

Bowen Island Public Library Board of Trustees Meeting
March 21, 2019 – 7:00 pm Library Annex
Minutes

Attendance and Quorum: Sue Ellen Fast, Peter Matthews, Steve Mitchell, Don Heth, Elizabeth Bowker, Michael Penny (Treasurer), Cynthia Nicolson (Vice-Chair), Melissa Harrison, Susan Munro (Chair), Tina Nielsen (ex-officio)

Regrets: Melanie McLeod, Len Gilday

- 1) Call to Order 7:07 pm
- 2) Approval of Agenda with additions - Carried
- 3) Approval of meeting minutes from February 21, 2019 - Carried
- 4) Business arising from the minutes
 - a) Salary review to be covered under Committee reports – Personnel Committee
 - b) Surplus review in process - Tina
- 5) New Business
 - a) Library budget approval process.
 - i) Discussion around the budget process for the coming 2020 year to ensure that the library board is involved in the process if changes are made or requested by BIM staff. A communication plan for early in the fall to let Council know what our budget needs are to support the library's strategic plans.
 - ii) Library surplus and how it is distributed was discussed. Is there a way for the library to have money put aside regularly for known renewal and replacement upcoming? Review of the revised operating guidelines (or memorandum of understanding)
 - iii) Finance committee will review the existing donation policy.
 - b) Library role in BIM 2019 Island Plan
 - i) The Library's revised operating guidelines and BIAC's lease in the Cove Commons are on page 19 of the Island Plan. As is a priority to select a landscaping proposal for the Cove Commons to enable renewed fundraising.
 - ii) Maintenance concerns/surplus. Who is responsible? Should the library be notifying BIM about issues? Annual report on maintenance. This is something that should probably be included in revised operating guidelines.
 - c) Voices for Health on Bowen. Steve Mitchell verbal report
 - i) Steve attended as a member of the Health Centre Board. Opportunity for all health care providers to share information. Steve will share the facilitator's report from the event when it is distributed.
 - d) Cove Commons matters
 - i) Letter to BIM regarding the official transfer of the Cove Commons building to them. This arises from a request by our Foundation Accountant to show official gift of the building to BIM, and a request from CFO at BIM to know the value of the asset. Proposal to present the gift officially at Council.
- 6) Reports
 - a) Committees
 - i) Personnel Committee: Reviewed the salary review report commissioned by BIM in 2018. The Report from Sainas Consultants proposed salary bands with steps for all

positions and compared positions to other municipalities including the North Shore municipalities. Don reported that the Personnel Committee will review further and provide a recommendation to address the discrepancies in salaries at the library and will review budgetary considerations with the Finance Committee.

- ii) Communications Committee – will report at next meeting.
- b) Monthly Financial - Accepted
- c) Librarian – reviewed
- d) InterLINK – no report
- e) BIM

Tina added an update about Garden Club donations and redesign of Annex. Sue Ellen asked whether the value of this donated work was recorded somewhere.

- f) Meeting schedule – Susan and Tina likely away in September so meeting schedule may alter for the summer and fall.

7) Adjournment – 8:58 pm