

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — JANUARY 16, 2014**  
**LIBRARY MEETING ROOM**  
**MINUTES**

Attendance and Quorum: Andrea Little (Chair), Maureen Nicholson (Vice-Chair), Richard Labonté, Len Gilday, Sheilagh Sparks, Melanie McLeod, Tim Rhodes, Cynthia Nicolson, Ieva Cornford, Tina Nielsen (ex-officio)

Regrets: Ted Benson (Treasurer), Sarah Graham,

- 1) Call to Order: 7.05 pm
- 2) Approval of Agenda with additions to Item 4) New Business f) Standing Committees  
g) Board Manual h) Website **CARRIED**
- 3) Approval of meeting minutes from November 21, 2013 **CARRIED**
- 4) New Business
  - a) Thanks and best wishes to resigning board member Donaleen Saul
  - b) Welcome to new board member Cynthia Nicolson. Board member re-appointments confirmed.
  - c) Board Executive: Appointment of Chair, Vice Chair, and Treasurer. Previous executive agreed to stand for reappointment. Andrea asked three times if any other board members would like to stand for any positions. None came forward. New Board: Chair Andrea Little, Vice-Chair Maureen Nicholson, Treasurer Ted Benson.
  - d) Report on BIM Strategic Planning session
    - i) Tina reported that she and Andrea had attended the municipality's strategic planning session. At the meeting she had requested that the municipality consider either connecting the library to the municipal sewer system or expanding the library's existing septic field.
    - ii) Tina raised with council the idea of relocating the proposed Annie Wood Annex to the east side of the library. This was presented as information only. Tina felt council was generally supportive of this idea. Tina will talk to Kathy about next steps.
  - e) Staff vacation deferment approval  
**Motion: To approve remaining days of 2013 vacation time be carried forward for use in 2014 by Chief Librarian Tina Nielsen. CARRIED**
  - f) Standing Committees:
    - i) Membership
      - (1) Human Resources: Andrea, Richard, Melanie
      - (2) Policy and Planning: Maureen, Tim, Sheilagh, Ieva
      - (3) Finance: Ted, Tina, Sarah (to be confirmed)
    - ii) Tina's most recent performance review was May 2012 and the HR Committee should revisit this in mid-February.
  - g) Andrea thanked Tina and Maureen for putting together the board manual: "It looks terrific!" It was decided to add the vision statement and mission statement to the board manual and to put the board manual on the website.

h) It was also decided to put the Vision/Mission Statements on the website under the "About Us" button.

5) Annex Project

a) The fundraising and communications committees will merge and coordinate strategy.

b) Committee Reports

i) Fundraising & Communications – Calendar and fundraising package

(1) As of December 31, 326 calendars had been sold. Calendar has covered costs, made about \$1,100 profit and raised community awareness of the Annex project. Bruce Russell sold more than 50 calendars.

(2) Committee will next meet the week of February 11

ii) Facility – Options for location – north or east side.

(1) **MOTION: To approve placing the proposed Annex on the east side of the existing building. CARRIED**

(2) To write Bob McGillvray a card thanking him for his prompt and excellent work drawing illustration, site plan and schematic floor plan of the library and Annex.

(3) Once we have confirmation from the municipality re Annex placement east side of existing building we can complete fundraising document.

(4) Tina will talk to Bob McGillvray re prettifying the illustration — colour.

(5) Discussion about the estimated overall cost of the Annex project. It was decided to defer the decision re the overall fund-raising goal until we have a firmer handle on costs. We need this number prior to fund-raising. Anticipated costs include:

(1) purchase of the modular building

(2) transport and installation of building on site

(3) site prep and foundation

(4) building breezeway, washrooms, kitchenette and "pop outs"

(5) exterior cladding

(6) trusses and roof

(7) skirting

(8) furnishings (including flooring, chairs, tables, whiteboards, etc.)

(9) hookup of services (electric, water, sewer)

(10) alterations to existing building to integrate with addition

(11) landscaping

(12) Contingency for items we have not anticipated!

6) Continuing Business

a) Strategic plan notes – to be compiled February 2014

7) Reports

a) Librarian (attached)

b) Monthly Financial (attached)

c) InterLINK (budget & verbal) **MOTION: The board supports the InterLINK provisional budget. CARRIED**

8) Communication and correspondence

a) E-news sent out December 16, 2013.

b) Next e-newsletter end of February.

