



WHISTLER PUBLIC LIBRARY BOARD  
OF TRUSTEES MEETING

**Wednesday, January 4, 2023**

**Formal Meeting 5 to 7 p.m.**

**Hybrid Meeting –  
Community Room  
& Zoom**

**MINUTES**

**Attending:**

Mike Walsh (Chair)  
Ali Blancher  
Josie Chuback  
Gail Banning  
Karen Laughland  
Ralph Forsyth  
Sarene Bourdages  
Sheilagh Martin  
Thomas Sikora  
Tina Young  
Mikale Fenton  
Kaley O'Brien

**Regrets:**

Bevin Heath Ansley

**050. Call to Order**

Traditional Territories Acknowledgement Statement – Sheilagh

*The Whistler Public Library is grateful to be on the shared, unceded territory of the Lil'wat People, known in their language as Lił'wat7úll, 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: Tina

Approved unanimously

## **200. Consent Agenda**

Public Comments

Approval of the minutes of the previous meeting- December 7, 2022 Meeting

Interlink 2023 Provisional Budget and letter

WPL Dashboard December

Policy 100 and Policy 200

*Motion that the Consent Agenda be approved*

Moved: Karen

Seconded: Josie

Approved unanimously

## **300. Business Arising from Reports**

## **400. New Business**

### **1. Play well with others**

#### **1.1 Election of the Board Executive**

Josie advised the Board that at the first meeting of the Board annually there is an election for the Board Executive. Mike was elected as the Chair and Sarene as the Vice Chair for this year.

#### **1.2 Committee and Representative Appointments and next steps**

Mike noted that he had reached out to trustees to find out which committees they would like to be involved in.

Committee structure is as follows:

Advocacy & Fundraising committee: Karen, Sheilagh and Ali

HR&G committee: Tina, Josie, Sarene, Gail, Ralph and Thomas

Finance committee: Thomas and Ali

Friends of the library Liaison: Sheilagh

InterLINK: Josie and Sheilagh

#### **1.3 InterLINK Delegate Role and Appointment**

Mike advised the Board that as a member library of the Interlink Federation we need to appoint a trustee and an alternate to the Interlink Board. Josie accepted the role for another year as Interlink is facing a major transition year due to the retirement of the long serving executive director.

*Motion to appoint Josie as the delegate for InterLINK*

Moved: Tina

Seconded: Sheilagh

Approved unanimously

*Motion to appoint Sheilagh as the alternate for the InterLINK Board*

Moved: Karen

Seconded: Josie

Approved unanimously

#### 1.4 Proposed 2023 meeting schedule and meeting length

Mike and the executive proposed not to have board meetings in March, June (provisional), July, and August. The Board discussed and agreed that a June meeting would be held if deemed necessary closer to the date. Thomas expressed concern that cancelling June's meeting would result in a long time between meetings during the summer months. Tina reminded everyone that they would also be committed to his or her assigned committee meetings. The Board also considered the length of time for the meetings. The decision was to keep meetings at 2hrs in length.

#### 1.5 2023 Interlink Provisional Budget (for consideration and comment)

Josie talked about the provisional 2023 Budget for InterLINK. She commented how Covid significantly impacted patrons patterns and activity levels in the region with respect to lending and borrowing, but that we are slowly catching up to pre-pandemic levels. Membership levies had been reduced during Covid, however reserves have been built up and fees will be increased gradually this year and over the next 2 years. Member libraries were also advised of inflation and rising costs of services and materials that will also impact member library budgets. Josie noted that the Library Directors of all 18 member libraries are closely involved in these matters and provide advice to the Interlink Executive Director

Tina asked what the term "population" in the package meant and Josie answered that it is about official population of the place, visitors are not included.

Josie also mentioned that with respect to borrowing and lending and the interlibrary loans Interlink only deals with hard copy books not ebooks. It was noted that delivery and courier charges are reviewed annually to determine the most cost effective method of transporting books from library to library. Arrangements are also made to piggyback on other delivery services where appropriate. The loaning of CDs and DVDs etc is handled differently at each library. The borrowing of ebooks is quite restricted and costly. Efforts are being made at higher organizational and political levels to look at ways of reducing costs and providing more copies.

