

**BOWEN ISLAND PUBLIC LIBRARY**  
BOARD OF TRUSTEES MEETING — NOVEMBER 19, 2015  
LIBRARY MEETING ROOM  
MINUTES

**Attendance and Quorum:** Cynthia Nicolson (acting chair), Ted Benson (Treasurer), Len Gilday, Sarah Graham, Melanie McLeod (by telephone), Melissa Harrison, Sue-Ellen Fast, Susan Munro, Tina Nielsen (ex-officio)

Regrets: Andrea Little (Chair), Sheilagh Sparks, Michael Penny,

- 1) Call to Order: 7:05 pm
- 2) Approval of Agenda with additions and changes: Move item 8 (Annex Project) to become item 5; Add BIM Report to Reports; Add appointment of new board members to Continuing Business. **Approved.**
- 3) Approval of meeting minutes from October 15, 2015 (distributed electronically) **Approved**

4) Information Items:

Email motion passed September 23, 2015: A motion was posed to the Library Board of Trustees, by email on September 22, 2015. Discussion, a friendly amendment and a majority vote in favour occurred September 23, 2015.

**The amended Motion reads:**

*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. – Approved.*

5) Annex Project

a) Update (verbal-Tina)

- Much has happened since our last meeting:
- A fund-raising cabinet of 21 Bowen citizens volunteered to lead our campaign
- Kate Coffey agreed to coordinate cabinet
- Maureen Nicholson joined the cabinet to demonstrate BIM's support.
- The cabinet identified 120 names to approach for support. Names were divided for pursuit and Kate will follow-up with cabinet members.
- Cabinet agreed that the public element of the fundraising campaign would provide impetus and the campaign should go public as soon as possible.
- Library Board thanked Tina for her efforts. Onwards!

b) Draft Third Party fundraising policy for discussion and feedback (distributed electronically) deferred to January meeting.

c) Membership vacancy on Annex Steering Committee: Cynthia will fill in on an acting basis.

6) New Business: None

- 7) Continuing Business
- a) Committee Reports
- i) Policy & Planning
- (1) Email motions policy (distributed electronically): discussion, final draft for January meeting.
- (2) Use of library grounds policy (distributed electronically) deferred to January meeting
- ii) Personnel – Draft Policy for feedback (distributed electronically): Much discussion, Susan will revise for January meeting.
- b) Appointment of new board members: **MOTION: To recommend to BIM the reappointment of the four returning board members. CARRIED**
- 8) Reports
- a) Librarian (distributed electronically): Tina reported that the new website has launched and much more is still to come. A mystery section is being developed in the fiction area. Both hardcover and paperback mysteries will be grouped together. Library will be closed to the public December 1 to 4 during the period when back office construction will be most disruptive. **MOTION: To approve the expenditure of \$1,230 to allow Tina to attend the Royal Rhodes University web-based Leadership Training Program if she so desires. CARRIED.**
- b) Monthly Financial (distributed electronically) Ted told us “things are where they should be for this time of year.”
- c) InterLINK (verbal) Ted reported that there have been no meetings since our last meeting.
- d) BIM: Sue-Ellen said that the municipality has a need for someone to organize the municipality’s archives. BIM is hoping to engage a graduate student in library science, perhaps someone specializing in archives, preferably someone living on Bowen, who would undertake paid work on an ongoing basis. Any suggestions of a suitable candidate would be appreciated.
- 9) Next Meeting – January 21, 2016
- 10) Adjournment: 9:30

**Tasks from meeting minutes**

What	Who	When
Revise Email Motions Policy	<b>P&amp;P committee</b>	For January meeting
Revise Personnel Policy	Susan	For January meeting
Recommend to BIM reappointment of returning board members	Tina	ASAP
Volunteer Appreciation Party	ALL	Sun Nov 22 4:30 pm