9) Next Meeting – February 20, 2014

a) Forward agenda items

i) Little libraries across island (project for 2014 or 2015) – Deferred to 2015.

10) Adjournment: 8.40 pm

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — FEBRUARY 20, 2014**  
**LIBRARY MEETING ROOM**  
**MINUTES**

**Attendance and Quorum:** Andrea Little (Chair), Ted Benson (Treasurer), Len Gilday, Melanie McLeod, Tim Rhodes, Cynthia Nicolson, Ieva Cornford, Tina Nielsen (ex-officio)  
**Regrets:** Maureen Nicholson (Vice-Chair), Richard Labonté, Sheilagh Sparks, Sarah Graham,

- 1) Call to Order: 7:02pm
- 2) Approval of Agenda with addition to item 4: Discussion of Caring Circle partnership.  
CARRIED
- 3) Approval of meeting minutes from January 16, 2014 CARRIED
- 4) New Business: The board asked for clarification about partnership with the Caring Circle as listed on their website. While the library supports the Caring Circle and the work they do, a partnership is perhaps misnamed.
- 5) Annex Project
  - a) Committee Reports
    - i) Fundraising & Communications: Len reviewed the highlight of the February 12 committee meeting:
      - (1) Committee agreed to alter the name of the annex to “Annie Laurie Wood Annex”, rather than Annie Wood Annex. Granddaughter of Annie Wood, Joan Tennant, requested the change as her grandmother was always known as Annie Laurie.
      - (2) Timeline construction now 2015 due to realities of approvals and fundraising.
      - (3) BIM approval of location and of project – March 11, 2014 Council meeting
      - (4) Funding for sewer construction is not in the 2014 municipal budget. We will explore the option of using existing septic system. BIM will undertake septic field assessment (with funds from Library building maintenance reserve) as soon as possible. Tina will coordinate with BIM staff.
      - (5) To accommodate med shed and adequate storage space 24 X 60 foot size considered optimal.
      - (6) Fundraising strategy being developed.
    - ii) After discussion at the table, it was decided to consult with a builder about the cost and merit of building a custom structure instead of going with a prefab modular.
    - iii) Facility: To meet soon
- 6) Continuing Business: None
- 7) Reports
  - a) Librarian (attached):
    - i) Total staff volunteer hours for 2013: Tina —234 hrs; Sue — 11 hrs; Christine — 6

hrs. Solutions to reduce or eliminate excessive and persistent staff volunteer hours will be addressed at the Chief Librarian's annual performance review.

- ii) Tina reported that at 2013 year-end she expects we will achieve a surplus of \$1,696. Surplus funds will go into library reserves.
  - b) Monthly Financial and 2014 budget (attached): Ted asked why annual Utility Expenses to end December 2013 were 55% over budget. Is this an accounting slip? Also: is the library being charged for the electricity used by the GVRD offices upstairs in our building? Tina will followup.
  - c) InterLINK: Ted has agreed to stand as our InterLINK representative for another year. Maureen will be asked if she wishes to continue as alternative
- 8) Communication and correspondence
- a) Next e-newsletter
- 9) Next Meeting – March 20, 2014
- 10) Adjournment: 8:45pm

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — MARCH 20, 2014**  
**LIBRARY MEETING ROOM**  
**MINUTES**

**Attendance and Quorum:** Andrea Little (Chair), Ted Benson (Treasurer), Richard Labonté, Len Gilday, Sheilagh Sparks, Melanie McLeod, Tim Rhodes, Ieva Cornford, Tina Nielsen (ex-officio)  
Regrets: Maureen Nicholson (Vice-Chair), Sarah Graham, Cynthia Nicolson

