

BOWEN ISLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING — OCTOBER 20, 2016  
LIBRARY MEETING ROOM  
MINUTES

Attendance and Quorum: Cynthia Nicolson (Chair), Ted Benson (Treasurer), Len Gilday, Sheilagh Sparks, Melanie McLeod (departed 9:12), Melissa Harrison, Sue-Ellen Fast, Don Heth, Tina Nielsen (ex-officio)

Regrets: Michael Penny (Vice chair), Susan Munro

- 1) Call to Order: 8:05 p.m.
- 2) Approval of Agenda: CARRIED
- 3) Approval of meeting minutes from September 15, 2016 (distributed electronically and at the table) CARRIED
- 4) Annex Project Committee Reports:
  - a) Steering Committee: Cynthia said the SC had selected “Cove Commons” to describe the combined space of the Old General Store (the Library), the New Building, the Plaza and front lawn/garden. Cynthia said \$40,000 (of \$72,000 in the project bank account) is being directed towards providing administrative relief for BIPL Chief Librarian and BIAC Executive Director. A bookkeeper will be hired as well as other staff to assist as needed to help push forward the Cove Commons project. This sum represents less than 5% of gross revenues and is low in comparison with common practice. Tina presented Jacqueline’s idea for a Cove Commons logo and accompanying font. Don recommended proofing the graphic in a monochrome version to determine universal application.
  - b) Fundraising Subcommittee: No big change in dollars raised. Response from the mail out has tapered off. Bowen’s first Annual Spelling Bee is this Saturday (October is Canadian Library Month) and ten teams are entered. The Bowen Adult Colouring Book (another fundraiser for the Cove Commons) will be available for sale by mid-late November. Follow up with potential donors who have indicated support will proceed. No news yet from the BIPL Canada150 infrastructure or BIAC Cultural Spaces grant applications.
  - c) Finance Subcommittee: Cynthia reported that the Finance and Building Subcommittees are working very closely together and Len (chair of Building) will also join Finance; while Cynthia (chair of Finance) will also join Building. Rob Purdy has volunteered to assist the Finance Subcommittee with budget management. Rob is a CPA and CFO working in development and construction.
  - d) Building Subcommittee: Len reported on feedback from David Luksha, pro-bono project manager, regarding the estimated additional cost (\$14,500) of employing a vaulted truss roof system for the Annex instead of a drop ceiling. Much discussion about the merits: Will a vaulted space make acoustics muddier? How important is it to control stray ambient light from a high skylight and clerestory windows? No question about the benefit resulting from abundant natural daylight from more windows and a skylight, particularly during the darker months. General agreement to leave it with the SubCom. J & E Backhoe is unable to pass judgment on whether our septic system is adequate to

- service the New Building. Craig Regier, ClearTech Consulting, is assisting Len and Tina in next steps for septic assessment.
- e) Communications Subcommittee: Press release upcoming about: the new sign and logo, thermometer rising, the Spelling Bee and the Bowen Colouring Book.
- 5) New Business
- a) Board appointments and reappointments for 2017.
- i) Terms expiring Dec 31, 2016: Melanie McLeod, Len Gilday (Dec 2017 maximum), Cynthia Nicolson, Sheilagh Sparks (Dec 2017 maximum), Sue Ellen Fast. Tina will send out notices to those with expiring terms.
  - ii) One position vacant expiring Dec 31, 2016.
- 6) Continuing Business
- a) Operational Agreement comments and review: Sheilagh will follow up with Michael. Susan Munro also had revisions and comments. Tina will contact Susan to submit her revisions to Michael.
- 7) Reports
- a) Librarian (distributed electronically and at the table): Tina said we are very low on volunteers and are actively soliciting new volunteers. Volunteers are getting harder and harder to find. The library seeks volunteers with good computer skills and excellent customer service skills. Training new volunteers is very staff intensive: roughly 25-40 hours of staff time per volunteer over several months. Staff are working to provide a staff member out front during periods of high demand (first thing in the morning and last 2 hours of the day usually). This move would both assist the volunteer on duty and relieve back office staff from interruptions. To be continued. Leo Pedersen continues to work on improving Wi-Fi access.
- b) Monthly Financial (distributed electronically and at the table): Ted said everything was "OK."
- c) InterLINK (verbal): Ted said there had been an InterLINK meeting in September and all was proceeding smoothly.
- d) BIM (verbal): Sue Ellen said the municipality had made seismic design and seismic construction techniques a priority and said this should be an important consideration with the Annex/Gallery project. Sue Ellen asked why connecting to the sewer stub on the Government Road line was not a viable option instead of continued use of our septic system. Tina said BIM estimated hookup cost at \$60,000. Sue Ellen said she would pursue question of cost with municipal staff.
- 8) Next Meeting – November 17, 2016
- 9) Adjournment: 9:17 p.m.