*Motion to receive the budget as an item for information*

Moved: Thomas

Seconded: Karen

Approved unanimously

## 2. Make an Impact

### 2.1 Draft 2023 Budget Presentation

Mikale talked about the 2023 budget. She reviewed the RMOW budget timeline process, explained the differences between the Operating and Projects budget, provided an overview of any budget changes for both revenues, expenditures, and projects, and provided a fundraising update.

Thomas expressed his concern that the budget increase of 2.07% was potentially too low, but Mikale explained the combination of factors which contributed to the low increase. These factors include including pausing the Wonder Lab glass-in project, a lack of staff payroll step increases in 2023, and that the Library Director salary is at a lower pay band than previously.

Karen asked about the parking increase, which Mikale answered that the RMOW has put forward a motion before council to increase the library parkade parking fees. If this motion is rejected by council, the Library revenues budget will have to be adjusted. .

Thomas asked for more explanation on the printing costs. Kaley answered that the finance department asked to make contract services more accurate by moving items into a better account description.

Thomas was concerned about the delay on the Wonder Lab window cover project however Mikale said that it would not affect the running of the Lab.

Thomas asked whether it is possible to draw money out of the TD account whenever needed, instead of sending it to the reserve. Mikale mentioned that the interest is slightly higher in the reserve.

Mikale summarized the presentation by stating the library is in a good position.

Mikale will be sending the updated 2023 Budget to be approved via email

*Motion to move \$10,000 from the TD account to the reserve*

Moved: Tina

Seconded: Karen

Approved unanimously

## **Discussion/Decision**

### 3. Make an impact

100 Policy review and 200 Policy review

It has been decided to leave Policies 100 and 200 as is

## **Discussion/No Decision**

### 1. Play well with others

#### 1.1 RMOW Update

Ralph shared that council approved the staff beds at the ski club cabin, approved a zoning change to allow the use of the WCSS building as an emergency shelter, reviewed the budget guidelines, and shared that council approved a 2% increase to staff in accordance with our neighboring six parity municipalities upon which our wage structure is based.

#### 1.2 Friends of the Library Update

Sheilagh shared that the Friends are meeting on the third Wednesday of the month via zoom except July and August. The focus right now, is on the raffle. She asked others to attend. Tina will be attending in January, Josie in February and Karen in March.

2. Make life better

2.1 Library Director Update

Mikale shared the issue of the Eventbrite fraud with library programs, highlighted the December events and mentioned that she is actively reaching out to other library directors. Mikale is looking forward to working with the WCSS and RMOW staff on supporting the transition to Emergency Weather Shelters at WCSS when appropriate. She also reminded trustees that the Blanket exercise on Feb 3<sup>rd</sup> is from 3 to 6pm.

2.2 Chair comments (HR&G Recommendations)

Mike noted that the recommendations of the HR&G committee are being reviewed and will be implemented over the year.

Mike discussed the possibility of moving the February meeting to February 8 because of the blanket exercise that week but the decision is to stay on the 1<sup>st</sup>.

Josie mentioned that we have set up a buddy /mentor system to support the new trustees . Ali will partner with Tina, and Sarene with Bevin.

**500.** Old Business

**600.** Agenda items for next meetings

1. Make an impact

- a. 2022 YE Financials
- b. Review and approve 2023 Board Calendar

2. Play well with Others:

- A) HR&G Report Recommendations and Next Steps

**700.** In camera (placeholder)

*\*Motion to go in camera*

**800.** Adjournment –

Motion to adjourn

Moved: Ali

Seconded: Ralph

Approved unanimously

Next Meetings:

Executive – Tuesday January 24<sup>th</sup> at 4 to 5 p.m.

Board – Wednesday, February 1st, 2023 at 5 to 7 p.m.