- 1) Call to Order: 7.07 pm
- 2) Approval of Agenda: CARRIED
- 3) Approval of meeting minutes from February 20, 2014: CARRIED
- 4) New Business
  - a) National Volunteer week April 6 – 12, Library activity (profiles, article, signage)
    - i) We will send out an e-newsletter, at the beginning of Volunteer week, to profile our longest serving volunteer and our newest volunteer.
  - b) Board development budget (Conferences, etc)
    - i) **Motion: To provide funding for two board members to attend the CLA conference in Victoria May 30-31 to a maximum cost of \$700. CARRIED**
- 5) Annex Project
  - a) Committee Reports
    - i) Fundraising & Communications – No report
    - ii) Facility
      - (1) Two contractors are working on estimates for stick framing (standard wood frame construction with foundation) the annex. Initial estimate from one contractor suggests \$325/sq ft. For 1000 sf (24 x 42) the cost estimate is therefore \$325,000, and for 1200 sf (24 x 50) the cost estimate is \$390,000. A second estimate is being worked on and we may have that by the end of March. Both contractors, and a third anecdotal conversation with a builder, suggest that the cost of making a portable structure fit our needs (excavation, foundation, roof trusses, historic style windows and doors, cedar siding, historic roofing look) would bring the cost to within the range for standard framing.
      - (2) Melanie did some preliminary research on modular construction (usually framed as standard wood framing but made off site in pieces, then shipped and assembled.) Prices are quoted as “starting at \$100 per square foot”. More research is needed.
      - (3) **Next step:** Recommendation of committee to Library Board. Agreement that the recommendation is to pursue standard framing rather than a portable.
        - (1) It was the feeling of the board that we needed further information re the costs of all the available options before we could make that decision.
      - (4) Septic Assessment: Septic assessment completed by J&E Backhoe reveals two

fields connected, each one with 400 feet of pipe. All pipes are functioning, but D-boxes were clogged with roots. D-boxes now cleaned out, one field cleared of all materials (second field not cleared as mainly ferns) and recommendation to remove several trees located near to D-boxes and edges of fields.

- iii) Project Manager: The board decided to defer a decision about hiring a project manager.
  
- 6) Continuing Business
  - a) Draft Strategic Plan (distributed electronically and at the table): The board thanked Andrea for her excellent work developing our strategic plan.
  
- 7) Reports
  - a) Librarian (distributed electronically and at the table)
  - b) Monthly Financial (distributed electronically and at the table)
  - c) InterLINK: No report
  
- 8) Communication and correspondence: None
  
- 9) Next Meeting – April 20, 2014 7:30 pm
  - a) Foundation AGM April 20, 2014 7 pm
  
- 10) Adjournment: 9.00 pm

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — APRIL 24, 2014**  
**LIBRARY MEETING ROOM**  
**MINUTES**

**Attendance and Quorum:** Andrea Little (Chair), Maureen Nicholson (Vice-Chair), Ted Benson (Treasurer), Len Gilday, Sheilagh Sparks, Melanie McLeod, Tim Rhodes, Cynthia Nicolson, Tina Nielsen (ex-officio)

Regrets: Richard Labonté, Sarah Graham, Ieva Cornford

Guest: David Smith

- 1) Call to Order: 7.10pm
- 2) Approval of Agenda CARRIED
- 3) Approval of meeting minutes from March 20, 2014 CARRIED
- 4) New Business
  - a) David Smith request for support of statue relocation. Andrea welcomed David on behalf of the board. David told us that this August marked the 30<sup>th</sup> anniversary of the preservation and relocation to the Old General Store (our building) to its present location. He requested that we support his effort to move the sculpture from in front of the library. After his presentation David left the meeting and the board considered his request.
    - i) **MOTION: The board will write to David Smith stating: While the library board has no objection to the relocation of the sculpture, the decision to relocate municipal public art rests with the municipality. CARRIED**
- 5) Continuing Business
  - a) Performance Review Chief Librarian
    - i) **Motion to move IN CAMERA: CARRIED**
    - ii) **MOTION: To move out of closed and back to open meeting. CARRIED**
    - iii) The board has completed the midterm review of the chief librarian.
- 6) Annex Project
  - a) Committee Reports
    - i) Fundraising & Communications – No report
    - ii) Facility
      - (1) Council request for approval. General discussion re the report Tina presented to Council on April 14, 2014 seeking approval for our annex project and agreement to take ownership. Council deferred the request and asked library staff and board to meet with BIM Finance Committee and come back to Council in May.
      - (2) Andrea, Tim, Len and Tina will attend the Finance Advisory Committee at municipal hall May 8, to discuss Annex operating and capital maintenance costs.
- 7) Reports



- a) Librarian (distributed electronically): Highlights: Attendance at 2 days training from Harwood Institute for Public Innovation in community engagement; Sue and Tina attended a library leadership seminar provided by Libraries Branch; Summer Reading Club coordinator funding approved by HRDC; grant applications submitted to Knick-Knack Nook for Annex and to Legion for Tech Tutor support. Tina suggested considering fine revisions in 2015 budget. To be discussed in the future.
- b) Monthly Financial (distributed electronically) Ted reported that we are right on track: “We are one quarter of the way through the year and have 79% of our budget remaining.”
- c) InterLINK: Maureen and Ted attended the InterLINK orientation session. Maureen reported that it was very useful.

