

Bowen Island Public Library
Board of Trustees Meeting — May 17, 2018
Bowen Library — Flex Room
Minutes (Approved)

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

Regrets: Melanie McLeod, Elizabeth Bowker

Note taker: Len Gilday

- 1) Call to Order: 7:30 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from April 19, 2018: Carried
 - a) Business arising from the minutes:
 - o Tina reported that none of the libraries she polled have scent free policies for the public. Some libraries have recommended scent-free procedures for staff.
 - o Rename and revise tasks of Joint Governance Committee is in the hands of the Joint Steering Committee.
- 4) Cove Commons Project Steering Committee Report:
 - o Tina reported that the Steering Committee met May 7. Committee reviewed tasks to do, in particular acoustic treatment, and discussed next steps with Plaza and parking.
 - o Sue-Ellen said the municipality had approved changing west side Cardena parking from 12 hours to 3 hours. Bonny Brokenshire will represent the municipality on the Steering Committee landscaping group. Sue-Ellen will follow up with the municipality re Cove Commons ownership and insurance.
- 5) Continuing Business
 - a) Strategic Plan Draft: Key is to ensure the core library values and functions are carried over into the new space.
 - i) **Motion: To approve and adopt the 2018 Strategic Plan. Carried**
 - ii) Cynthia to present the finalized Strategic Plan and related Action Commitments to the July meeting.
 - b) Room Rental Policy: Much discussion re policy. Tina to revise for July meeting.
- 6) New Business
 - a) Communications Committee Terms of Reference:
 - o **Motion: The board establishes a Board Communications Committee with the terms of reference outlined in the meeting package. Carried**
 - o **Motion: The appointees to the Communications Committee are Susan Munro, Steve Mitchell and Elizabeth Bowker. The chair to be selected by the committee at their first meeting. Carried.**
- 7) Reports
 - a) Monthly Financial – (distributed electronically and at the table) Tina advised the financials distributed at the table are updated from the financials distributed electronically.

- o **Motion: Peter Matthews to be appointed to the Finance Committee. Carried**
 - b) SOFI for approval – on table: **Motion: The board approves the Statement of Financial Information report for 2017 as presented. Carried**
 - c) Librarian – (distributed electronically and at the table): Tina reported that the practicum student Rob Ondzik has completed bar coding the Med Shed items. Anyone can now search our catalogue for medical equipment.
 - d) InterLINK: Michael reported there has been no meeting since our last board meeting.
 - e) BIM: Sue-Ellen reported the 2018 municipal budget has been approved.
- 8) Adjournment: 9pm