

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — FEBRUARY 18, 2016**  
**LIBRARY MEETING ROOM**  
**MINUTES**

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

- 1) Call to Order: 7:40 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from January 21, 2016 Carried
- 4) Information Items - NONE
- 5) Annex Project
  - a) Fundraising update: Tina reported that she had attended a very productive meeting with the fundraising cabinet. They are keen to make speedy progress on all fronts.
  - b) Architect engagement: Tina reported that the Steering Committee has decided the time is right to begin working with architect James Tuer on preliminary plans and to discuss a payment schedule.
  - c) Fundraising event schedule: Tina reported that the Annex/Gallery Steering Committee has held two meetings since our last board meeting and is developing a number of fundraising ideas.
  - d) Memorandum of Understanding: Michael reported that a working group of Tina and Michael (representing the Library and the Library Foundation) and Jacqueline Massey and Nerys Poole (representing BIAC) is working on a MoU among the three parties. He described progress as good and aims to present a preliminary report at the March board meeting and approval at the April board meeting.
- 6) New Business - NONE
- 7) Continuing Business
  - a) Committee Reports
    - i) Personnel Committee: Andrea presented the revised Personnel Policy—the work of Andrea, Susan and Tina. She said we should prepare a revised letter of employment, reflecting the library’s Personnel Policy, for our Chief Librarian. Also, it is time to adjust the library’s employee compensation schedule and that the Personnel Committee will work on reviewing the compensation schedule. She also suggested adding the library’s Board Manual and library policy documents to our website.  
**MOTION: To approve the Bowen Island Library Personnel Policy, revised February 2016. Carried**
    - ii) As members of the Board Development Committee were not identified at our January meeting, the members are listed as: Cynthia Nicolson (as Board Chair) or in

her absence Michael Penny (as Vice Chair), the Personnel Committee Chair (to be determined) and Sue Ellen Fast as council representative.

- iii) Third Party Fundraising policy: Tina and Andrea crafted three documents to define terms between the library and outside groups wishing to hold events to raise money for the Annex & Gallery project: Fundraising Guidelines, Fundraising Event Proposal Form including Terms and Conditions and a Fundraising Agreement. Tina presented this for information. Board members are invited to send edits, changes or suggestions for improvement to Tina. BIAC will review the proposed guidelines, terms and conditions to determine if they meet their needs.

8) Reports

- a) Librarian (distributed electronically and at the table) Tina reported she had completed the first of six courses in the Leadership program through Royal Roads and the program and participants are proving useful for her needs. The application for the Summer Reading Club Coordinator has been submitted. There is no official word on the municipal budget timeline. The push trike is en route and the Undercurrent published the first of the planned monthly articles by Chief Librarian. She has also moved into her new office. Andrea suggested the Undercurrent articles be posted to our website.
- b) Monthly Financial (distributed electronically and at the table) Ted reported that Council has not approved the budget so no budget has been entered into the software.
- c) InterLINK (verbal) Ted said there has been no meeting since our last board meeting. Next InterLINK Board meeting is scheduled for February 23, 2016. InterLINK budget will be approved at that meeting.

9) Communication and correspondence

- a) Sent by email: Article on disbanding of CLA  
<http://lj.libraryjournal.com/2016/02/organizations/canadian-library-association-votes-to-dissolve#>

10) Next Meeting – DATE CHANGE TO MARCH 24

11) Adjournment: 8:50 pm

**Tasks from meeting minutes**

What	Who	When
Send Tina edits re Third Party Fundraising policy	The board	ASAP
Post Board Manual and library policies to website	Tina	ASAP
Post Undercurrent articles to website	Tina	ASAP
Preliminary report MoU BIAC/BIPL/Foundation	Michael	March board m'tg
Review staff compensation	Personnel Committee	By 2016 year end