8) Communication and correspondence - None

9) Next Meeting – May 15, 2014

a) Foundation AGM 7:00 pm

b) Regular Board meeting 7:30 pm

10) Adjournment: 9.22pm

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — MAY 15, 2014**  
**LIBRARY MEETING ROOM**  
**MINUTES**

**Attendance and Quorum:** Andrea Little (Chair), Maureen Nicholson (Vice-Chair), Len Gilday, Sarah Graham, Tim Rhodes, Cynthia Nicolson, Ieva Cornford, Tina Nielsen (ex-officio)  
**Regrets:** Ted Benson (Treasurer), Richard Labonté, Sheilagh Sparks, Melanie McLeod

- 1) Call to Order: 7.33 pm
- 2) Approval of Agenda: CARRIED
- 3) Approval of meeting minutes from April 24, 2014: CARRIED
- 4) New Business: NONE
- 5) Annex Project
  - a) Committee Reports
    - i) Fundraising & Communications
      - (1) Agreed that we will provide e-newsletter updates on the Annex project—East-side location and update on building plans. First update by end of May.
    - ii) Facility
      - (1) Meeting with BIM Finance committee May 8, 2014
        - (1) Andrea, Tina and Len reported on their meeting with the Finance Committee.
- 6) Continuing Business
  - a) Strategic Plan:
    - i) The updated strategic plan with recent edits will be put on our website
    - ii) Cynthia will work with Tina re developing new reading readiness programs.
- 7) Reports
  - a) Librarian (distributed electronically and at the table).
    - i) It was agreed that we should erect a small sign to recognize and thank the Garden Club for ongoing maintenance of our flower beds. RECEIVED
  - b) Monthly Financial (attached). RECEIVED
  - c) InterLINK - None
- 8) Communication and correspondence  
An email response was sent to David Smith
- 9) Next Meeting – June 19, 2014
- 10) Adjournment – 8:50 pm - CARRIED

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — JUNE 19, 2014**  
**LIBRARY MEETING ROOM**  
**MINUTES**

**Attendance and Quorum:** Andrea Little (Chair), Ted Benson (Treasurer) Len Gilday, Sheilagh Sparks, Sarah Graham, Melanie McLeod, Tim Rhodes, Cynthia Nicolson, Tina Nielsen (ex-officio)  
Regrets: Maureen Nicholson (Vice-Chair), Richard Labonté, Ieva Cornford,

- 1) Call to Order: 7.05 pm
- 2) Approval of Agenda: CARRIED
- 3) Approval of meeting minutes from May 15, 2014: CARRIED
- 4) New Business: None
- 5) Continuing Business: None
- 6) Annex Project
  - a) Committee Reports
    - i) Fundraising & Communications: Andrea presented a preliminary outline for a 2014-2016 Business Plan and Implementation Plan for moving forward with the Annie Laurie Wood Annex. Discussion around the table about items and general agreement we seem on track. Andrea, Tina and Len will work on completing the Business/Implementation Plan.
    - ii) Facility – Len discussed next steps:
      - (1) Site survey to be undertaken as soon as possible. Estimated cost ±\$1,900
      - (2) Meeting with steering committee and Robert McGilvray (designer) to finalize plans as soon as site survey is in hand.
      - (3) Robert draws up plans.
      - (4) Haron Douglas prepares construction cost estimates derived from Robert’s drawings and site plans. Estimated cost Haron’s work ± \$1,600
      - (5) Final design drawings to be presented to municipal council for approval by early September.
      - (6) Priority is to get approval from Council before 2014 municipal election.
      - (7) It was agreed that Bowen Heritage must be informed about the Annex: What we want to do; Why we want to do it; That the addition will be consistent in style with the existing structure. Tina will draft a letter to Bowen Heritage to be signed by Andrea on the board’s behalf.
    - iii) **MOTION: The Board authorizes the Annex Steering Committee to spend up to \$5,000 per item, to a maximum of \$15,000, between this date and September 18, 2014 for tasks related to the Annie Laurie Wood Annex project. CARRIED**
  - a) Librarian (circulated electronically and at the table)
- 7) Reports
  - a) Librarian (circulated electronically and at the table)

