

BOWEN ISLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING — FEBRUARY 15, 2018  
ANNIE LAURIE WOOD ANNEX — FLEX ROOM

MINUTES

Attendance and Quorum: Cynthia Nicolson (chair), Michael Penny (treasurer), Melanie McLeod, Sue-Ellen Fast, Don Heth, Peter Matthews, Tina Nielsen (ex-officio)

Regrets: Susan Munro (vice-chair), Melissa Harrison, Elizabeth Bowker, Steve Mitchell

Note taker: Len Gilday

- 1) Call to Order: 7:07 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes as amended from January 18, 2018: Carried
  - a) Business arising from the minutes: The Finance Committee needs one additional member and the Policy and Planning Committee might also want one more member. Cynthia will send email inviting interested board members to put their names forward.
- 4) Cove Commons Project
  - a) Steering Committee Report: Tina said that it is exactly twelve months since we broke ground and the Cove Commons is almost complete and will very soon be open to the public. Plumbing is now done and the septic upgraded; door hardware being installed; the budget is on track. Everything needs cleaning and dusting. Fundraising will continue for fittings and furniture. The Grand Opening is scheduled for April 8 and we will need volunteers to help the organizing committee. The suggestion was made that we look into software to help schedule and coordinate volunteers. Peter Matthews offered the name of Robert Ballantyne from Rotary as a possible source of information about volunteer scheduling software.
- 5) New Business
  - a) Strategic Planning: With the Cove Commons now complete, it was agreed we should devote a full day to scanning the horizon and setting our course for the next few years. April 14 or 28 were thought suitable. The Policy and Planning Committee will contact board members for the preferred date and then will contact a facilitator. Once date and facilitator are confirmed they will contact Barb Bingham at IPS requesting use of their multi-purpose room on a Saturday.
- 6) Reports
  - a) Monthly Financial – BIM has a new CFO, Raj Hayre, and transaction details have not been input for reporting yet.
  - b) Librarian (on table): We are recruiting volunteers to be “hosts” for the first 2 weeks of Cove Commons. Board members are welcome to volunteers as hosts — 2 hour shifts.

Tina will send an email to board members and friends of the library for volunteer shifts. Kids Library Card design launched to great success. New furniture for the existing library and Cove Commons will be a priority for 2018. Policy for Cove Commons room rentals is being developed. Knowing Our Place: A Truth & Reconciliation Initiative program will read and discuss books by First Nations authors. First meeting is March 3. Tina will poll members re best date for our June board meeting.

c) InterLINK: **Motion: To approve the InterLINK draft provisional budget. Carried**

d) BIM (Sue-Ellen Fast verbal): Sue-Ellen reported that our request to re-designate 12-hour parking on Cardena Rd. has been referred to the BI Transportation Advisory Commission, Public Works Manager, Senior Bylaw Officer and Island Community Planner for comment, in the context of Cardena Rd. upgrades.

7) Next Meeting – March 15, 2018

8) Adjournment: 8:39 pm