

Bowen Island Public Library
Board of Trustees Meeting — June 20, 2019
Bowen Library
Minutes

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

- 1) Call to Order: 7:45 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from May 8, 2019: Carried
- 4) Business arising from the minutes (updated table below)

What	Who	When
Redraft clause(s) focused on commercial use of library/grounds in document Use of Library Facilities	Tina	Agenda item 4) a
Review Peter’s notes from Trustee Orientation session then send to Tina for inclusion in next month’s meeting package	Susan	Attached agenda item 5) iv
Confirm Glen Cormier has been assigned by BIM to review condition of municipality owned property including the library.	Tina	No confirmation yet. Changes to PW & Op Guidelines

- a) Commercial use of library grounds – revised policy (distributed electronically):
Motion: approval of Use of Library Facilities or Grounds Policy as revised: Carried

- 5) New Business
 - i) Provincial budget submissions and/or BIM resolution requesting increased library funding from Province – attached sample resolutions and letters
(1) **Motion: That the Chair draft a letter requesting that BIM Council pass a resolution supporting increased provincial support for public libraries. Carried.**
 - ii) Revised Operating Guidelines BIM & BIPL. For review – (distributed electronically)
Motion: To accept revised Operating Guidelines. Carried.
 - iii) Review 2018 strategic goals – (distributed electronically) Susan noted we are doing a good job of staying on track.
 - iv) TOP session ideas (distributed electronically): Peter reviewed five areas of board governance and management he thought worth reviewing. We will schedule one subject for discussion per upcoming meeting. Next meeting we will review meeting format ideas.
 - v) MOTION to amend Approved Policies – Section 4 Internet Use - attached (Peter

Matthews) – Board discussed the existing policy and felt that in it covers the necessary concerns raised. When the Policy and Planning Committee reviews the full approved policies document this section may be revised.

6) Reports

a) Committees:

- i) Personnel Committee: Continuing work on reviewing Staff and Chief Librarian's salary. Committee may contact the consultant/author of the 2018 BIM Compensation Review for more detail on how library positions were reviewed. Committee will work with Finance Committee to bring forward recommendations at the August or September board meeting.
 - ii) Communications Committee: Online Survey to be distributed to committee members for review within a week. Presentation to Council by Susan and Tina regarding building transfer and update on library activities with BIM Council postponed to September after survey and focus group data has been collected.
- b) Monthly Financial: (distributed electronically) Report accepted.
- c) Librarian – (distributed electronically) Tina reported that the Annex furnishing project design phases should be completed by end June. Furniture will then be ordered and will take 6-8 weeks for delivery. Carpet has already been ordered.
- d) InterLINK - Summary report received
- e) BIM — No report

7) Next meeting date – July meeting cancelled. August meeting at the call of the Chair

8) Adjournment: 9:30 pm