

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

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

- 1) Call to Order: 7:05pm
- 2) Approval of Agenda with additions: CARRIED
- 3) Approval of meeting minutes from June 16, 2016 (distributed electronically and at the table)
CARRIED
- 4) Annex Project update:
 - a) Tina reported that approximately \$675,000 has been raised to date. 3 grant applications are out and we expect to hear back no earlier than September. The Snug Cove Slam Jam baseball tournament raised \$2,000 for the Annex-Gallery Project. The Adult Spelling Bee will be October 22.
 - b) Cynthia reported on the activities of the Steering Committee. Much discussion at the committee about sharing responsibilities as activity ramps up. Four subcommittees have been struck (Fundraising, Finance, Building and Communications) with the aim of reducing the load Tina and Jacqueline have carried.
 - c) Building Committee: Len reported that the committee met with James Tuer (architect) and David Luksha (project manager) July 22. James is working on our requested revisions and David is producing new cost estimates.
 - d) Tina reported on her meeting with Kathy Lalonde at the municipality about parking and the Annex-Gallery project. Daniel Martin (planner) is investigating bylaws and regulations re parking requirements for the enlarged building.
 - e) Sue-Ellen spoke to the question of parking requirements at the Annex-Gallery. She pointed out that the proposed Vodka Distillery, under current bylaws, would be required to provide 9 parking spots — they have requested an exemption to permit one parking spot and a bike rack. BIM is now considering a public parking lot by the RCMP detachment. These and other changes may alter the parking situation around the library.
 - f) Tina noted that Greta Smith and Andrea Little have installed bulletin boards about the project in both the gallery and the library. As new photos and stories become available the material will be updated. The Annex-Gallery project will have a table at Bowfest to sell our story, raise funds and answer questions. She distributed a first draft of a brochure to be distributed at Bowfest and then through an island-wide mail drop. The Facebook page is up and will be updated as material becomes available.
 - g) Regarding the Operations Agreement: The Steering Committee will make recommendations in September following which it will come back to our board.

- 5) New Business
- a) 2017 Draft Budget: General discussion. **MOTION: To approve the 2017 draft budget. CARRIED**
 - b) New board members – Donald Heth (application distributed electronically). **MOTION: That the board recommends to the municipality that Donald Heth be invited to join our board. CARRIED**
 - c) Michael said that in 2015 the BC Legislature passed a new Societies Act and this new statute will govern the BIPL Foundation. We have until November 28, 2016 to ensure we comply with the Societies Act. This would be a good opportunity to update our Constitution and Bylaws. Michael distributed a preliminary list of changes to consider. He requests board members to present comments for him to incorporate into his draft.
 - d) Tina said that the Mountain Trike (trail wheelchair) went out for a very successful maiden trip to Killarney Lake. Photos showing big smiles will be up on our web page soon.
 - e) Len asked about staff first aid training and Tina said all had recently taken the course offered by the municipality and all staff are trained on using the AED.
- 6) Reports:
- a) Librarian (distributed electronically and at the table): Tina reported that the Living Library project was a great success thanks to the work of Marysia McGilvray. Very positive feedback from both borrowers and books. The library is getting two new tablets for tech tutoring.
 - b) Monthly Financial (distributed electronically and at the table) Ted reported “Everything is on track”
 - c) InterLINK (verbal) Ted reported that the next meeting is in September.
 - d) BIM (verbal) Sue Ellen reported that BIM is moving forward with the branding program and there is an opportunity, if the library desires, to become part of that. The municipality has a new communications coordinator and she is producing good results. The new BIM Collaborative Projects Policy may be useful to the library.
- 7) Next Meeting – Tina will poll board members to determine best date.
- 8) Adjournment: 8:45 pm.

Tasks from meeting minutes

What	Who	When
Present comments to Michael re update bylaws and constitution	All	ASAP
Poll board members re best date September meeting	Tina	ASAP
Board members to consider possible new members for the board	All	For Sept - Oct