



**Nelson Public Library Board  
Regular Meeting  
Tuesday, September 19, 2023**

*Minutes*

**In Attendance**

Tracey Therrien, Chief Librarian  
Anni Holtby  
Caroline McChesney  
Randi Fjeldseth  
Sue Adam  
Kathleen Cauley  
Laurie Langille  
Michelle Sylvest

**Regrets**

Lesley Garlow  
Dale Butterfield  
Jesse Pineiro  
Leslie Payne

Recorder: Zoë Creighton

	<b>SUMMARY OF ACTIONS FROM THIS MEETING</b>	<b>Who</b>	<b>By When</b>
1.	Invite Osprey ED to November board meeting, as well as some of the Friends of the Library representatives re: Legacy and Bequest proposal	Anni	November meeting
2.	Convene a meeting with the fund development cttee between Sue's arrival back and the November board meeting (October 28 <sup>th</sup> )	Anni	November
3.	Initiate the next step in advocacy activities – a guided activity around how to reach out to community partners – prefaced by distribution of the asset map.	Kathleen	October meeting
4.	Forward video links from Toronto Public Library and Tamarack Institute for trustees to review	Anni	October

Meeting called to order at 6:30 PM by Anni Holtby, who also offered a territorial acknowledgement and welcome.

Anni reminded all that tonight's' meeting goal is to look forward, with the lenses of Connections, Fiduciary Responsibility and Advocacy.

**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 June 20, 2023 meeting
- Correspondence: Libraries Branch, re: Enhancement Grant
- Personnel Committee: Anni

Anni declared the consent agenda adopted.

**3. Committee reports**

*Kootenay Library Federation: Randi*

Randi read her report outlining the recent meeting in Creston – they celebrated the receipt of some 3-year operating funding and did a tour of the Creston Library. KLF meets in person twice a year – once in the E. Kootenay, and once in the W. Kootenay.

*BCLTA: Michelle*

A new Executive Director was hired and began on August 1. More news soon.

*Gov & Nominations Committee:*

a. - *Review Trustee skills matrix results*

Laurie invited those present to review the results as circulated with the meeting package. The top five experience and knowledge categories were discussed – the current gaps in skills are around reconciliation/decolonisation and new and emerging technologies. It was agreed that these gaps should inform recruitment efforts, as well as when trustees are preparing committee workplans. A discussion ensued around how to use this information going forward, and the role of board training in this. Laurie was thanked.

b. - *Strike nominations committee*

Laurie and Anni invited people to join them on the Nominations Committee, and provided an overview of committee responsibilities, and the process and timeline for nomination and appointment. There are 3 vacancies this year – an Area H Rep and a 2 City Reps are required. Kathleen agreed to join.

**M/S** R. Fjeldseth /K. Cauley

To appoint Laurie, Anni and Kathleen as the Nominations Committee for this year.

**CARRIED.**

**3. Quarterly Financial Report:** Tracey

Tracey provided an overview of the distributed financial report and invited questions.

**4. Librarian's report**

Tracey offered highlights of her distributed report, including:

- Summer Reading Program was a success and oversubscribed. Summer student was very competent. The reconfiguration of the Library layout was both successful and time consuming, and has met the goals of making the space more welcoming and open. Grant applications are out – including to the Tamarack Institute – for food preserving tools. Staff turnover was also active this summer. Trustees asked questions and provided comments.

- *Staff workplan*

Tracey provided an overview of the Staff workplan, and the process that she went through with staff in the development of their new workplans. It was agreed that the new template for staff workplans looks promising.

**5. Board Annual Agenda**

*Sept:* Strike nominations committee if necessary

*Oct.:* Arrange for committees to meet and review individual committee Q4 Annual Goals & Objectives

## 6. Business/Action items arising from Minutes

REVIEW OF ACTIONS FROM JUNE MINUTES	WHO	STATUS
1. Review results of Board surveys by committee, to see which committee should pursue which priority.	Fund Dev; Personnel; Governance Ctees	Complete
2. Synthesize KLF minutes for board interest	Randi	Complete

## 7. BC Select Standing Committee on Finance and Government Services: for information only

Anni acknowledged the need to continue advocacy efforts, and work with our partners to do the same. MLA Anderson has been sent another invitation to meet re: the latest request from the BC Library Partners Group. The meeting will include other Librarians and Trustees from Kaslo, Salmo and Creston.

## 8. Provincial Enhancement Grant 2.0: Tracey

Tracey provided an overview of recent provincial grants, and outlined how they can be allocated – including potentially supporting the Indigenization Plan initiative, as well as some additional staffing. She underscored that these funds are for special initiatives, not operating funds.

## 9. BC Accessibility Act: Tracey

Tracey provided an overview of the Library's requirements regarding this Act – and explained that the Library is on track to have met the "Plan to Plan" deadline of September 1

The Library is working closely with the City, who will incorporate the Library's plan in to theirs. Appreciations to KLF for providing such valuable support with this.

## 10. Advocacy Tool Kit

### - Legacy project: Sue

Sue reported out on what the fund development committee had identified as a priority- this Campaign for Bequest and Legacy Gifts. She rolled out a proposed process, as well as the key decision areas and points.

Sue proposed the following key decisions for now:

### - Are we ready to move forward?

A discussion ensued: Anni reiterated that this was a priority identified by the fund development committee – who would do much of the work.

Step 1 : Invite Osprey Foundation representatives to explore options together, and then develop a project plan which will include where Fund Development Committee can do the work, and what staff and board can do.

Other pending questions include:

### - Can we clearly articulate our intention?

### - Can we design "perpetual" campaigns?

### - Can we aim for February or March launch?

- *Advocacy activity: Kathleen*

Kathleen discussed her next step to prep the board to begin to meet with community partners – there will be a guided activity at the October Board meeting, which will include tailoring the message to the values and mission of the organisations to whom the Library is reaching out.

Tracey and Anni reported out on some takeaways from a presentation with the Toronto Chief Librarian and the ED from the American Library Association. Building community allies is at the core of this work. Ensuring the Library is a safe space for everyone to express their opinions is paramount.

A discussion ensued around the Library's role in being a leader in engaging groups for these conversations.

#### **11. Trustee Board Development: Sessions/readings**

Action: Anni will forward video links to the Toronto Public Library and Tamarack sessions for Trustees to review.

**M/S**            K. Cauley/L. Langille

That the Regular meeting be adjourned. **CARRIED.**

Moved to in camera at 8:15 PM.