

Bowen Island Public Library Board of Trustees Meeting
Minutes November 15, 2018 – 7:00 pm
Bowen Library – Flex Room

- 1) Attendance
 - a) Elizabeth Bowker, Steve Mitchell, Don Heth, Michael Penny, Susan Munro (Vice Chair), Melissa Harrison, Tina Nielsen (ex officio)
 - b) Regrets: Cynthia Nicolson (Chair), Melanie McLeod, Peter Matthews, Sue Ellen Fast,
- 2) Call to Order - 7:04 pm – Susan Munro acting Chair
- 3) Approval of Agenda - CARRIED
- 4) Approval of meeting minutes from October 18, 2018 - CARRIED
- 5) Business arising from the minutes
 - a) Reviewed
- 6) Cove Commons Project
 - a) Steering Committee and/or Joint Operations committee report (verbal)
 - i) Tina reported on lease, Joint Operations Agreement, stairs in BIAC storage, BIM and BIPL tracking of BIAC expenses.
- 7) Continuing Business
 - a) New board members – Board Development Committee
 - i) Tina will draft a report recommending board appointments for review by Board Development Committee (Cynthia, Melanie, Sue Ellen) before submission to BIM Council. Board appointments to be made in a closed Council meeting Dec 10, 2018.
- 8) New Business
 - a) Move to In Camera Session (Material sent separately) – CARRIED
 - b) Move out of In Camera Session – CARRIED
 - c) Budget 2019 Revisions (on table)
 - i) MOTION: To approve the budget as tabled, including an increase of 35 hours per week staff time, and with amendment to increase Transfer from Reserve to \$9,000. – Moved, Seconded - CARRIED
- 9) Reports
 - a) Communications Committee
 - i) Virginia Penny has offered to work with us on a new visual identity for the library. Virginia will meet with the communications committee before December 15 if possible. Possible meeting date is December 12th at 3 pm
 - b) Personnel Committee
 - i) Chief Librarian performance review has proceeded to a survey of board, staff, volunteers and one Friend of the Library. Thoughtful feedback from all for the review.
 - c) Monthly Financial – attached

- i) Report received. Finances are in order.
- d) Librarian – attached
 - i) Librarian reviewed her report
- e) InterLINK
 - i) No report as there has been no meeting since last board meeting
- f) BIM
 - i) No report as Sue-Ellen not in attendance

10) Next board meeting January 17, 2019

11) Adjournment – 8:55 pm