- i) Tina and Andrea attended the CLA conference in Victoria on behalf of our board. Tina reported that the experience was very useful.
  - ii) Andrea reported that Ieva independently attended the conference and chose to run as a candidate for one of the BCLTA trustee director positions. Ieva was awarded the position by acclamation. She was nominated by an individual and not by the Bowen Island Library Board.
  - iii) Tina reported that Knick Knack Nook has selected our annex project as the beneficiary of their silent auction in October. Tina and Ted will work with several other volunteers from the library and with the KNN team to organize and prepare.
- b) Monthly Financial (circulated electronically and at the table) Ted reported that all seemed fine.
- c) InterLINK: Ted reported that the patron initiated interlibrary loan programme is going ahead. The programme will take time to put in place. This programme should benefit both patrons (more choices) and staff (less work, creating significant savings).
- 8) Communication and correspondence: Tim reported that Shane Tweten, Simon James and Lonny Hindle seem amenable to relocating the sculpture. Tim will continue to pursue an amicable and satisfactory resolution.
- 9) Next Meeting – **MOTION: There will be no regular board meetings in July or August. CARRIED.**
- 10) It was agreed that the board would hold a summer fête and potluck dinner on July 17, commencing at 6pm, at the home of Len Gilday and Cathy Robertson. Spouses and Significant Others are welcome. Sarah agreed to coordinate comestibles. Len will circulate a map closer to the date.
- 11) Adjournment: 8.45 pm

What	Who	When
Land survey for ALW Annex to be booked	Tina	ASAP
Annex Steering Committee meets with Robert McGilvray re final plans Annex	Committee, Tina and Robert	When survey is in hand.
Draft letter to Bowen Heritage, Andrea to sign	Tina	Soon
Work with Knick Knack Nook to organize silent auction	Tina and Ted	Before October
Continue to work toward sculpture relocation	Tim	Before August 19
Coordinate summer fête comestibles	Sarah	Before July 17
Distribute map to Len's home	Len	Before July 17

What	Who	When
Update Annex story – e news	Tina	Asap
Updated Strat Pan on website	Tina	Asap
Erect sign thanking Garden club Volunteers	Tina	Asap
Explore ideas for new kids reading programmes	Tina & Cynthia	Summer 2014

**BOWEN ISLAND PUBLIC LIBRARY**  
EXTRAORDINARY BOARD OF TRUSTEES MEETING — AUGUST 28, 2014  
LIBRARY MEETING ROOM  
MINUTES

**Attendance and Quorum:** Andrea Little (Chair), Maureen Nicholson (Vice-Chair), Ted Benson (Treasurer), Richard Labonté, Len Gilday, Sheilagh Sparks (arrived 7.25), Sarah Graham, Melanie McLeod, Tim Rhodes, Cynthia Nicolson, Ieva Cornford, Tina Nielsen (ex-officio)

Meeting Called: 7.05 pm

**Subject:** Annie Laurie Wood Annex Project – update and proposal

As discussed in earlier meetings, the library and the Bowen Island Arts Council (BIAC) were approached to consider adding to the library annex to accommodate the BIAC gallery.

After a number of meetings and discussions BIAC has agreed in principle to support a joint project between the library and BIAC.

BIAC has some “non-negotiables” (adequate parking, their municipal grant not being reduced due to this project, no rent, long term tenancy guaranteed) that could stop the joint venture, but are otherwise interested in pursuing it.

Tina filled in the background.

Discussion around the table from all.

General agreement that this joint venture must move forward swiftly, be efficiently managed and be in the library’s best interest.

**MOTION:** The library board supports continuing the conversation about a joint building project with the Bowen Island Arts Council. PASSED with one abstention.

