

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — SEPTEMBER 17, 2015
LIBRARY MEETING ROOM
MINUTES

Attendance and Quorum: Andrea Little (Chair), Cynthia Nicolson (Vice-chair), Len Gilday, Sheilagh Sparks, Sarah Graham, Melanie McLeod (by speakerphone), Melissa Harrison, Michael Penny, Susan Munro, Tina Nielsen (ex-officio)
Regrets: Sue-Ellen Fast, Ted Benson (Treasurer)

- 1) Call to Order 7pm
- 2) Approval of Agenda with additions and changes from Andrea:
 - Item 7) e) Report from the Library logo ad hoc committee
 - Item 8) Council appointments
 - Item 8) Annex Project becomes 9) and all following items are all promoted by one. CARRIED
- 3) Approval of meeting minutes from July 16, 2015 (distributed electronically and at table)
CARRIED
- 4) Delegation – Michael Chapman re: parking considerations around the library. Everyone at the table welcomed Michael Chapman. Michael surveyed the parking lots bordering the library to see how available parking spots were used. Over a one-week period he identified 94 parking violations in 54 spots with no enforcement. He will present us with a written report re improved parking usage. The board thanked Michael for his useful contribution.
- 5) New Business: Strategic Plan refresh work plan (distributed electronically and at table). Andrea introduced the package: a breakout of the elements contained in our recent strategic plan review into an itemized list of key priorities and a workplan. This valuable document will aid us in staying on track to achieve our stated goals. Lots to work on.
- 6) Continuing Business
 - a) Committee Reports
 - i) Policy & Planning – Report on status of board development policy (distributed electronically), email motions policy, use of library grounds policy.
 - (1) Sarah presented the draft Board Trustee Recruitment and Appointment Policy, the work of Sarah, Cynthia and Melissa. This is a package covering many dimensions of board development. Andrea thanked the committee for an amazing job. Much discussion about the purpose of the matrix for recruiting potential board members: was it best suited for use by board members while interviewing potential applicants or was it to be completed by the applicants themselves? Also discussion re the appropriateness of elements of the demographic diversity section. Michael: “We are asking for volunteers and we should make sure they feel welcome.” The committee will make changes where appropriate and report back.
 - (2) Email motions policy and use of library grounds policy deferred to next meeting.
 - ii) Personnel – Report on status of Personnel Policy update: Susan has reviewed BIM’s

Personnel Policy and recommends edits to fit their document to our needs. Work will continue.

iii) Finance – 2016 Budget draft for approval (distributed electronically and at table.)

MOTION: Move acceptance of budget as presented with the amendment of including an \$80,000 transfer from reserves to be balanced against \$80,000 expenditure to capital lease improvements. Carried

7) Reports

a) Librarian (distributed electronically and at table) We added two new on-call staff members. Sophie Taylor and Marysia McGilvray are both volunteers, but will also now be staff members (LA I) for on-call work.

b) SRC Coordinator (distributed electronically) deferred to next meeting

c) Monthly Financial (distributed electronically and at table) Tina reported “things are on target.” A small bump in library benefits line item as Janet and Leo both received benefits (retroactive to the beginning of the year) starting in August.

d) InterLINK (verbal) Michael reported nothing to report and distributed the Executive Director’s Report at the table.

e) Report from the Library logo ad hoc committee: Len reported that the committee (Susan, Melanie and Len) met in June. Recommendation is that consideration of a new logo be deferred so the launch of our new brand coincides with the unveiling of the Annex. Susan added that we also felt the board had a lot on its plate right now and brand and logo discussions might stretch our resources. Agreed to defer until next year.

8) Council Appointments: Tina will send out a notice identifying when board terms of appointment expire. Those members whose term expires at the end of this year are asked to tell Tina whether they would like to be considered by council for reappointment. Andrea will be stepping down as chair at the end of 2015. Cynthia, Tina and Len will form a committee to discuss executive renewal.

9) Annex Update (verbal).

a) Tina reported The Annex Project Joint Steering Committee and the Annex Fundraising Committee met several times over the summer. We submitted an application for \$275,000 from the federal Canada150 program and it would appear we have not been successful. No key or lead donors have stepped forward to spearhead the fund-raising campaign on Bowen Island. No other government programs (federal or provincial) have been identified. The Committee, very reluctantly, recommends to the board that we not go forward with the joint Library/Arts Council project.

b) Much discussion followed. Some comments from around the table:

Melanie: Forge ahead with the original plan—don’t let this dream die.

Sheilagh: Move forward, don’t lose any time, continue fund-raising for our own building.

Andrea: We received strong support from the community and we must get the message out that we are grateful for that encouragement and will move forward.

Susan: Let’s go back and look at the original plans and see how to update and refresh.

Michael: Would like to review plans right from the beginning. Where did we come from?

Len: To accomplish our principle strategic plan goal (enhancing the library as a community gathering place) we need the additional programming space. Let’s carry on.

Andrea summed up: The joint steering committee worked hard but was unable to secure lead donors and/or government funding for the Annex/Gallery project. The community has been very supportive but without high level funding success seems unlikely. The recommendation of the Annex Committee is that the joint project not proceed. Process: first we put the project to bed then we make a decision about moving forward.

It was decided that the Library and BIAC boards should each pass matching motions recommending that the joint Annex/Gallery project not proceed. Tina will coordinate with Jacqueline Massey of BIAC.

10) Communication and correspondence

- a) BCLTA e-news sent by email

11) Next Meeting – October 15, 2015

12) Adjournment 9:05pm

Tasks from meeting minutes

| What | Who | When |
|---|--------------------------------------|-----------------------|
| Fine tune board recruitment doc | Sarah, Cynthia, Melissa | For Oct meeting |
| Email motions policy & library grounds policy deferred | P&P committee with samples from Tina | For Oct meeting |
| Personnel policy edit | Susan | For Nov Meeting |
| Summer Reading Club report deferred | | For Oct meeting |
| Logo ad hoc committee on break until 2016 | Len, Susan, Melanie | |
| Notice to board members re term expiry dates | Tina | ASAP |
| Committee to consider executive renewal | Len, Cynthia, Tina | After October meeting |
| Coordinate joint BIPL/BIAC motion | Tina | ASAP |
| Arrange article with Undercurrent re Annex | Tina | ASAP |
| Organize thoughts/plans re “How we got here” for Annex project to think about going forward | Tina, Len | Soon |