



WHISTLER PUBLIC LIBRARY BOARD  
OF TRUSTEES MEETING

**Wednesday, September 6<sup>th</sup> 2023**

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

**Hybrid Meeting –  
Community Room  
& via Microsoft  
Teams**

**MINUTES**

**Attending:**

Mike Walsh (Chair)  
Ali Blancher  
Bevin Heath Ansley  
Karen Laughland  
Ralph Forsyth  
Sarene Bourdages  
Sheilagh Martin  
Tina Young  
Mikale Fenton

**Regrets:**

Gail Banning  
Josie Chuback  
Thomas Sikora

**050. Call to Order**

Traditional Territories Acknowledgement Statement –Karen

*The Whistler Public Library is grateful to be on the shared, unceded territory of the Lil'wat People, known in their language as Liꞥwat7úll, 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: Karen

Seconded: Ralph

Approved unanimously

**200. Consent Agenda**

Minutes of the previous meeting: June 7<sup>th</sup> 2023

WPL Dashboard Summer 2023  
Minutes of Friends June Meetings 2023  
2023 Q2 Finance Report  
Attachment 1a WPL Q2 Financial Report  
2024 Draft Library Operations Budget Report  
Attachment 4a Draft Library Operations Budget  
2023 Provincial Enhancement Grant Funding Proposal  
Attachment 2a 2023 March Library Grant Award Letter  
Attachment 2b 2023 June Library Enhancement Grant Award Letter  
2024 Sunday Hours Increase Proposal  
2023 SLRD Contribution Letter  
Public Comments:

Letter: Sharing Gratitude for Whistler community events” Pique Newsmagazine

Motion that the consent agenda be approved

Moved: Tina

Seconded: Sheilagh

Approved unanimously

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

#### **400. New Business**

##### **For Discussion/Decision**

##### **1. Make an Impact**

###### **1.1 Q2 Financial Report**

Mikale provided an overview of our current position as of Q2, highlighting the significant areas of variance in both revenues and expenditures. She focused on the surplus’ provided through parking revenue, and the increase in payroll expenditures stating that leadership team has a plan in place to meet the year-end budget.

Motion: That the Q2 Financial report be approved

Moved: Ralph

Seconded: Ali

Approved unanimously

###### **1.2 2024 Budget Planning**

Mikale provided a summary of the 2024 Draft Operations budget indicating the request for RMOW support would increase by 7.24% compared to our 2023 budget. This increase is in line with the RMOW context and can be attributed to wage and inflationary costs, along with improved services to the community. Additionally, the Enhancement Grant presents an opportunity to offset some of the rising operating costs. Library revenues are steadily recovering to pre-COVID levels, with parking and grants serving as our primary sources of income. On the expenditure side, payroll represents our largest expense, while other variances are influenced by inflationary adjustments. She also mentioned that the planning is not yet

finalized.

Motion: That the direction of the 2024 Budget be approved

Moved: Ali

Seconded: Sheilagh

Approved unanimously

### 1.3 Provincial Funding Proposal Report and Sunday Hour Extension Presentation

Mikale discussed the allocation of Provincial Enhancement Grant funding. She consulted with staff, management, and other libraries to determine the most effective use of this grant. It's important to note that this grant is not meant to substitute municipal funding, and expenditures must be carried out within the timeframe of 2023 to 2025. She advised against allocating too much of the grant to cover operational expenses as it would put the library in a challenging place in 2026. Instead, she proposed allocating the grant for the following purposes: strategic plan consultants, a space needs assessment, a pilot program for Sunday operation hours, staff wellness and training, collection enhancement, inclusion and outreach efforts, as well as responsive programs and services.

Mikale proposed a pilot project to extend Sunday hours using grant funding. She is making this proposal to ensure consistency in the schedule, address community needs, and align with Council's Smart Tourism strategic priority, which focuses on traffic dispersion. The estimated cost for this extension would be approximately \$16,900. Additionally, she plans to collaborate with RMOW to determine the most desirable way to utilize grant funding for this Sunday hour increase pilot.

