

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — MAY 21, 2015
LIBRARY MEETING ROOM
MINUTES

Attendance and Quorum: Andrea Little (Chair), Ted Benson (Treasurer), Sarah Graham, Sheilagh Sparks, Len Gilday, Michael Penny, Sue-Ellen Fast, Tina Nielsen

Regrets: Cynthia Nicolson (Vice-chair), Melanie McLeod, Melissa Harrison, Susan Munro

- 1) Call to Order: 7:50 pm
- 2) Approval of Agenda: **CARRIED**
- 3) Approval of meeting minutes from April 16, 2015: **CARRIED**
- 4) New Business
 - a) Library Land use policy or guideline:
 - i) General discussion about the desirability of creating guidelines for the use of land surrounding the library.
 - ii) Sue-Ellen said that the BIM Parks, Trails and Greenways Committee is developing policies for the use of public spaces in The Cove. We would like to be part of the ongoing conversation and asked to have input on the development of those policies.
 - b) Office renovation proposal: Tina said we urgently need private space in the office for confidential discussions both with potential donors to the Annex project and for other library business. Sue-Ellen hoped that heritage elements in the building would be respected. Tina said she would check with Maureen Nicholson of the BI Heritage Society. Board agreed that Tina should obtain bids for the work.
- 5) Continuing Business:
 - a) From the Policy and Planning Committee: Code of Conduct policy revision – (distributed electronically and at the table):
 - i) Sarah presented the revised policy. General agreement that this policy will be useful both for new board members and also to remind existing members of their responsibilities.
 - ii) **Motion: To approve the Bowen Island Public Library Board of Trustees Code of Conduct Policy. CARRIED**
 - b) Sarah reported that Melissa was continuing to develop a draft recruitment matrix for a dry run on current members.
 - c) Strategic Plan Refresh: The agenda will be distributed later next week. The meeting will begin promptly at 0900, Saturday May 30 in the ground floor classroom at IPS. Coffee and muffins will be available starting at 0830.
 - d) Personnel Committee: Andrea reported that we are working to align our policies with the municipality's policies. We are looking to approve the revised policy in September.
- 6) Annex Project
 - a) Project Update, Tina reported:

- i) Most of the current work is focusing on fundraising.
 - ii) A number of fundraising events are coming up
 - iii) Tina and Jacqui met with Natasha LaRoche, fundraiser, who gave positive feedback and confirmed that our approach is on the right track.
 - iv) Jacqui is developing documents for the case for support.
 - v) James Tuer has been selected as architect but we will not sign a contract until we are more confident about funding.
 - vi) Angie Bosworth has completed a drawing of the library with addition.
 - vii) We will be applying for the Canada 150 grant if BIM gives us the green light.
- b) Adele Turner's Auction July 4 – Volunteer help will be needed—theme is construction.

7) Reports

- a) Librarian (distributed electronically and at the table)
 - i) MLIS student Gwen Doran has been hired as Summer Reading Club Coordinator.
 - ii) BIM has approved the tech tutor position. Leo (and the board) are delighted.
 - iii) New program being offered — “Conscious Aging” — co-sponsored by the library and Caring Circle. Volunteers Carol MacKinnon and Maureen Whitney are presenting.
 - iv) New library website is in development and should launch in late June.
- b) Monthly Financial (distributed electronically and at the table) Ted reported:
 - i) “One third of the year has gone by and we are right on target.”
 - ii) The entry for insurance (65-2-0110-238) stubbornly remains incorrect
 - iii) Utilities are always high at the beginning of the year.
 - iv) Tina will provide Michael information re capital assets and depreciation through our SOFI (Statement on Financial Information)
- c) InterLINK: Ted reported that he attended a recent all day session about InterLINK governance. Strategic planning session is coming up in the fall. Next InterLINK Board meeting will be in seven days.

- 8) Communication and correspondence BCLTA newsletter – by email
Thank you card from Leo – at table

- 9) Next Meeting – June 18, 2015

- 10) Adjournment: 9:05 pm.

What	Who	When
Check with Maureen Nicholson re significant heritage elements in office area.	Tina	ASAP
Become part of the BIM Parks, Trails and Greenways discussion re public land in The Cove	Tina, Sue-Ellen	
Strategic plan refresh	All	Sat May 30, 9 am
Provide Michael info re capital assets & depreciation	Who	ASAP

What	Who	When
Develop draft recruitment matrix for dry run	Melissa	ASAP