

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — JULY 16, 2015
LIBRARY MEETING ROOM
MINUTES

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

Regrets: Cynthia Nicolson (Vice-chair), Len Gilday, Melanie McLeod, Susan Munro

- 1) Call to Order - 7:38 p.m.
- 2) Approval of Agenda - **Carried**
- 3) Approval of meeting minutes from May 21, 2015 - **Carried**
- 4) New Business
 - a) Email motion to spend reserve of surplus up to \$80,000. Discussion of the need for a policy on email motions. The motion passed by email June 15, 2015 was presented again for ratification.

Motion: To ratify the following motion, passed unanimously with 7 votes cast in favour and none opposed, June 15, 2015 by email: "I move that a total of \$80,000 be used from Bowen Island Public Library's reserve of surplus towards the Annex Project construction. These funds are to be used as matching funds for the Canada 150 Community Infrastructure Program and are contingent upon a successful application to the Canada 150 program". – **Carried**

Development of a policy on email communications and particularly motions, was assigned to the Policy and Planning committee for work in September or later.
- 5) Continuing Business
 - a) Committee Reports – P&P working on board recruitment and development. Coming forward in September.
 - b) Personnel committee working on revised personnel policy.
- 6) Annex Project
 - a) Project Update – Verbal report from Tina Nielsen and Andrea Little.
 - i) Follow up on potential donors from May 28 fundraising luncheon. Canada 150 grant application submitted June 17.
 - ii) Tina, along with Councillors Kaile and Nicholson, met with MP John Weston June 30th regarding the Annex project and our Canada 150 grant application. Councillor Nicholson also gave MLA Jordan Sturdy a tour of the proposed annex site.
 - iii) Adele's Auction July 4 has raised more than \$20,000.
 - iv) Andrea and Tina working on 3rd party fundraising policy and guidelines, as well as sponsorship policy for the Annex project. Annex Steering Committee is meeting July 21 and will review 3rd party fundraising, launch of website and Facebook page, and next steps for fundraising.

Board agreed that they would prefer to keep Annex Project updates as a separate agenda item

rather than being included in the Librarian's report.

7) Reports

- a) Librarian (attached) – Tina also reported on a \$5,000 bequest the library will receive from the estate of Mary White who passed away in February 2015. Thank you letter has been sent to Mary's children (executors of the estate) and to the law corporation representing them. And the library was sprayed for silverfish control in July and carpet cleaning will follow shortly.
- b) Monthly Financial (attached)
- c) InterLINK – Ted reported on Governance & Policy manual development; hiring of a consultant to review strategic planning with a likely September date for all InterLINK board and directors to attend strat planning session; the leadership development program is in process of development for specific InterLINK needs; Michael Penny is not receiving InterLINK board minutes, agenda, etc. as alternate. Tina will ensure he is put on mailing list.
- d) Municipal update – Councillor Sue Ellen Fast
 - i) New planners starting end of July: an intermediate level planner and a junior planner.
 - ii) New position created and filled for work on Snug Cove physical appearance and parks, trails and beaches work. Bonnie Brokenshire is the supervisor of this position filled by Mark Edmonds.
 - iii) There is a proposal for more parking on Cardena Dr. near the lagoon causeway. Input is being requested from EDC, PTGAC, and neighbours. Councillor Fast suggested the library could contribute input as well.
 - iv) A site has been approved for a new fire hall beside RCMP station on Miller Rd. Subject to site assessment.
 - v) Melissa suggested that library sewer connection could go in while road is dug up and re-paving is done. Councillor Fast would follow up and also look at firehall location and its septic or sewer connection in relation to the library's.
- e) Suggestion that BIPL Policy & Planning committee might work on Library Land use policy in winter 2015-2016 as the BIM Parks, Trails and Greenways Committee (due to schedule adjustments for new planners) is unlikely to have public land use policy developed in 2015.

8) Communication and correspondence

NONE

9) Next Meeting – September 17, 2015

10) Adjournment 8:45 pm

Tasks from meeting minutes

| What | Who | When |
|---|--------------------|--------|
| Check with Maureen Nicholson re significant heritage elements in office area. | Tina or Contractor | August |

| What | Who | When |
|--|--------------------------|-------------------------------|
| Personnel Policy revision | Personnel committee | Ongoing |
| Strategic plan refresh notes | Tina | September meeting |
| Board development policy | P&P committee | Ongoing |
| Policy on email motions | P&P committee | October meeting |
| Office renovation quotes | Tina | August |
| Third party fundraising policy | Annex steering committee | September meeting |
| Use of library grounds by 3 rd parties – policy development – Tina to provide examples from other libraries | P&P committee | Winter 2015 – 2016? |
| Thanks to Carol MacKinnon and Maureen Witney for Conscious Aging program facilitation | Tina | August |
| 2016 Budget preparation | Finance committee | August for September meeting. |