

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

MINUTES

1) Call to Order 7:06 pm

Attendance and Quroum: Steve Mitchell, Susan Munro, Cynthia Nicolson, Peter Matthews, Melissa Harrison, Melanie McLeod, Tina Nielsen (ex officio), Elizabeth Bowker (7:20 pm)

Regrets: Don Heth, Michael Penny, Sue Ellen Fast.

2) Approval of Agenda with additions - Carried

3) Approval of meeting minutes from February 15, 2018 - Carried

a) Business arising from the minutes

- i) Policy and Planning Committee - Steve Mitchell has joined
- ii) Finance committee - Elizabeth Bowker has joined

4) Cove Commons Project

a) Steering Committee Report (verbal)

Cynthia reported on events that have occurred since opening. Acoustic problems were noted and are being worked on.

b) Grand Opening April 8 from 1 – 3 pm

Invitations have been sent by mail to significant donors and supporters, as well as email invite to remaining donors. Undercurrent ads and e-newsletters will invite the remainder of the community.

Volunteers requested from board members: Peter, Susan and Elizabeth (if available)

Steve inquired about the program for the event. A few speeches by Board Chairs, Mayor, staff, and MP Pam Goldsmith-Jones. Ribbon cutting. Slideshow of the project from start until now.

5) New Business

a) Strategic Planning

Planning is underway for the session April 28 from 9 am to 3 pm at IPS. Tina and Cynthia have met with facilitator Carol MacKinnon. The Policy & Planning Committee will review the proposed agenda from Carol MacKinnon, make suggestions for any alterations and additions and then finalize the agenda and structure for the day.

Request for a scan of where libraries are at these days, as well as the snapshot of Bowen and the library right now. To be distributed in advance of the meeting.

b) Scent Free Policy

Discussion ensued regarding the various issues for a public entity to make this kind of policy.

A poll of other libraries could be undertaken. The board declined to make a policy at this time. The board endorsed the staff decision to request staff and volunteers not to wear scent when working at the library.

6) Reports

- a) Monthly Financial – attached
Tina reported on the monthly financials which have limited data now until the BIM budget is approved.
 - b) Librarian – attached
Tina outlined her report. Discussion about positions for the summer and permanent staff positions. Also discussion around bookings and rentals of the Cove Commons space. Cynthia outlined the Joint Operations Committee of the Cove Commons which will be re-named and re-defined as the Joint Governance Committee.
 - c) InterLINK No report
 - d) BIM (Sue Ellen Fast verbal) No report. Board reviewed the Cardena Rd Improvement sections of the Transportation Advisory Committee Planning Department Transportation Plan Project Update Feb 27, 2018
 - e) Personnel Committee – Update on the performance review plan for Tina was given by Personnel Committee members.
- 7) Meeting schedule
- a) Board agreed to cancel the June meeting and simply proceed with July 19 meeting, and the August meeting at the call of the chair.
 - b) Next meeting April 19, 2018
- 8) Adjournment