

Bowen Island Public Library  
Board of Trustees Meeting — October 18, 2018  
Annie Laurie Wood Annex  
Minutes

Attendance and Quorum: Cynthia Nicolson (Chair), Susan Munro (Vice-Chair), Michael Penny (Treasurer), Melanie McLeod, Melissa Harrison, Peter Matthews, Steve Mitchell, Tina Nielsen (ex-officio)

Regrets: Sue Ellen Fast, Don Heth, Elizabeth Bowker

Note taker: Len Gilday

- 1) Call to Order: 7:20
- 2) Approval of Agenda as amended: carried
- 3) Approval of meeting minutes from Sept 20, 2018 as presented: carried
  - a) Business arising from the minutes: relevant items will be covered later in this meeting
- 4) Cove Commons Project
  - a) Steering Committee Report (verbal): Cynthia reported deficiencies list is getting shorter.
  - b) Joint Operations Committee: Susan reported the Joint Operations Committee for Cove Commons had their inaugural meeting this week. The committee is Susan Munro and Tina Nielsen for BIPL and Jacqueline Massey and Greta Smith from BIAC. The committee is seeking a fifth member who is not affiliated with either BIPL or BIAC. Committee agreed to review the agreement at the one-year anniversary of the Cove Commons opening (February-March 2019). Tina and Jacqueline have met with BIM CFO Raj Hayre to review the Joint Operations Agreement.
- 5) Continuing Business
  - a) New board members – Board Development Committee: 4 board members will retire from our board December 31. If those board member about to retire wish to continue serving on the board they must reapply to BIM. Tina will place Undercurrent ads November 1 and November 8. These ads will invite the public to apply to join the library board. Deadline for people to apply is Friday November 16.
  - b) Bus Shelter: The proposal from Bowen In Transition and Bowen Island Arts Council to build a bus shelter on library land has been withdrawn.
- 6) New Business: None
- 7) Reports
  - a) Communications Committee: The BIPL draft Communications Plan was received and discussed and had no further additions or revisions. Cynthia thanked the Committee (Elizabeth Bowker, Steve Mitchell and Susan Munro) for their fine work.
  - b) Personnel Committee: Melanie reported that the questionnaire has been sent out and that by end of December the Chief Librarian's performance review will be complete.
  - c) Monthly Financial (distributed electronically) Michael reported everything was on track.

Approved November 15, 2018

- d) Librarian (distributed electronically): Tina reported we now have 13 desk volunteers (soon to be 12) who are taking a regular shift and 15 shifts that need to be filled. We will be recruiting for new volunteers in November. Sunday November 25<sup>th</sup> will be the Annual Volunteers Holiday Party — 4pm in the Annex. Board volunteers will be sought for food preparation and setup.
  - e) InterLINK — Michael reported the September 25 meeting included discussion of Coquitlam's room booking software — this type of software could be useful for Annex Flex Room scheduling.
  - f) BIM: no report
- 8) Adjournment: 8:50 pm