

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — MAY 19, 2016
LIBRARY MEETING ROOM
MINUTES

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

Regrets: Len Gilday, Sarah Graham, Sheilagh Sparks

- 1) Call to Order - 7:13 pm
- 2) Approval of Agenda- **Carried**
- 3) Approval of meeting minutes from April 21, 2016 - **Carried**
- 4) Annex Project
 - a) Fundraising update: Tina reported that we now have \$572,000. She outlined upcoming fundraising events such as Bollywood on Bowen May 28 and Spelling Bee in the fall.
 - b) Memorandum of Understanding – current draft was vetted by Sheilagh, Susan and Michael together. BIAC has approved it in principle.
MOTION: That the MOU version 6, as attached is approved. – **Carried**
 - c) Contract signing authority for Annex/Gallery – redirected to Foundation meeting
 - d) Operational Agreement – first draft will be revised after comments back from Tina, Jacqui and steering committee.
 - e) Finance committee – Steering committee recommends a committee of 3. One from BIAC, one from BIPLF and Kevin Manning from First Credit Union.
- 5) New Business
 - a) Summer Student position funding
 - i) **MOTION:** That the Bowen Island Public Library approve spending up to \$3500 to extend the Summer Youth Program Coordinator position from 9 weeks to 15 weeks during the summer of 2016. – Redirected to Foundation meeting
 - ii) Discussion ensued about the need for a motion to incorporate Summer Reading Club employee funding in the 2017 budget. Decision was that a motion was not necessary. The Finance committee was instead directed to review that option when preparing the 2017 budget.
- 6) Reports
 - a) Report on BCLTA conference (verbal)- Cynthia
 - i) Cynthia attended a session on board chair role. Met other small community library

trustees. Cynthia asked that Tina include some updates or information on collaborations across the province, shared databases or other wider initiatives that Bowen takes part in. Session focused on strategic plans. Cynthia would like us to review our strategic plan at our next meeting to remind ourselves of that plan. Also to be ambassadors for the library when in the public and meeting community, politician or other organizations. Cynthia also suggested we consider some program, event or service connected to Truth and Reconciliation Report. Sue Ellen has a connection to Chief Dr. Robert Joseph (Bobby Joe) who is executive director of Reconciliation Canada. Should we wish to have a speaker on Bowen. Tina reported that she is currently working with BIAC on some ideas to collaborate on for the T&R.

- ii) Tina will send a primer (created by ABCPLD) of library organizations in the province and what they do.

b) Librarian’s Report: Tina reviewed her report with the board.

c) Monthly Financial – Budget approval expected soon. Library budget underspent so far based on requested budget

d) InterLINK – no report

e) BIM – Firehall plans proceeding on community lands lot 1. Sue Ellen is checking on that in regard to our septic fields. Integrated Transportation Master Plan moving forward. Parks Plan moving ahead. Davies Orchard Plan from Metro Vancouver moving ahead. Mini muni hall at Legion and BICS

f) Personnel Committee – Met and discussed performance review of Chief Librarian. Decided to do a mini-review instead of a full review. Looking at goals for Chief Librarian coming up. Hope to have it completed by end of June for presentation to the board in July. Also discussed salary review. Reviewed information and felt that more information was needed to undertake a salary review and the committee is collecting additional information.

7) Next Meeting – June 16, 2016

8) Adjournment – 8:54 pm

Tasks from meeting minutes

What	Who	When
Review Annex/Gallery Operational Agreement	Annex Steering Committee	asap
2017 Budget development	Finance Committee	July-August 2016

What	Who	When
ABCPLD primer on library organizations to board	Tina	By June meeting
Mini performance review for Chief Librarian	Tina and Personnel committee	For July meeting