

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — NOVEMBER 17, 2016
LIBRARY MEETING ROOM
MINUTES

Attendance and Quorum: Susan Munro (acting Chair), Ted Benson (Treasurer), Len Gilday, Sheilagh Sparks, Melanie McLeod, Melissa Harrison, Sue-Ellen Fast, Don Heth, Tina Nielsen (ex-officio)

Regrets: Cynthia Nicolson (Chair), Michael Penny (Vice chair)

- 1) Call to Order: 7:07 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from October 20, 2016): Carried
- 4) Annex Project
 - a) Committee Reports: Steering, Fundraising, Finance, Building, Communications (verbal)
 - i) Len reviewed activities of the Steering and Building Committees.
 - ◆ Len met with architect James Tuer to review engineering and consulting services needed for our project. James advised we need neither civil nor mechanical engineering services; James will advise on lighting design.
 - ◆ James has confirmed with BIM Building Inspector that we will not need to sprinker the building.
 - ◆ Len and James attended the meeting of the Advisory Design Panel where our addition was considered. The panel was very supportive and requested that we submit, when available, structural drawing and finish details for comment.
 - ◆ Cleartech Consulting is reviewing our existing septic bed to determine whether it will be adequate for our purpose.
 - ii. Tina reviewed activities of the Finance, Fundraising and Communication Committees:
 - ◆ Rob Purdy has agreed to join the Finance Committee and oversee the budget
 - ◆ A bookkeeper has been hired—start date to be determined.
 - ◆ On the fundraising front the Spelling Bee raised \$1,100 profit and great community buy-in.
 - ◆ We remain hopeful about results of the federal grant applications and the provincial request.
 - ◆ Funders and members of the Fundraising Cabinet have been emailed to thank them for their commitment; to update them on our activities, and to encourage them to continue their support.
 - ◆ We are planning another public event or function for early 2017 to keep awareness of our project vital.
- 5) New Business - NONE

- 6) Continuing Business
 - a) Cove Commons Operational Agreement – Draft 8 considered (distributed electronically and at the table). Sheilagh will revise and distribute for comment.
 - b) Memo of Understanding with BIM re the existing building, our portion of Cove Commons and the library grounds including the Plaza: Susan will research and report at our next meeting.
- 7) Reports
 - a) Librarian (distributed electronically and at the table)
 - ◆ We have received 2 volunteer applications—training November to February.
 - ◆ The library will be closed December 13–16 for inventory and a staff meeting.
 - ◆ Meditation Journeys program was well received—49 in attendance.
 - ◆ Partner program “End of Life Matters” with Caring Circle December 3.
 - ◆ Food for Fines starts November 24 until December 23.
 - b) Monthly Financial (distributed electronically and at the table): Ted reported: “Everything looks in order. We are 83% through the year and if it continues as it is now we will have a surplus—but there’s no way of knowing what’s coming down the pipe.”
 - c) InterLINK (verbal): Ted reported no meetings so nothing to report
 - d) BIM (verbal): Sue-Ellen presented valuable information from the municipality throughout the meeting and had nothing additional to add.
 - e) Board Education: Melanie reviewed the Governing Effectively workshop attended by four members of our board and the Chief Librarian. Useful ideas to consider implementing:
 - ◆ Setting a work plan agenda for the year for the board.
 - ◆ Developing a 5-year financial plan to anticipate big issues.
- 8) Next Meeting – January 19, 2016
- 9) Adjournment: 8:52 pm