



**Nelson Public Library Board  
Regular Meeting  
Tuesday, April 4 2023**

*Minutes*

<b>In Attendance</b>	<b>Regrets</b>	<b>Absent</b>
Tracey Therrien, Chief Librarian Anni Holtby Caroline McChesney Jesse Pineiro Michelle Sylvest Kathleen Cauley Sue Adam	Lesley Garlow Laurie Langille	Dale Butterfield Randi Fjeldseth

	SUMMARY OF ACTIONS FROM THIS MEETING	Who	By When
1.	Confirm board & staff lunch	Tracey	May
2.	Share Safe Harbour training link	Sue/Michelle	ASAP
3.	Invite RDCK Area F, H & E Directors to May Library Board meeting	Randi, Anni, Tracey	Before May meeting
4	“Advocacy Story” survey.  - Create, send and fill out	Kathleen to create & send.  All trustees to complete prior to May meeting	Before May meeting
5	Enquire about NPL BCLTA voting representative.	Michelle	Prior to BCLTA AGM in May
6	Ask Trustees that were absent to create stakeholder list. Compile lists and share with Fund Development Committee	Anni	Those absent, to complete and forward to Anni by Apr 28th

Meeting called to order at 6:36 PM by Anni, who also offered a land acknowledgement.

**1. Adoption of Regular Agenda**

**M/S**

K. Cauley/ S. Adam

That the Agenda for the meeting be adopted as circulated. **CARRIED.**

**2. Adoption of Consent Agenda**

- Minutes of February 21, 2023 Meeting
- Correspondence to the Board
- Committee reports
  - Personnel: Anni

Anni Holtby declared the consent agenda accepted.

3. **BCLTA:** Michelle spoke to the BCLTA staffing changes and work to update Executive Director job description and role. Babs Kelley has agreed to take on the role of Interim ED until this work has been completed. Upcoming AGM on May 29<sup>th</sup>, (online), all Trustees are invited to attend.

**ACTION:** Michelle to ask if she is eligible to represent NPL as a voting representative or if that needs to be delegated to another NPL Trustee because she is a BCLTA Board member.

4. **Gov & Nominations:** Anni (on behalf of Laurie) asked Trustees if they were interested in sitting on a Nominations Committee. The NPL Board is short one board member and a committee is needed to recruit a new member. Jessie volunteered.
5. **Quarterly Financials:** Tracey reviewed Library financials to March 31, 2023 and took questions from Trustees. Financials are on track for the 1<sup>st</sup> quarter.
6. **Librarian’s Report:** Tracey gave an overview of the distributed report with a focus on partnerships and funding strategies, and invited questions from Trustees.

7. **Board Annual Agenda**

*April:* Board Annual Staff luncheon

Tracey canvassed about luncheon (when/where), decided to have a similar luncheon as passed couple of years: during the week, outside with take out. Tracey will confirm May date.

*May*

- Invite RDCK Area E, F, & H Directors to May meeting.
- Conduct Board self evaluation

**ACTION:** Randi, Anni and Tracey to contact Directors and invite to May Board meeting

8. **Business/Action items arising from Minutes**

REVIEW OF ACTIONS FROM FEBRAURY MINUTES	WHO	STATUS
1. Canvas Staff re: Board & Staff luncheon	Tracey	completed
2. Walk group through GDrive and naming convention	Kathleen	Completed – with thanks and gratitude for Kathleen managing the Gdrive
3. Send Kathleen effective communications they have used to include in advocacy toolkit	Trustees	completed

9. **Trustee Board Development**

- Safe Harbour: equity, diversity & inclusion training  
Sue completed the free training recently, offered through the BC Library Federations –

Sue reported that it was thorough, covered topic well, good introduction and took approximately 2 hours. She would recommend to others.

**ACTION:** Sue and Michelle to send registration link to all Trustees.

- BCLA Conference  
Anni signed up for the online portion of the conference. Has yet to view any sessions but material will be available for viewing for six months. Discussion on viewing sessions at future Board meetings.

## 10. Advocacy

- **Advocacy Tool Kit: Kathleen**  
Kathleen walked Trustees through the tool kit that she developed, located on the Gdrive for all trustees to access. The tool kit includes links to resources (library statistics, other library advocacy resources and templates) and worksheets to support trustee's advocacy efforts. Trustees expressed their gratitude and appreciation to Kathleen for creating this valuable tool. It was suggested we have a standing Advocacy agenda item to work through the tool kit.

**ACTION:** Kathleen to create "Advocacy Story" survey and distribute to trustees. Trustees to complete and share results at May Board meeting.

- **Stakeholder mapping: Anni**  
Anni led an exercise on identifying stakeholders and determining individual trustee's sphere of influence and the Library as a whole. Each trustee identified individuals and groups outside of the library that they participated in and Anni collected lists.

**ACTIONS:** Anni to email trustees who are absent to ask to complete for the next Fund Development meeting. Share lists with Fund Development committee to add to our map and bring back to the Board for further advocacy discussion

## 11. Provincial Government one-time funding: Tracey

Tracey offered an overview of the breakdown of the one-time funding. The one-time grant of 45 million includes funds for agencies that support public libraries: BCLTA, BCLA, BCLC & the library federations. The actual amount that went directly to public libraries is \$12,500,000. The Library Partners are continuing to advocate for sustained increased provincial funding.

**M/S** C. McChesney /K. Cauley  
That the Regular meeting be adjourned. **CARRIED.**

Moved to in camera at 8:25 PM.