

Bowen Island Public Library
Board of Trustees Meeting — January 17, 2019
Bowen Library
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, Len Gilday, Tina Nielsen (ex-officio)
Elizabeth Bowker left the meeting at 8: 25 pm.

- 1) Call to Order: 7:05 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from November 15, 2018: Carried
 - a) Declare the meeting move In Camera 7:10
 - b) Move out of In Camera session. 7:15
- 4) Business arising from the minutes: None
- 5) Cove Commons Project
 - a) Steering Committee report:
 - i) Cynthia reported she hosted a Steering Committee celebratory dinner.
 - ii) CC Joint Operations Committee (Susan and Tina from BIPL, Greta and Jacqueline from BIAC) will carry on. Priorities: Landscaping, carpeting, donor recognition board.
 - iii) Tina reported about \$22,000 in CC bank account after outstanding obligations.
 - b) Ad hoc Cove Commons Committees – End of term
 - i) Tina/Cynthia will write thank you notes to committee members.
- 6) New Business
 - a) Appointment of Chair, Vice Chair and Treasurer: Susan has agreed to stand for Chair, Cynthia for Vice Chair and Michael for Treasurer. Call for other nominations — none stepped forward. Susan, Cynthia and Michael appointed by acclamation.
 - b) Susan thanked Cynthia for doing a fine job as Chair.
 - c) Appointment of Board Committees:
 - i) Board Development Committee Susan Munro, Melanie McLeod, Sue Ellen Fast
 - ii) Personnel Committee: Melanie McLeod, Susan Munro, Don Heth
 - iii) Finance Committee: Michael Penny, Elizabeth Bowker, Peter Matthews Tina Nielsen
 - iv) Policy & Planning: Melissa Harrison, Cynthia Nicolson, Elizabeth Bowker, Steve Mitchell
 - v) Communications Committee: Steve Mitchell, Elizabeth Bowker, Len Gilday
 - vi) InterLINK Representative: Michael Penny
 - vii) InterLINK Alternate: Steve Mitchell
 - d) InterLINK draft Budget – Bowen Library Board accepted the InterLINK draft budget.
- 7) Reports

a) Committees

- i) Personnel: Melanie reported the Chief Librarian's performance review is done.
 - ii) Finance: Michael reported there had been no meeting and there is no report
 - iii) Communications: Steve reported a positive meeting with Virginia Penny re: creating the library's new visual identity.
 - iv) Board Development: Nothing to report
- b) Monthly Financial – Nothing to report
- c) Librarian – (distributed electronically)
- i) Staff is working out front more.
 - ii) Staff job description reviews are underway.
- d) InterLINK – Summary distributed electronically. No discussion.
- e) BIM: Sue Ellen will meet with Susan and Tina to discuss best way to address building and grounds maintenance issues.
- f) Strategic Plan progress: Tina reviewed current situation and will distribute work plan for strategic priorities to 2020

8) Adjournment: 8:45pm