

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — JULY 19, 2018
ANNIE LAURIE WOOD ANNEX — FLEX ROOM

MINUTES

- 1) Call to Order - 7:10 pm
- 2) Attendance and Quorum: Peter Matthews, Michael Penny, Elizabeth Bowker, Sue-Ellen Fast, Susan Munro (Vice Chair), Melanie McLeod, Cynthia Nicolson (Chair), Don Heth, Melissa Harrison, Tina Nielsen (ex officio)

Regrets: Steve Mitchell and Len Gilday (note taker)
- 3) Approval of Agenda with additions - Carried
- 4) Approval of meeting minutes from May 17, 2018 –
 - a) Revise heading of “Financial Committee” to “Finance Committee” regarding Peter Matthew’s appointment - CARRIED
 - b) Business arising from the minutes - reviewed
- 5) Cove Commons Project
 - a) Steering Committee Report (verbal)
 - i) The SC met in June. \$1,000 received from Rotary Club toward purchase of chairs. We are expecting remaining funds from Federal Cultural Spaces grant to be received from BIAC shortly. Accountant is working on Foundation tax return and will include the GST rebate up to December 2017.
- 6) Continuing Business
 - a) Room Rental Policy revised (attached)
 - i) **MOTION: To approve the room rental policy draft 4a as presented** – Carried.
 - b) 2018 Strategic Plan and action commitments (on table)
 - i) Discussion about the revised strategic plan and action commitments. Cynthia and Tina will fully refine and send out to board members before September’s meeting.
- 7) New Business - none
- 8) Reports
 - a) Monthly Financial – attached
 - i) Tina and Michael presented the monthly financial report. Explanatory notes are included for line items not on track.
 - b) Librarian – attached
 - i) Sue Ellen suggested some further promotion for the Mountain Trike.
 - c) InterLINK
 - i) Michael referred to the InterLINK Board summary report sent out by Michael Burrris, and outlined the New To BC Library Champions project.
 - d) BIM

- i) Sue Ellen reported that Council will not be meeting in August.
 - (1) News in the Library neighbourhood: Architect has been hired for Fire Hall. Health Centre has achieved charitable status. BIRCH housing group interested in community lands. All of these may impact library septic field area. New environment and climate change committee. Bowen Lodge is beginning a re-zoning process. Islands Trust is advocating for the hydro rebate for solar panel users to continue. 25% of Bowen Island's population over last 5-10 years is new. Maureen Nicolson and Sue Ellen are advocating for rural status for all of the Islands in the Trust area.
 - e) Foundation
 - i) Charitable Tax return in process with accounting firm VanderLuit. We expect a GST rebate from Cove Commons construction. Need to change our signers on the Foundation account. Should hold a brief Foundation meeting at our September board meeting date.
 - f) Personnel Committee report
 - i) Committee reported on performance review for Chief Librarian. Will include a 360 review with board input, as well as staff and possibly volunteers. Expect review to be complete for September meeting
- 9) Next meeting date. August meeting will not be held. September 20th 7pm is next meeting.
- 10) Adjournment - CARRIED