

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — OCTOBER 15, 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, left at 8:45 pm), Michael Penny, Sue-Ellen Fast, Tina Nielsen (ex-officio)

Regrets: Ted Benson (Treasurer), Melissa Harrison, Susan Munro,

- 1) Call to Order: 7:05pm
- 2) Approval of Agenda with additions:
 - 6) e) Sue-Ellen Municipal Report and recommendation
 - 4) b) Push Tricycle discussion CARRIED
- 3) Approval of meeting minutes from September 17, 2015 CARRIED
- 4) New Business
 - a) Board vacancies and reappointments: Ted, Melissa, Andrea, Susan and Michael have all agreed to stand for reappointment. Tina will send out most recent CVs for applicants to update and resubmit. Tina will inform BIM of the number of vacancies by month's end. Len, Cynthia and Tina will meet to consider executive appointments for 2016.
 - b) Push Tricycle: Through one of our volunteers, the Bowen Island Community Foundation has offered a grant to purchase a wheelchair suitable for travel over island trails. The MT Push Trike would be purchased by the Bowen Library Foundation and gifted to the Library, which will lend the push trike to Library card holders through the Med Shed service. General agreement this sounded like an excellent idea and in line with the direction the library is taking. Much discussion about the details:
 - i) Liability insurance: Tina will determine that BIM's liability policy will cover.
 - ii) Sue-Ellen recommends Tina contact staff at Pacific Spirit Park who have experience managing a similar device.
 - iii) Sarah wondered how much energy we will have to put into managing this?
 - iv) Sue-Ellen: Trail use means dirt and mud. Who will be responsible for cleanup?
 - v) Melanie: It's pretty fantastic somebody is willing to fund this purchase. Sounds like a terrific idea as long as it doesn't take up too much time.
 - vi) Check out will be for a single day, by Bowen Library card-holders only, restricted to use on suitable Bowen trails.
 - vii) Users or caregivers will sign a waiver releasing the library of all liability.
 - viii) It was agreed that provided BIM's insurance covers liability we will proceed.
- 5) Continuing Business
 - a) Committee Reports
 - i) Policy and Planning (Melissa, Cynthia and Sarah)
 - Board Trustee Appointment Policy as distributed electronically. All agreed it was excellent.

MOTION: To establish a standing committee called the Board Development Committee. CARRIED

MOTION: To approve the Board Trustee Appointment Policy . CARRIED

- Email Motions Policy (as distributed electronically) Michael of the opinion that we work on the assumption that any email motion be binding. Further discussion of this policy deferred to the November meeting
- Use of Library Grounds Policy: To come back for discussion in November after further work by the P&P Committee

ii) Personnel Committee (Andrea, Melanie and Susan) –Revised Personnel Policy for discussion (as distributed electronically) Tina will share our draft with Christine Walker at the municipality for feedback. Tina will follow up with other libraries re certain items.

6) Reports

a) Librarian (distributed electronically)

- Website update is very close to completion
- “Food for Fines” program will proceed.
- Back Office Renovation: **MOTION: To approve the expenditure of up to \$7,000 for the back office renovation per the estimate provided by Cam Rolfe. CARRIED.**

b) SRC Coordinator report (distributed electronically) All agreed that this year’s program, run by Gwen Doran, was first rate. Her report contains excellent suggestions for planning and running next year’s program.

c) Monthly Financial and 2016 Budget FYI (distributed electronically) Tina reported everything looks good

d) InterLINK (verbal) Michael distributed InterLINK Circulation Summary Comparisons.

e) Municipal Report: **MOTION: The Board requests that Municipal Council direct the Fire Hall project manager to liaise with the library when considering options for sewer. CARRIED.**

7) Annex Project

a) Renewed Project Update (distributed electronically) **MOTION: To postpone the effective date of the September 23, 2015 motion (which states: “Whereas, a financial feasibility study conducted over the past few months by the joint library annex and gallery steering committee has determined that there is insufficient capacity amongst donors and government funders to raise the capital required to construct a building to be used jointly as an annex/gallery; therefore we, the Bowen Island Public Library and the Bowen Island Arts Council, agree that both organizations cease efforts on behalf of the joint annex/gallery project and disband the joint Steering Committee.”) until January 22, 2016 at which time the earlier motion of September 23, 2015 will come into effect unless \$500,000 has been committed to the joint Annex and Gallery project. CARRIED**

b) Third Party fundraising policy (distributed electronically) Deferred to November meeting.

8) Communication and correspondence

a) BCLTA Chief Librarian Compensation survey (by email)

9) Next Meeting – November 19, 2015

10) Adjournment: 9:35pm

Tasks from meeting minutes

What	Who	When
Send CVs to board members reapplying for updating	Tina	ASAP
Inform BIM of number of vacancies on our board	Tina	By end of October
Consider executive appointments for 2016	Cynthia, Len Tina	Wed Oct 21 10.30 am
Determine that BIM's insurance will cover tricycle	Tina	ASAP
Contact Pacific Spirit Park re managing tricycle policy	Tina	ASAP
Share draft library personnel policy with BIM for comment	Tina	ASAP
Follow up with other libraries re personnel policy	Tina	ASAP
Follow up with Cam Rolfe re back office renovation	Tina	ASAP
Liaise with Fire Hall project manager re sewer	Tina	ASAP
Follow up with Gallery re Annex/Gallery project	Tina	ASAP
Email Motion Policy, Use of Library Grounds Policy, Personnel Policy, Third Party Fundraising Policy		Carried over to November m'tg