

Minutes
Squamish Public Library Board
Wednesday, September 18, 2024, 5:30 PM

In attendance: Molly Loudon, Sarah Bainbridge, Hilary Bloom, Doug Race, Janet Jamieson, Hasrat Grewal, Dana Fleming, Tony Rainbow, Esther De Vos

Regrets: Christine Baker, TlalaKwot, Andrew Hamilton

Minutes: Rya Kobewka

1. **Welcome:** We would like to acknowledge that we are gathered on the unceded territory of the (Skwxwu7mesh) Squamish First Nation
2. **Approval of Agenda**
 - a. Moved: Janet Second: Doug Moved
3. **Approval of June 19, 2024 board minutes**
 - a. Moved: Dana Second: Sarah Moved
4. **Introduction of SLRD Rep, Tony Rainbow in attendance and SLRD Update**

Tony Rainbow gave an overview of the library funding structure from Area D, and his interest in expanding library services and funding support to Area D residents.
5. **Treasurer's Report**

Statements were made on August 31st so they are the second quarter plus two months.

 - There is \$130,000 in our library accounts designated for future needs that could be redirected to other reserves or considered for other projects deemed appropriate
6. **Committee Report**
 - a. Governance Committee
 - i. Meeting Room Policy
There are two parts to the meeting room policy: (1) policy document and (2) rental terms and conditions. The second is more procedural, but they do go hand in hand. It now includes a reference to the CFLA statement and has more specific language.

Motion to approve the Meeting Room Policy
Moved: Janet Second: Esther Moved
 - ii. Trustee Selection Policy

Motion to approve the Trustee Selection Process Policy
Moved: Sarah Second: Doug Moved
7. **InterLINK Report**

There is a meeting next week – nothing to update.
8. **Director's Report**

A large report spanning three months of activity – it was a very busy summer!

- Four new positions have begun
- Hilary worked with legal council to move letters of employment to employee contracts for all staff
- Upcoming professional development: a full day of mental health first aid
- Some staff will be participating in an RCMP exercise to run through an active threat and test our emergency procedures
- Big changes coming around circulation procedures: changing our holds procedure and loan periods in November, and switching to auto renewals in January
- The library tote bags will be coming in mid-October.
- Programming will have a switch-up with the new capacity – lots of new programming to come for all ages!

9. Council Report

No update this meeting.

10. Business Arising

a. 2025-2026 DoS Budget Requests

In June the board approved the District requests, and Hilary will be presenting to Council on October 1. Hilary met with the new DOS finance person, Laura Turner, to make sure she understands the relationship between the library and the DoS, including the established provision.

11. New Business

a. Enhancement Grant Updates: For this year, to date, we have spent just under \$40,000 of the grant. We allocated up to \$150,000 this year and another \$150,000 next year. The following are additional proposals to spend enhancement grant funds:

- i. Digital Branch Website Proposal (\$40,000)
- ii. WiFi Upgrade Proposal (\$10,000)
- iii. Overdrive Advantage Project (\$15,000)

Motion to approve website, WiFi and Overdrive proposals:

Moved: Doug Seconded: Molly Moved

iv. Remote Holds Lockers/mobile library project

Need to revisit this issue – could we potentially meet with a consultant to talk about how to best approach expanded reach

12. In Camera

13. Adjournment

- a. Moved: Esther Second: Hasrat Moved