Adjournment: 8:58

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — SEPT 18, 2014**  
**LIBRARY MEETING ROOM**  
**MINUTES**

**Attendance and Quorum:** Andrea Little (Chair), Maureen Nicholson (Vice-Chair), Ted Benson (Treasurer), Len Gilday, Sarah Graham, Melanie McLeod, Tim Rhodes, Cynthia Nicolson, Tina Nielsen (ex-officio)

Regrets: Sheilagh Sparks, Richard Labonté, Ieva Cornford

- 1) Call to Order: 7:27 pm
- 2) Approval of Agenda: additions to New Business 4 b) Ring Road and 4 c) board appointments.  
CARRIED
- 3) Approval of meeting minutes from June 19, 2014 CARRIED
- 4) New Business
  - a) Budget 2015 for approval **MOTION: To approve BIPL 2015 Budget draft 3 CARRIED**
  - b) **Ring Road: BIM Council meeting with BIPL council representatives to discuss possible Government & Cardena Road changes was postponed.**
  - c) Board members whose positions are up for renewal (Melanie, Len, Sarah, Cynthia and Sheilagh) are asked to confirm their willingness to stand again by next meeting.
  - d) Volunteer Appreciation Party to be held Sunday November 30, 4:30 — 6:30 pm.
- 5) Annex Project
  - a) Committee Reports
    - i) Fundraising & Communications:
      - (1) Tina reported that she has met with Jacqueline Massey of BIAC.
      - (2) For this project to go forward any stumbling blocks or deal breakers for BIAC or the Library must be resolved soon.
      - (3) **MOTION: The library board supports continuing the conversation about a joint building project with the Bowen Island Arts Council. PASSED with one abstention.**
    - ii) Facility – joint proposal:
      - (1) BIPL/BIAC joint steering committee will meet 11am Friday, Sept 26.
- 6) Reports
  - a) Librarian (distributed electronically and at the table)
    - i) Knick Knack Nook has awarded a \$3,000 grant to the BIPL Tech Tutor programme.
    - ii) The BIPL Teen Reading Club, for the second year, had the highest participation of all libraries relative to population. The prize is \$500 towards Young Adult books.  
Congratulations extended to our programme coordinator Nikky McCarvill.
  - b) Monthly Financial (distributed electronically and at the table) Ted summarized: “We are doing OK and it will all even out in the end.”
  - c) InterLINK: Ted said there have been no recent meetings so nothing to report.

7) Communication and correspondence

8) Next Meeting – October 16, 2014

9) Adjournment: 8:45 pm

<b>What</b>	<b>Who</b>	<b>When</b>
BIPL/BIAC joint steering committee meets	Len, Tina, Andrea	Sept 26, 11am
Volunteer Appreciation event	Information	Nov 30, 4:30—6:30
Elizabeth May speaking at Gallery, BIPL/BIAC event	Information	Fri Oct 24, 7:30
Knick Knack Nook fundraising auction to benefit the Annex project	Information for distribution	Sat Oct 18



**BOWEN ISLAND PUBLIC LIBRARY**  
BOARD OF TRUSTEES MEETING — October 23, 2014  
LIBRARY MEETING ROOM  
MINUTES

**Attendance and Quorum:** Andrea Little (Chair), Maureen Nicholson (Vice-Chair), Ted Benson (Treasurer), Sarah Graham, Melanie McLeod, Tim Rhodes, Sheilagh Sparks, Cynthia Nicolson, Tina Nielsen (ex-officio)

Regrets: Len Gilday, Richard Labonté, Ieva Cornford

1) Call to Order: 7:09 pm

2) Approval of Agenda CARRIED

3) Approval of meeting minutes from September 18, 2014 CARRIED

4) New Business

a) Hosting a Mayoral Candidate meeting was discussed. Agreed the Foundation would fund the event to be held at Cates Hill Chapel if all candidates are available.

5) Annex Project

a) Committee Reports

i) Fundraising & Communications:

Knack Knack Nook Auction on October 18, 2014 raised more than \$11,000 for the Annie Laurie Wood Annex. Final figures are being calculated.

ii) Facility – joint proposal:

Tina reported the BIPL/BIAC joint steering committee met and communication was discussed. Reps from the Steering Committees are to be the communication link for their respective boards.

