

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — JANUARY 22, 2016
LIBRARY MEETING ROOM
MINUTES

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

- 1) Call to Order: 7:05pm
- 2) Approval of Agenda: **Carried**
- 3) Approval of meeting minutes from November 19, 2015 (distributed electronically and at the table) **Carried**
- 4) Information Items - None
- 5) Annex Project (45 min)
 - Fundraising report (on table)
 - Update (verbal) and response to Motion of October 15, 2015
 - 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**
 - a) Members of the Annex/Gallery Steering Committee briefed the board:
 - Tina distributed a fundraising update. The Fundraising Cabinet (FR Cabinet) has contacted 31% of the 138 identified potential donors of whom 66% made pledges. To date we have donations and pledges totaling \$468,437 or 51% of our target. Tina reported the cabinet is very optimistic we will reach our goal.
 - Len said that the advice of people knowledgeable about fundraising is that this process will take time. We have a very good FR Cabinet that is working hard on our behalf. The Annex will provide much-needed space for library programming and is consistent with our strategic plan of enhancing the library’s place as a community gathering space.
 - Cynthia expanded on the many ways in which the Annex will support key items in our strategic plan.
 - b) Discussion followed
 - c) **MOTION: Whereas 51% of the total estimated cost of the joint library and annex**

gallery project in the amount of \$468,437 has been committed, that the September 23, 2015 motion to cease efforts on behalf of the joint annex and gallery project and disband the joint Steering Committee be rescinded.. **CARRIED**

- d) **MOTION: Whereas 51% of the total estimated cost of the joint library and annex gallery project has been committed, that the Bowen Island Public Library board fully supports further steps in the development of the joint annex and gallery project and will commit appropriate resources towards success of the project. CARRIED.**

6) New Business

a) Board Executive Appointments:

- i) Cynthia agreed to stand as Chair. Len asked 3 times if others wished to put their names forward. Cynthia acclaimed as Chair.
- ii) Michael agreed to stand as ViceChair. Len asked 3 times if others wished to put their names forward. Michael acclaimed as Vice Chair.
- iii) Ted agreed to stand as Treasurer. Len asked 3 times if others wished to put their names forward. Ted acclaimed as Treasurer.

b) Committee Appointments (P&P, Personnel, Finance, Annex)

- i) Policy and Planning: Melissa and Cynthia
- ii) Personnel: Andrea, Melanie and Susan
- iii) Finance: Ted, Michael and Tina
- iv) Annex: Cynthia, Len, Tina and Andrea
- v) InterLINK: Ted with Michael as alternate

7) Continuing Business

a) Committee Reports

- i) P&P –email motions policy, use of library grounds policy
 - (1) **MOTION: To adopt the Use of Library Facilities or Grounds Policy. CARRIED**
 - (2) **MOTION: To adopt the Remote Voting Policy. CARRIED**

8) Reports

a) Librarian (distributed electronically and at the table)

- i) Tina reported that she has begun the online Leadership Training Program through Royal Roads and it was proving informative and interesting
- ii) We received official notification that we will not receive a Canada 150 infrastructure grant.
- iii) Food for Fines program raised \$340 and 4 boxes of food for the Bowen Island Food Bank. We forgave \$770 in fines.
- iv) Back office renovations were completed on time and within \$80 of estimate before taxes. The board approved spending \$2,000 from the Library Capital Leasehold Improvement towards final completion of back office renovation.

b) Monthly Financial (distributed electronically and at the table)

- i) Ted reported: Revenues are down and expenses are down so we're still in a positive position." He explained our revenues are down because fines have shrunk, a common trend among libraries. Many libraries have stopped collecting fines for overdue books.

c) InterLINK (verbal) Ted reported that many things were going on with InterLINK and that they are all very positive. The organization will come out of it stronger. If any board

members have comments or feedback regarding InterLINK budget, governance manual or financial control policy, submit to Ted prior to February InterLINK Board meeting.

9) Communication and correspondence

a) Sent by email: BCLTA Newsletter

10) Next Meeting – February 18, 2016

11) Adjournment: 9:15pm