is now co-chair for duration of her contract Partners met with Minister Kahlon.
  - ii. Sarah will be providing a Co-op update at ABCPLD meeting
  - iii. PLAWG has contracted with Untapped
  - iv. Sitka upgrade scheduled for April 5<sup>th</sup>
  - v. Cloud hosting migration is complete, Vancouver physical service space has been disassembled
  - vi. NNELS
    - 1. hiring for EARP grant underway
    - 2. demographics webinars in place
    - 3. recruitment underway for NNELS core team member vacancy
  - vii. Licensing - Pilot of Palace Project app, recruitment for Digital Librarian later this year.
  - viii. Staff training on Cultivating Safer spaces with Sunflower Co-op, with more training at all-staff in-person meeting in April
  - ix. Co-op will have staff at the BC library conference and Beyond Hope conferences
- 8. In camera session – Deb (30 min)
  - a. Motion to move in camera Moved: SR Second: DC Approved
- 9. Board meetings: (10:00am-11:30am PST)
  - a. Black type = regular board meetings/Blue type = catch up/planning meetings:
    - i. ~~Sep 19~~, ~~Oct 16~~, ~~Nov 20~~, ~~Dec 18~~, ~~Jan 15~~, ~~Feb 19~~, ~~Mar 19~~,   
Apr 16, May 21, June 19 – AGM.
- 10. Adjournment — Motion: NM Second: SL Approved (11:27 a.m.)

**Presentations for future board meetings:**

Apr 16– Scott – Migration report and cybersecurity

Other:

AI and library sector

Tami and Enhancement Grant plan

Kathrin re: Member engagement strategy

