

BOWEN ISLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING — JANUARY 18, 2018  
BOWEN ISLAND PUBLIC LIBRARY

MINUTES

**Attendance and Quorum:** Peter Matthews, Steve Mitchell, Cynthia Nicholson, Michael Penny, Sue-Ellen Fast, Melissa Harrison, Donald Heth, Tina Nielsen (ex-officio)

**Regrets:** Melanie McLeod, Elizabeth Bowker, Susan Munro

**Agendas Item 1: Call to Order**

The meeting was called to order at 7:07 with Cynthia Nicholson in the chair. New members Steven Mitchell and Peter Matthews were welcomed.

**Agenda Item 2: Agenda.**

It was moved that the agenda be approved as circulated. Motion carried.

**Agenda Item 3: Approval of Meeting Minutes of the November 16 meeting.**

It was moved that the minutes, as circulated, be approved. Motion carried.

Business arising. A letter has been sent by Cynthia thanking Wade Davis for his support of the Cove Commons project. Recommendations regarding new Board members were submitted to the Council.

**Agenda Item 4: Reports.**

Cove Commons Steering Committee Report: Cynthia described Len's Contributions to the Cove Commons Project. The Steering Committee had a meeting on Monday, January 15 and can report the following: Construction is very close to completion. Septic digging has started. The excavating crew found an old pipe that gushed water and filled the hole. The Municipality has been informed and septic tank installation has been delayed until the cause and extent of the flooding can be assessed. Events are now being scheduled by the Arts Council, but the grand opening will be later. Tina will be looking at economical ways of furnishing the Library's space, but a permanent solution will be needed. Interior doors are still to be delivered and lights are still to be installed.

The Finance subcommittee submitted a report based on a tracking budget from the Project Manager. Discussion focussed on the final cost projection. It was noted that, taking into account unspent contingency funds, the final cost projection is close to the cash on hand.

The Operating Agreement has been signed by the Library and the Arts Council.

Rental rates schedule: The schedule was presented as a starting proposal, to be reviewed later. The possibility of a "cleaning fee" was discussed. Rates of comparable facilities were reviewed. Tina will consider the comments and consult with Jacqueline Massey.

### **Agenda Item 5: New Business**

Board meeting dates and times were circulated. The June meeting was moved to the 28th. Otherwise, no objections were raised.

Election of Officers: An executive slate comprising Cynthia as Chair, Susan as Vice Chair, and Michael as Treasurer was nominated. No other nominations were presented and the slate was elected by acclamation. Len Gilday has offered to be a minute taker and attend as a member of the general public. Michael will be the Interlink representative. The role of InterLINK was discussed. Steve Mitchell agreed to be the alternate representative.

Vacancies exist for the Policy and Planning Committee and the Finance Committee. These vacancies will be brought to the attention of the full Board by email to see if there are members who might be interested in these positions.

### **Agenda Item 6: Reports**

Financial: Tina reviewed the monthly financial report, which is at the year to date. Discussion occurred regarding the collection and the way books are deaccessioned.

Budget: The proposed budget was reviewed. The proposal will be submitted to the Municipal Council. The increase in salaries and electronic collections was explained.

Chief Librarian's Report: Tina reported on the renovations. The cost of additional work was reviewed and the rationale explained. the "Kids' Card" design will be launched. A workshop on parenting will be offered in April. Several book launches are planned. "Food For Fines" will be held again. The new shelving was donated by West Vancouver and Tina will be preparing a "thank you" note.

InterLINK: The InterLINK report was submitted by Michael Penny.

Municipal Representative's Report: Sue Ellen reported that the Municipality has a new financial officer. Community Centre discussions are proceeding. Traffic alterations are still in active discussion.

**Agenda Item 7: Next Meeting.** February 15, 2018, will be our next meeting.

**Agenda Item 8: Adjournment.** Adjournment at 9:10.