

**Bowen Island Public Library Board of Trustees Meeting
Agenda April 18, 2019 – 7:00 pm
Bowen Library – Annex**

Attendance: Susan Munro (chair), Cynthia Nicolson (vice-chair), Michael Penny (treasurer), Melanie McLeod, Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Steve Mitchell, Len Gilday, Tina Nielsen

Regrets: Melissa Harrison,

- 1) Call to Order: 7pm
- 2) Approval of Agenda with revisions: Carried
- 3) Approval of meeting minutes from March 21, 2019 as corrected: Carried
- 4) Business arising from the minutes with revisions (table below):

What	Who	When
Communication plan for budget 2020 process	Communications Committee	By August 2019
Presentation to Council re: library budget needs to accomplish strat plan	Board Rep and Chief Librarian	September 2019
Revised Operating Guidelines approved by BIM and BIPL board. Strive to maintain library surplus for long term needs.	Chief Librarian, Raj Hayre and Kathy Lalonde	Awaiting BIM response. Completion before September 2019 board meeting
Review donation policy for clarity on where donation dollars are held for BIPL	Finance Committee	June meeting
Maintenance issues with Library Building. Define who will assess, plan for and track maintenance issues with the building.	Tina will talk to BIM	As soon as possible
Share “Voices for Health” facilitator’s report	Steve Mitchell	When available
Council presentation of official “gifting” of Cove Commons to BIM	Communications committee, Chief Librarian, Board Chair	When formal gifting is complete
Review salary report (Sainas Report to BIM) further and provide a recommendation to address the discrepancies in salaries at the library. Review budgetary considerations with the Finance Committee.	Personnel Committee	Prior to 2020 budget planning

- 5) New Business
 - a) Landscaping Plan for Cove Commons:
 - i) CC Joint Ops Committee met and decided to proceed with landscape low bid.
 - ii) Tina and Jacqueline to confirm price and scope of work with low bidder
 - iii) Tina and Jacqueline to present to Council at August council meeting:
 - (1) Proposed landscape design
 - (2) Budget including costs and money in hand
 - (3) Request BIM approval for design
 - (4) Request BIM financial support
 - b) Territorial Acknowledgement: Much discussion, Sue-Ellen will bring to next meeting information about acknowledgements developed by Lisa Wilcox of the Islands Trust.
- 6) Reports:
 - a) Committees (Finance, Personnel, Communications, Policy & Planning) Nothing to report
 - b) Monthly Financial (distributed electronically): Michael reported all seems in order
 - c) Librarian (distributed electronically):
 - i) Tina reported library received funding by Canada Summer Jobs for only one of our 2 summer positions. The board agreed that funding two positions was a high priority. Tina will start by approaching Canada Summer Jobs for additional funding from grant funds not collected. Tina will then approach the Friends to ask for some further funding (they usually top up available funds for salary). Tina will then turn to the library budget and the library foundation.
 - ii) BIM 5-year financial plan has been approved including \$15,000 towards Annex furnishings but does not include requested increase in staff hours.
 - iii) Bowen Island Garden Club has completed work on 3 garden beds around the library's front paved entrance.
 - iv) **Motion: To send a thank you letter from the Library Board to the Bowen Island Garden Club for its work on the remediation and improvement of library garden beds, and their donation of two new benches. Carried.**
 - v) Tina/Susan to write Garden Club an appreciation letter.
 - d) InterLINK: Michael presented a summary of the InterLINK April board meeting. Main topic on the agenda was the audited financial statements and the results of the board skills inventory exercise.
 - e) BIM: Sue-Ellen reported the herons are starting to nest.
- 7) Next Meeting: Wednesday May 8, 7pm at the residence of Susan Munro, 1223 Miller Rd.
- 8) Adjournment: 8:50pm