

Bowen Island Public Library
Board of Trustees Meeting — April 19, 2018
Bowen Library — Flex Room
Minutes

Attendance and Quorum: Cynthia Nicolson (chair), Susan Munro (vice-chair), Michael Penny (treasurer), Melanie McLeod, Melissa Harrison, Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Steve Mitchell, Tina Nielsen (ex-officio)

Note-taker: Len Gilday

- 1) Call to Order: 7:05
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from March 15, 2018: Carried
 - a) Business arising from the minutes: Revised meeting schedule distributed.
- 4) Cove Commons Project Steering Committee Report (verbal): Cynthia
 - a) Grand Opening April 8 was a great success
 - b) Stage 2 Fundraising (Landscaping and Plaza) underway
 - c) Acoustics challenges are being addressed
 - d) We have purchased 100 padded chairs and selling 100 unpadded chairs \$5 each
 - e) Sue Ellen said the herons are nesting behind the Annex and seem unperturbed.
- 5) Continuing Business
 - a) Strategic Planning preparation: Cynthia, Policy & Planning Committee and Carol MacKinnon (Facilitator) are developing a framework to plan the next 12 – 18 months. Board members will receive a preparation package shortly.
- 6) New Business
 - a) Foundation AGM May 17: Michael, Foundation chair, discussed the value of having a registered charity working closely with the library. For instance, our foundation was the financial vehicle that received donations, issued receipts and paid expenses for the Annex Building Project. All members of the library board are members of the foundation, and directors of the Foundation are elected from the membership and occasionally from outside of the membership. The Foundation Board also has two members from the Bowen Island Arts Council who represent that organization's interests while the Cove Commons is being built.
- 7) Reports
 - a) Monthly Financial – (distributed electronically and at the table): Michael said that postings were delayed in Revenue, Salaries and other accounts. Tina will review the utilities charges that seem excessive.
 - b) Librarian – (distributed electronically and at the table): Tina reported that:
 - i) We have not yet been notified of any changes in our requested budget.
 - ii) Job openings for two summer positions have been posted. Tina will distribute job descriptions to board members in case they know possible candidates.
 - iii) Bookings for the Annex and Flex Room are quite popular and booking process is quite staff intensive. Scheduling/booking software to ease workload is needed.

- iv) Medical equipment has now been entered in the collection catalogue.
- c) InterLINK: Steve participated at the most recent meeting by telephone.
 - i) Board Skills Inventory identified Finance, Youth Perspective and Fundraising as areas of weakness.
 - ii) Autism Awareness Workshop scheduled for June 14 in Richmond. Tina will try to schedule a staff member to attend.
 - iii) Michael said the autism workshop is an example of what InterLINK is very good at: Sharing awareness and education among member libraries.
 - iv) Michael has joined the InterLINK Finance Committee.
- d) BIM: Sue-Ellen (verbal):
 - i) 3 years of phased changes to Cardena Rd will start now.
 - ii) Cardena transition to 3-hour parking from 12 hour remains under discussion.
 - iii) High-speed fiber optic cable will be routed directly in front of the library and may represent an opportunity.

8) Adjournment: 8:45