Motion: That the Provincial Funding Proposal Report and Sunday Hour Extension be approved

Moved: Tina

Seconded: Sheilagh

Approved unanimously

## **Discussion/No Decision**

### 1.4 Strategic Plan Timeline

Mikale presented her preliminary plans for the 2023/2024 Strategic Plan. The research process is scheduled to take place from September to December 2023. This phase will include the formation of a steering committee and the engagement of a consultant. The next phase will be an engagement period from January to April 2024, during which the research findings will be presented. Themes for surveys, community outreach, staff and Board engagement sessions, and data analysis will be identified during this phase.

Afterwards, from April to June 2024, a priority-setting phase will occur. This will involve facilitating sessions with the leadership team and Board to articulate the mission, vision, values, and priorities. The process will conclude with the presentation of the final report.

## 2. Be an Inspiration

### 2.1 Canadian Library Month Advocacy Campaign

Karen mentioned that they are considering selling bookbags as swag items, starting during Canadian Library Month. Following the discussion about the strategic plan for the youth space, she believes this would be a fantastic fundraising initiative. Another potential opportunity

came up involving coat check service for Cornucopia.

## **Committee, Representatives and LD Updates**

### 1. Play well with others

#### 1.1 RMOW Update

Ralph updated the Board on the committee reviews, expressing his belief that these reviews will lead to significant changes. He also mentioned that the Council is considering changes to the "permissive tax exemption" process, a status typically granted to churches and similar organizations.

#### 1.2 Friends of the Library

Sheilagh informed everyone that the Friends group did not meet during the summer, and the September meeting has been postponed until the end of the month. She also mentioned that there will be a bulb sale on September 23 and 30, and volunteers are needed for this event.

### 2. Make an Impact

#### 2.1 Committee Updates –

##### i. Special Projects

Bevin and Mikale attended the final Indigenous Cultural Awareness Workshop hosted by Whistler Community Services. The day provided them with a deeper understanding of the Sḵwxwú7mesh Nation and additional insights from Lilwat7úl elder Tanina Williams.

The day was divided into three key parts:

Sḵwxwú7mesh Nation and Economic Sovereignty as Reconciliation. Bevin encouraged everyone to research Chief Ian Campbell, the guest speaker, to learn more about "Economic Reconciliation."

The second part focused on the Salish Summer Carving event, where Master Carver Xwalacktun worked throughout the entire summer on a carving at the SLCC entrance.

The last part delved into the topic of "What is Reconciliation?" Tanina Williams shared her thoughts on this subject, speaking in-depth and on a more personal level.

##### ii. HR&G

Sarene provided an update on the recruiting process, mentioning the use of a skill matrix and an improved process for selecting new trustees. Mikale also contributed additional expertise to this process. It was noted that we will be losing Bevin, Josie, and Thomas. In the event that we don't receive a sufficient number of applicants, we may consider reducing the size of the Board. Gail, Tina and Ralph will be conducting the interviews.

##### iii. Finance

Ali mentioned that everything that needed to be said had been discussed.

### 3. Make life better

#### 3.1 Library Director Update

Mikale stated that the dashboard had already covered most of the topics but highlighted that the summer updates included discussions on finance, programming, staffing, extreme weather refuge, honoring indigenous perspectives, and compliance with the Accessible BC Act.

#### 3.2 Board Chair Update

Mike was impressed by the multitude of activities at the library. He mentioned that they were actively working on Mikale's Professional Development Plan (PDP). Mike also noted the letter, thanking Jim Cook's estate for the generous donation to the library, would be published in the Pique next week, and expressed anticipation for the upcoming inaugural Trustee book club night.

### **500. Old Business**

### **600. Agenda items for next meetings**

- Privacy Policy
  - 2022 Annual Report
- Library Projects Budget Update

### **700. In camera (placeholder)**

\*Motion to go in camera

### **800. Adjournment –**

Motion to adjourn

Moved: Ralph

Seconded: Ali

Approved unanimously

### Next Meetings:

Executive – Tuesday September 27th, 2023

Board – Wednesday, October 4<sup>th</sup>, 2023