A motion to be passed by both boards regarding the joint proposal was discussed with the following agreed to:

MOTION: Be it resolved that the boards of Bowen Island Arts Council and Bowen Island Public Library will work together to design, construct and operate a shared building on municipal land beside the existing library. CARRIED

6) Reports

a) Librarian (distributed electronically and at the table)

i) We received two grants towards the Tech Tutor program for 2014 - \$2,000 from the Legion and \$2,000 from the Knack Knack Nook.

ii) The roof project is complete as of October 17, 2014.

iii) Library parking stalls changed slightly with two designated spots on the west side, and 9 on the north side. All stalls now marked individually with "Library Parking Only" signs.

iv) Plan for loop road around the library has been abandoned with a suggested turnaround in and out from Trunk Rd being reviewed by BIM Staff.

v) All 80 tickets for Elizabeth May speaking at Gallery were sold so event is now moved to Cates Chapel Friday Oct. 24th at 7:30 pm. This event is jointly sponsored by BIAC and BIPL.

vi) Excellent response to the Reflections on Aging Program. More than 20 participants.

b) Monthly Financial (distributed electronically and at the table) Ted reports we are at 83% of our budget with our revenue projections for the year already met.

c) InterLINK: Ted attended a meeting where funding for expanded interlibrary loans was discussed as well as a new public internet use policy for VPL.

7) Volunteer Appreciation Party – Moved to Sunday November 23, 2014 4:30 – 6:30 pm.

8) Next Meeting – November 20, 2014 7 pm

9) Adjournment: 8:38 pm

<b>What</b>	<b>Who</b>	<b>When</b>
Mayoral Candidate Q&A – Hosted by the library held at Cates Chapel.	Andrea, Tina, Sheilagh, Melanie	Nov 3, 7 – 9 pm
Volunteer Appreciation event – food, etc.	Board	Nov 23, 4:30—6:30
Thank you letters to Legion, Knick Knack Nook	Tina	asap

**BOWEN ISLAND PUBLIC LIBRARY**  
BOARD OF TRUSTEES MEETING — NOVEMBER 21, 2014  
LIBRARY MEETING ROOM  
MINUTES

**Attendance and Quorum:** Andrea Little (Chair), Maureen Nicholson (Vice-Chair), Ted Benson (Treasurer), Len Gilday, Sheilagh Sparks, Melanie McLeod, Cynthia Nicolson,, Tina Nielsen (ex-officio)

Regrets: Richard Labonté, Sarah Graham, Tim Rhodes, Ieva Cornford

- 1) Call to Order: 7.08pm
- 2) Approval of Agenda: CARRIED
- 3) Approval of meeting minutes from October 23, 2014: Ted offered revision to item 6c), the InterLINK Report: "Ted attended a meeting where funding for expanded interlibrary loans was discussed as well as a new public internet use policy for VPL." CARRIED with revision.
- 4) New Business
  - a) Library Board applications
    - i) **MOTION: The Board recommends the reappointment of Cynthia Nicolson, Len Gilday, Melanie McLeod, Sarah Graham, and Sheilagh Sparks and the appointment of new board members Melissa Harrison, Michael Penny and Susan Munro. CARRIED.**
    - ii) Tina will advise BIM of our recommendations
  - b) Information Technology Advisor 2015 funding (budget distributed electronically and at the table): **MOTION: That the board extend the current position of Information Technology Advisor (Tech Tutor) to June 30, 2015. CARRIED.**
- 5) Annex Project
  - a) Committee Reports
    - i) Fundraising & Communications: No report
    - ii) Facility
      - (1) Update re: architect: Andrea and Tina reported that things are moving forward and the next meeting of the joint BIAC-BIPL Steering Committee is scheduled for December 18 although that may be moved forward if we receive updated architect's drawings sooner.
- 6) Reports
  - a) Librarian (distributed electronically and at the table): Tina reported that we have received a \$2,000 donation to the Annex from a patron and raised \$12,153 (after expenses) from the Knick Knack Nook Auction. The library received much positive comment about the Mayoral Q&A during the recent municipal election. Andrea commended Tina for organizing the event on such short notice: "Amazing work...A Class Act...Thank You!" Cynthia said that there had been very good feedback on the Reflections on Aging programme.

- b) Monthly Financial (distributed electronically and at the table): Ted reported that 84% of the year is gone and 15% of the budget is left. Everything is on track.
- c) InterLINK: Ted reported that the Interlibrary Loan Project is moving forward.

7) Communication and correspondence. Previously distributed by email.

8) Next Meeting – January 22, 2015

9) Adjournment: 9.05pm

What	Who	When
Volunteer Appreciation Event	All welcome	4.30 pm Nov 23
Advise BIM of recommendations re Board Members	Tina	ASAP
Advise Leo his position has been extended	Tina	ASAP
Revise October 23 minutes to reflect approved revision	Tina	ASAP