

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — SEPTEMBER 21, 2017
LIBRARY MEETING ROOM
MINUTES

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

Regrets: Sue-Ellen Fast

- 1) Call to Order: 7:05 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from June 15, 2017: Carried
 - a) Business arising from Minutes:
 - i) Tourism Bowen Island: Tina reported she and Jacqueline Massey (BIAC) met with Murray Atherton and Jody Lorenz to discuss Tourism BI's desire to build a Visitors' Information Centre on library land. It was agreed to review options after Cove Commons Plaza is complete.
 - ii) Susan is even closer to finalizing draft Operating Guidelines.
 - iii) Michael: Ongoing support from the Friends of the Bowen Island Library should be appreciated and acknowledged. **MOTION: That the library board write a letter to the Friends of the Bowen Island Library expressing appreciation for their contribution to the Cove Commons and their support through the past year.**
Carried.
- 4) Cove Commons Project
 - a) Steering Committee Report (verbal):
 - i) Len reviewed progress to date—roof shingling is complete; solar panels are installed; wiring is in progress, exterior siding is nearly complete. Next steps will include insulation, interior drywall, flooring, millwork, and lighting.
 - ii) Tina: Municipal Council and staff were invited to tour the Cove Commons September 6. Mayor and 3 councilors attended along with 4 staff. Our visitors were impressed and looked forward to completion. Questions were asked about plans for septic hookup vs sewer connection. Tina will present our reasons for recommending connecting to the municipal system and a request for Council to finance the sewer connection at BIM Council meeting October 10.
 - iii) Tina reported that the steering committee has received a new tracking budget from David Luksha of ZEI Construction Management showing successful completion of the building with the money we have raised. Additional money will be needed for fixtures and furniture, plaza construction and planting.
- 5) New Business
 - a) Personnel Committee (Melanie [chair], Don, Susan):
 - i) Melanie reported the Personnel Committee met to consider ways to evaluate and

improve board effectiveness. They ended with more questions than answers. After discussion, it was agreed that the board has a lot to consider until the Cove Commons project is finished. The Board recommended revisiting the subject of board effectiveness in 2018.

- ii) Tina will ask Shayle Duffield, BIM acting CFO, to provide the Personnel Committee with municipal salary ranges and any data on salaries at libraries of comparable size, demographics and location to urban area.
 - iii) Discussion around the number of board meetings, meeting schedule, and board committee meeting schedules. The board asked the Personnel Committee to consider and to review our policy for scheduling board meetings.
- b) Board Development Committee (Board Chair or Board Vice chair, Chair of Personnel Committee, municipal representative):
- i) Upcoming Board vacancies: We will lose 3 board members at the end of 2017 (Len, Ted and Sheilagh). All board members are encouraged to identify suitable candidates and recommend they apply to join our board. Ads will be placed for the board vacancies with deadline for application by November 10. The Board Development Committee will review the candidates and present their recommendations to the board at the November 16 board meeting.
 - ii) Terms of 4 board members (Susan, Michael, Don and Melissa) expire end of 2017. Each is encouraged to reapply by early November if they wish to continue serving on the library board.
- 6) Continuing Business
- a) Operating Guidelines BIM and BIPL revised (Susan and Tina): Susan is reviewing documents.
 - b) Draft 2018 budget: Tina reviewed various options for library staffing and library hours' adjustments. Board members discussed the proposal and were invited to add further comments by email. **MOTION: To approve the draft budget as presented.** Carried.
- 7) Reports:
- a) Librarian (distributed electronically): Tina reported that Rowan Silva, Summer Reading Club coordinator, has completed her project and returned to school. The Kids' Library Card Design contest is complete and 3 winners chosen. The Adult Spelling Bee will take place September 30 at 7:30 pm. Patrons will be able to pay fines during November and December by donating food for the Bowen Food Bank. Existing library renovations will cost \$51,000 including replacing carpet or \$35,000 without carpet—to be paid from Capital Expenditures.
 - b) Monthly Financial (distributed electronically): Ted reported everything is in line.
 - c) InterLINK (verbal): Ted reported the next InterLINK meeting is week of September 25.
 - d) BIM (verbal): No BIM report
 - e) Summer Reading Club (distributed electronically) Recommendation for 2019: If possible, advertising and interview for SRC coordinator should occur early in the calendar year in order to attract post secondary and Library School students.
 - f) Friends of the Library Booksale (distributed electronically): Next year's booksale to take place, again, at BICS gym.
- 8) Next Meeting – October 19, 2017

9) Adjournment: 9:10 pm

Tasks from meeting minutes

What	Who	When
Finalize draft operating guidelines	Susan	ASAP
Write letter to FOBIL expressing appreciation	Tina & Cynthia	ASAP
Present library views re sewer hookup to BIM council	Tina	October 10
Revisit subject of board effectiveness	Board	January 2018
Ask acting CFO re staff salaries comparable libraries	Tina	ASAP
Review number of board meeting/year	Personnel Committee	Early 2018
Identify suitable board candidates and encourage them to apply to join board	All	By early November
Comment re staffing & library opening hour choices	All	ASAP
Existing board members whose terms expire are encouraged to reapply if they wish	Susan, Michael Don, Melissa	Early November