



WHISTLER PUBLIC LIBRARY BOARD
OF TRUSTEES MEETING

Wednesday, December 7, 2022

Formal Meeting 5 to 7 p.m.

**Hybrid Meeting –
Community Room
& Zoom**

MINUTES

Attending:

Mike Walsh (Chair)
Ali Blancher
Bevin Heath Ansley
Cathy Abell Fedoruk
Josie Chuback
Gail Banning
Karen Laughland
Ralph Forsyth
Sheilagh Martin
Sarene Bourdages
Thomas Sikora
Mikale Fenton

Regrets:

Tina Young

050. Call to Order

Introduction was made all around for the two new incoming Trustees, Ali Blancher and Sarene Bourdages

Traditional Territories Acknowledgement Statement – Bevin

The Whistler Public Library is grateful to be on the shared, unceded territory of the Lil'wat People, known in their language as Liłwat7úll, and the Squamish people, known in their language as Skwxw7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.

100. Approval of Agenda

Motion that the Agenda be approved

Moved: Ralph

Seconded: Josie
Approved unanimously

200. Consent Agenda

Public Comments

Approval of the minutes of the previous meeting- November 9, 2022 Meeting

WPL Dashboard November

Welcome and announcement of New Trustees

Motion that the Consent Agenda be approved

Moved: Karen

Seconded: Thomas

Approved unanimously

300. Business Arising from Reports

400. New Business

1. Be an Inspiration

1.1 Public Survey Engagement Results – Chelsea Jordan-Makely recorded presentation

In consideration of time, a recorded presentation by Chelsea about the public survey engagement results will be sent to the Trustees.

2. Make an Impact

2.1 Strategic Plan Staff engagement update Presentation - Andrea Freeman and Mikale

Mikale presented on the progress of our Bridging Plan. Context: a bridging plan is an extension of a strategic plan. It represents a 12 to 18 month plan to help an organization recalibrate following unexpected challenges or changes to leadership (in our case this includes a pandemic, cyber-attack, and change in Director).

Mikale explained how the Leadership Team identified four priorities to work on throughout the next year. Priority 1 – Director Relationships, 2 – Understanding our Community, 3 – Setting priorities, 4 – Staff culture. Throughout a facilitated workshop, Staff then identified their three top actions for each priority.

Looking forward, Mikale explained how the next step in the Strategic Plan process would be to identify appropriate consultants, and to begin community and board consultation. Bevin commented that the existing short strategic plan has been valuable to the organization due to its flexibility.

In Camera

3. Be an inspiration

3.1 Review of Board Self-Evaluation Results – Josie

Motion to go in camera

Moved: Sheilagh

Seconded: Bevin

Approved unanimously

Motion that the regular meeting of the WPL Board be reconvened

Moved: Josie

Seconded: Bevin

Approved unanimously

Discussion/Decision

4. Make an impact

800 Policy review

- Appendix 3 (Library Facility Use Request Form)

Mikale and the Leadership team reviewed Appendix 3 and have decided that it does not reflect operational procedures, and is not in accord with the website. They recommended removing Appendix 3 from Policy 800, and to embed Appendix 3 within the web form. As part of this process, staff will review room booking prices from other libraries, and across the municipality to ensure our prices are up-to-date.

**Motion to receive Staff recommendation to remove appendix 3 from policy 800
understanding staff will implement operational process in its place*

Moved: Ralph

Seconded: Sheilagh

Approved unanimously

Discussion/No Decision

1. Play well with others

1.1 RMOW Update

Ralph updated the Board on the proposed tax rate increases, and the fee for service grants and community grants. He also commented that the budget open house was well attended.

1.2 Friends of the Library Update

Sheilagh commented that the Friends meeting minutes would always be attached to the Board packages moving forward. The Friends are going to be meeting on Zoom for the winter months. The 50/50 draw is scheduled again to run for 6 weeks in February.

2. Make life better

2.1 Library Director Update

Mikale gave an overview on her first month as Director at the library. Aside from going through onboarding operations, Mikale focused on meeting staff, connecting with the community, other library Directors, and Trustees.

Upcoming events: Mikale will be presenting at the next RMOW AGM on library

achievements. The library hosted its first overnight emergency shelter activation for three nights at the end of November. Book nooks are complete and installed. WPL hosted the budget open house.

Trustees can expect a “Save-the-Date” invite for an upcoming Blanket Exercise.

2.2 A Year in Review

Mike commented that it was a solid year for coming after pandemic. He thanked all the Trustees of the time they have put in to their success. He gave a review of the year which included highlights from each committee: HR&G (Josie, Gail, Thomas, Ralph): finalized LD PDP process, attended conferences and workshops, recruited two new trustees, completed the Board Self Evaluation and interviews. Advocacy and Fundraising (Karen, Sheilagh, Gail, Cathy, Jeff) : Drafted policy, developed and delivered Wonder Lab “Elevator pitch”, supported Friends, created strategy for Canadian Library Month, grants summary. Risk Management (Tina): Risk report developed and presented to Board. Special Projects (Bevin): Developed and created trustee website for transparency and trustee succession planning, recruited and hired LD. Friends of WPL (Sheilagh): 50/50 draw raised \$5,000, and book sale raised a record \$4600. Finance (Thomas and Jeff): Reviewing budgets and financial reporting, worked with Friends for CRA charity status. Mike also expressed thanks to the Executive Committee, and WPL Leadership team.

Josie thanked him for the leadership he offered.

500. Old Business

600. Agenda items for next meetings

1. Make an impact

1.1 Draft 2023 Budget Presentation - Mikale

1.2 Election of Board Executive

700. In camera (placeholder)

**Motion to go in camera*

800. Adjournment –

Motion to adjourn

Moved: Ralph

Seconded: Thomas

Approved unanimously

Next Meetings:

Executive – Tuesday, January 3rdnd at 4 to 5 p.m.

Board – Wednesday, January 4th, 2023 at 5 to 7 p.m.