

Minutes of the Powell River Public Library Board meeting held in the First Credit Union Community Room, Public Library, 100-6975 Alberni St. at 4:09 pm.

Trustees Present:

R. Wiebe, Chair
C. Brander
S. Smith
R. Southcott
A. Zaikow

Trustees Absent:

J. Jenkins
A. Price
C. Smith, Vice Chair
P. Treavor

Also Present: R. Burbank, Chief Librarian

Territorial acknowledgement offered by the Chair.

- 1. Adoption of Agenda:** Moved and seconded that the agenda for the November 14, 2022 meeting be adopted with one addition.

- **Old Business b) Notice of election of chair and vice chair**

CARRIED

4:10

- 2. Consent Agenda:** Moved and seconded that the Board adopt the consent agenda.

CARRIED

- Board Meeting Minutes, October 17, 2022
- Board Meeting Minutes, Special, October 24, 2022
- Financial Reports to October 31, 2022
- Performance Measures, October 2022
- Events and Programs, October 2022

- 3. Correspondence - NONE**

- 4. Reports**

- a) Chief Librarian's Report – Rebecca Burbank**

Presented on October activities, projects and news. Management is working with the Union towards ratification of the new collective agreement. Part of this work is collaboratively creating and implementing a new job evaluation plan.

5. New Business

a) Board schedule 2023

Regular meetings of the Board are at 4:00 pm on the second Monday of the month except for January and October which are shifted a week later. There is no regular meeting of the Board in August or December.

January 16, February 13, March 13, April 17, May 8, June 12, July 10, September 11, October 16, November 13.

Moved and seconded to approve the 2023 schedule for regular meetings of the Board of Trustees as presented.

CARRIED **4:21**

b) Insurance addendum to lease agreement – R. Burbank

Update to lease agreement required in light of a change to insurance policies held by the Library and requirements from the City of Powell River. Substantial changes include carriers and administrative responsibilities.

Moved and seconded to approve the addendum to the lease agreement with the City of Powell River.

CARRIED **4:26**

c) Signing authority

Changes to the list of signers needs to be updated as the Board has changed.

Moved and Seconded to appoint Selina Smith as a signing authority.

CARRIED **4:29**

d) Code of Conduct – R. Wiebe

There is limited existing language in the Library Act and Board policies which provide guidance for conduct. Current language exists in a variety of policies; consolidation may provide clarity. Discussion around policies at other public organizations.

Moved and seconded to send the issue to the policy committee to review the current conduct policies and policies at other organizations then report back to the Board.

CARRIED

6. Old Business

a) Trustee appointment process – R. Wiebe

Review and discussion of procedure used for selecting applicants to recommend to local governments for appointment at the October 17, 2022 meeting. Considerations included

confidentiality of discussions, access to discussion by incumbents and ballots.

Moved and seconded to send the recommendation process to the policy committee to review then report back to the Board.

CARRIED

4:44

b) **Notice of election of chair and vice chair**

For information, election of the chair and vice chair will be held at the January 2023 meeting.

7. Questions from the Public – NONE

Meeting Adjourned

4:46 pm

Date of Next Regular Meeting: Monday, January 16th, 2023 at 4:00 pm.

Prepared by: Rebecca Burbank, Chief Librarian