

Bowen Island Public Library
Board of Trustees Meeting — January 16, 2020
Bowen Library — Annex
Minutes

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

- 1) Call to Order: 7:05pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from November 21, 2019: Carried
- 4) Susan welcomed Tina back following a 2-month medical leave.
- 5) Business arising from the minutes:
 - a) Elizabeth created an infographic to illustrate use-of-library statistics. All agreed this should be widely seen. Suggestions for presentation include as an Undercurrent ad, in the eNewsletter, on the website, as a bookmark, to Council, in BIM ad or newsletter. Elizabeth, Susan and Tina will develop the reverse side of the bookmark.
 - b) Sue-Ellen will alert Susan re date for BIM public budget consultation. Board members encouraged to attend consultation and talk up library wage parity.
 - c) Tina will follow up with Emma Chow re Cardena sidewalk/library boundary safety issues.
- 6) New Business
 - a) Board Self Evaluation for yearend: Policy and Planning Committee will review options and bring back recommendations.
 - b) Strategic Planning for 2020-2022: Susan will confirm Carol MacKinnon's availability for April 25. Library will close that day so staff can attend. Strategic Planning event to be held in the Annex.
 - c) Board executive: Susan Munro agreed to stand again as Chair; Michael Penny agreed to stand again as Treasurer; Susan reported Cynthia has agreed to stand as Vice-Chair. Further nominations were called for and none came forward. Nominations were closed. Susan Munro, Michael Penny and Cynthia Nicolson appointed to Board Executive Committee as noted by acclamation.
 - d) Committee Appointments for 2020:
 - i) **Motion: Committees for 2020 to be the same as 2019 except the removal of Melanie McLeod, who is no longer with the board, from Board Development and Personnel Committees, and the appointment of Beatrice Anderson to the Personnel Committee and the appointment of Don Heth, as Chair of the Personnel Committee, to the Board Development Committee. Carried**
 - e) Budget review request from Raj Hayre. Report and recommendations from Finance and Personnel Committees.
 - i) **Motion: In response to an inquiry from the CFO at BIM, the board has reviewed**

the basis of the 2020 library budget and wishes to submit the budget as originally approved. Unanimously carried

- 7) Reports
 - a) Committees:
 - i) Personnel: Don will bring Beatrice up to speed on Personnel Committee role.
 - b) Monthly Financial – year-end 2019 distributed electronically. Michael reported everything looked to be in line.
 - c) Librarian – distributed electronically
 - i) Tina reported that during her 2-month medical leave remaining staff did an excellent job. Tina thanked Susan Geist, in particular, for her leadership.
 - ii) Landscaping work completed for Phase 1—garden beds prepared, grass hydro-seeded and trees planted.
 - d) InterLINK: **Motion: To receive the InterLINK budget as an item of information. Carried.**
 - e) BIM: Sue-Ellen reported there was a lot going on behind the scenes.
- 8) Next meeting date: February 20, 2020
- 9) Adjournment: 8:45 pm