

BOWEN ISLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING — JANUARY 19, 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, Elizabeth Bowker, Tina Nielsen (ex-officio)

Regrets: Sue-Ellen Fast, Don Heth

- 1) Call to Order: 7:45 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from November 17, 2016 (distributed electronically): Carried
- 4) Annex Project
  - a) Committee Reports: Steering, Fundraising, Finance, Building, Communications (verbal)
    - i) Tina reported that:
      - (1) the Steering Committee has been very busy. The groundbreaking ceremony (January 18) was well attended by library patrons, donors to the project and Bowen's mayor and councilors. Federal member Pamela Goldsmith-Jones gave a speech recognizing our achievement.
      - (2) On the fundraising front, Tina said we had \$489,000 in donor money in the bank.
    - ii) Len reviewed progress on the building front: geotech assessment is complete; septic work is temporarily on hold due to frozen ground followed by current monsoon conditions; construction drawings are 70% complete and structural drawings should be complete in 1 week. Next steps: get building permit; finalize cost analysis; put project to tender.
- 5) New Business
  - a) Library 2017 Budget revision (distributed electronically): Tina reported that the library has a Reserve of Surplus of roughly \$100,000. She advised putting \$70,000 into line item Capital Leasehold Improvements, in the budget approved October 2016, from Reserve of Surplus. Money to be earmarked for renovations to the existing library
    - i) Motion: To approve the amended 2017 library budget with the proviso that expenditure of any of the account Library Capital Leasehold Improvements requires board approval first. Carried.
  - b) Cove Commons Project Agreement (MOU) – Revised version for approval (distributed electronically)
    - i) Motion: The Foundation agrees to enter into the Cove Commons Project Agreement and authorize the chair to sign it on behalf of the library. Carried
  - c) Cove Commons Operational Agreement – Revised version for approval (distributed at the table):
    - i) Motion: To enter into the Cove Commons Operational Agreement with the Bowen

Island Arts Council in the form set out in the materials of this meeting and authorize the chair of the library to sign on behalf of the library. Carried.

- d) Cove Commons Construction Agreement (BIM) Struck from the Agenda
- e) Approval of CC Final Design: Carried
- f) Approval to commence construction: Michael: "Let's get going." Carried
- g) Approval of CC Budget: Deferred
- h) InterLINK Budget: Ted reported the InterLINK budget would be discussed at the next meeting. He anticipated no negative consequences for our library.

6) Continuing Business - NONE

7) Reports

a) Librarian (distributed electronically):

- Tina reported we have three new trained volunteers.
- The December library closing for professional development and inventory was very productive: Programming for the coming year was planned and responsibility for implementation of new programs was shared among staff. The whole exercise was very good for staff morale. Tina will report how sharing programming works out.
- The Chinese Consul in Vancouver visited the library with a local business owner.

b) Monthly Financial (distributed electronically): Tina reported everything was on track.

c) InterLINK (verbal) Ted said nothing to report

d) BIM (verbal): No report

8) Next Meeting – February 16, 2017 (2017 Meeting Schedule distributed electronically)

9) Adjournment: 9:05 pm