

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — JAN 22, 2015**  
**LIBRARY MEETING ROOM**  
**MINUTES**

**Attendance and Quorum:** Andrea Little, Ted Benson, Len Gilday, Melanie McLeod, Cynthia Nicolson, Melissa Harrison, Michael Penny, Sue-Ellen Fast, Susan Munro, Tina Nielsen (ex-officio)  
Regrets: Sarah Graham, Sheilagh Sparks

- 1) Call to Order: 7pm
- 2) Approval of Agenda: Andrea asked that item 5 (Annex Project) be dealt with later in the meeting, between items 8 and 9, as she needed to leave the meeting by 8:45. As amended:  
CARRIED
- 3) Approval of meeting minutes from November 20, 2014 CARRIED
- 4) New Business
  - a) New board members welcome and contact info (attached):
    - i) Andrea welcomed newly appointed board members Susan, Michael and Melissa plus BIM representative Sue-Ellen. This is an exciting time for the library and Andrea promised that the board would be engaged.
  - b) Library Board executive appointments
    - i) Andrea said that Cynthia had agreed to serve as vice-chair; Ted had agreed to continue in his role as treasurer and that she, Andrea, had agreed to continue as chair if that was the desire of the board. She then asked three times whether there were any further nominations for chair, vice-chair and treasurer. No further nominations were presented. By acclamation, Andrea, Cynthia and Ted were declared the library's 2015 executive.
  - c) Consent agenda proposal: Tina will distribute background material re consent agenda proposal prior to our next meeting. Proposal to be considered at our next meeting.
- 5) Reports:
  - a) Librarian (distributed electronically and at the table)
    - i) **MOTION: That 2014 vacation time for Tina Nielsen, up to a maximum of 70 hours, be carried forward, to be used in 2015. CARRIED.**
  - b) Monthly Financial (distributed electronically and at the table)
    - i) Ted reported that there were no numbers available for January and that final year-end numbers for 2014 were still coming in. Overall—everything was on track.
  - c) InterLINK: Ted reported that the next InterLINK meeting would be in February. Ted agreed to continue as Bowen's representative to the InterLINK board.
- 6) Communication and correspondence:
  - a) Andrea wrote the municipality, on behalf of the board, thanking council for approving the new board appointments.
  - b) Andrea wrote the municipality, on behalf of the board, declining council's invitation to

appear before council as one of the municipal committees since the library is not a committee of council.

7) Board Committee appointments

a) The library board has three standing committees (Personnel, Policy & Planning, and Finance) and one ad-hoc committee for the Annex building project. At the February meeting, board members will be invited to express interest in joining a committee. Tina will distribute information about the committees' mandates prior to the next meeting.

8) Annex Project

a) Project Update from Tina and Len, ad hoc committee members.

- i) The Arts Council executive has voted unanimously to join with the library and move forward with the joint project known as the Community Culture Corner. We can now proceed, confident that our vision is shared with a willing and enthusiastic partner.
- ii) Quantity survey summary discussed.
- iii) Cost estimate to be reviewed by Bowen contractor.
- iv) Tina reviewed site plan and architect's drawings.
- v) Discussion re whether we should go with a larger and more expensive plan. To be continued.
- vi) Next step will be undertaking the fundraising feasibility study.
- vii) Soft costs to be itemized and firmed up.
- viii) General agreement that the project was on track and progressing.

9) Next Meeting – February 19, 2015

a) Proposed meeting schedule 2015 (attached)

10) Adjournment: 8:30 pm CARRIED.

What	Who	When
Distribute background information re consent agenda	Tina	Prior Feb meeting
Distribute information re board standing committees mandates	Tina	Prior Feb meeting
Sue-Ellen, Melissa and Michael board photos, please come 20 minutes early for February meeting.		Next meeting

**BOWEN ISLAND PUBLIC LIBRARY**  
BOARD OF TRUSTEES MEETING — FEBRUARY 25, 2015  
LIBRARY MEETING ROOM  
MINUTES

**Attendance and Quorum:** Andrea Little, Melissa Harrison, Melanie McLeod, Susan Munro  
Cynthia Nicolson, Michael Penny, Tina Nielsen (ex-officio)  
Regrets: Ted Benson, Sue-Ellen Fast, Len Gilday, Sarah Graham, Sheilagh Sparks

- 1) Call to Order: 7:20 pm without quorum.
- 2) Reports:
  - a) Librarian (distributed electronically and at the table)

The Tech Tutor, Leo Pederson's appearance on the front page of February 18 Undercurrent noted. Such publicity is valuable at a time when the Library is seeking a modest budget increase and will be involved in a significant fundraising campaign. There was additional discussion on encouraging support for both initiatives.

Also noted that an aim in growing the DVD collection might be to focus on items not otherwise available.

- b) Monthly Financial (distributed electronically and at the table)

Expenses reported, but without an approved budget, there was no comparison to budget, but expenses do seem on track. Library Contract Services line payment (\$2,100) was to the quantity surveyor regarding the Annex Project.

