

Bowen Island Public Library
Board of Trustees Meeting — September 20, 2018
Annie Laurie Wood Annex
Minutes

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

Regrets: Susan Munro (vice-chair)

Note taker: Len Gilday

- 1) Call to Order: 7pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from July 19, 2018: Carried
 - a) Business arising from the minutes: Reviewed or covered in later agenda items
- 4) Cove Commons Project
 - a) Steering Committee Report (Tina, Cynthia and Len gave a verbal report):
 - i) Acoustics: Ceiling baffles have been effective. Carpet now being considered
 - ii) Ladder to access the BIAC upper storage area will be built soon.
 - iii) James Tuer re-designed plans for plaza, landscaping and planting are out for bids.
 - iv) Discussion about parking plans. Sue-Ellen will ask BIM staff about the process for defining CC parking and plaza responsibilities.
- 5) Continuing Business
 - a) 2018 Strategic Plan final: **Motion: To approve the Bowen Island Public Library strategic plan 2018—2020 as presented.** Carried
- 6) New Business
 - a) Communications Committee Strategy report: Steve & Elizabeth reviewed draft. A revised draft will come to the board at the October board meeting.
 - b) Personnel Committee – Chief Librarian Performance Review Update. Melanie reported the committee will be sending out the survey shortly.
 - c) Revision to Room Rental Policy requested by BIM Staff. **Motion: To waive the room rental charge for BIM public events pending the finalization of the operating agreement.** Carried. Agreed we should invite BIM CFO Raj Hayre for a tour of the library.
 - d) Five Year Financial Plan 2019—2023 (Finance Committee): Michael presented an overview of the plan: The Annex addition has resulted in increased expenses for maintenance and cleaning, higher utilities costs and necessary capital costs for furnishing. These increased costs will require increases to revenue for the next two years when it is anticipated that expenses will settle down. **Motion: To approve the draft BIPL 5-year financial plan as presented by the Finance Committee.** Carried
 - e) New board members – Board Development Committee: All board members encouraged to invite suitable candidates to apply to our board when the positions are advertised.

7) Reports

- a) Monthly Financial – distributed at the table: Tina reported that the 40% surge in utility expenses stems from unusually high hydro bills during the construction period and ongoing adjustments to heat pump operation.
- b) Librarian – distributed electronically: Tina reported that the summer reading program was a huge success. It is time to recruit some new volunteers. She reminded everyone that Sunday, November 25th at 4pm is the BIPL Annual Holiday Volunteer Event.
- c) InterLINK: Michael said there had not been an InterLINK meeting since our last board meeting.
- d) BIM: Sue Ellen reported that BIM had passed its Transportation Plan and council was encouraging the provincial government to make Bowen eligible for Rural Grant Funding.

8) Adjournment: 9:30 pm