- c) InterLINK: Written report from Ted Benson distributed.

Bowen Island is a net borrower from the larger collections, and although this is a cost, it is good value for the library and public.

Quorum established 7:40 p.m.

- 3) Approval of Agenda: CARRIED
- 4) Approval of meeting minutes from January 22, 2015. CARRIED
- 5) New Business
  - a) 2015 Board Standing Committees—consideration of the circulated proposal.

Motion: To approve the appointments to Personnel, Finance and Policy & Planning Committees.

The Committees are:

Personnel: Andrea Little, Melanie McLeod, Susan Munro.

Finance: Ted Benson, Michael Penny, Tina Nielsen.

Policy & Planning: Melissa Harrison, Cynthia Nicholson, Sarah Graham.

InterLINK representative: Ted Benson, Michael Penny (alternate.)

b) Discussion of committee tasks

Personnel: Develop a personnel policy specifically for the library.

Policy & Planning: Draft written policies, principles (including guidance for selection), and procedures for appointments to the board; prepare for a strategic plan review session in May/June

Finance: Serve on the Annex Finance Committee (one from BIPL and one from BIAC boards) regarding processes managing budgets, banking, book-keeping, issuing tax receipts for donations and related matters. << final minutes will indicate Ted or Michael>>.

There was further discussion and information provided concerning the mandates of the other three ad hoc committees related to the Annex/Gallery: Steering; Fundraising; and Facility.

c) Consent agenda proposal: Deferred to next meeting.

6) Annex project:

- a) A request for proposals from architectural firms has been published. We will be developing a short-list and interview questions, hoping to have architect hired by the end of March. The Annex Steering Committee will provide an update report to Council March 23 at which time a high-level budget will be presented.
- b) October, 2014 motion to proceed: For the information of new board members, last year's motion to proceed with the Annex was reviewed.
- c) Amendment to budget to take into account the Chief Librarian's (CL) time required for the Annex Project. The CL anticipates that she will be spending at least a day a week on the project and this requires that her supervisory tasks be covered while she is working on the project. As well as that cost, there will be additional payments to third party contractors related to the project. This requires amending the budget.

**Motion:** Whereas the Library & Gallery Annex Project requires a significant time commitment from the Chief Librarian, to approve funding to replace the Chief Librarian one day per week with a Library Supervisor, to ensure appropriate supervisory oversight for the library. CARRIED.

**Motion:** Whereas the 2015 budget includes \$40,000 allocated to Library Capital Leasehold Improvements (account 66-2-1720-060) for the Library & Gallery Annex Project; and whereas the cost of the Library & Gallery Annex Project will require staff time from the Chief Librarian and the payment of contract services, neither of which are capital costs; moved that the Bowen Island Public Library Board re-allocate \$30,000 from Library Capital Leasehold Improvements (66-2-1720-060) budget to Annex Project Expenses (new expense account) to cover staff replacement, contract services, and other expenses. CARRIED

7) Communication and correspondence: None

8) Next Meeting – March 19, 2015

9) Adjournment: 9:00 pm CARRIED.

<b>What</b>	<b>Who</b>	<b>When</b>
Re-distribute background information re consent agenda	Tina	Prior March meeting
Ask Ted if willing to serve on Annex Finance	Tina	Prior March meeting
Sue-Ellen, Melissa and Michael board photos, please come 20 minutes early for March meeting.		Next meeting

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — MARCH 19, 2015**  
**LIBRARY MEETING ROOM**  
**MINUTES**

**Attendance and Quorum:** Andrea Little (Chair), Ted Benson (Treasurer), Len Gilday, Sarah Graham, Melanie McLeod, Melissa Harrison, Michael Penny, Sue-Ellen Fast, Susan Munro, Tina Nielsen (ex-officio)

Regrets: Sheilagh Sparks, Cynthia Nicolson

- 1) Call to Order 7:10pm
- 2) Approval of Agenda CARRIED
- 3) Approval of meeting minutes from February 25, 2015 CARRIED
- 4) New Business
  - a) Consent agenda proposal: The consent agenda is a technique for streamlining meetings by bundling selected agenda items together (with the consent of the members) that would be passed as a block without voting on the items individually. Our agendas are generally short and reports from the librarian and treasurer were identified as the likely area where items could be bundled. The board discussed balancing the perceived merits (expediency) against possible drawbacks. It was felt that oral reports were an important opportunity for board members to get a reading of the pulse of the library. It was decided to hold off on adopting the consent agenda protocol.
- 5) Annex Project
  - a) Project Update (Steering Committee)
    - i) Len, Tina and Andrea brought members up to date on the progress made by the Annex-Gallery Steering Committee
      - (1) Six architecture firms expressed interest in our project.
      - (2) We have selected three firms to interview March 25 & March 27.
      - (3) Jacquie Massey of BIAC is developing a website for the project that will keep the public engaged and informed.
      - (4) A former Bowen resident, who is an experienced Project Manager and visual artist, may volunteer to act as Project Manager.
      - (5) Jacquie and Tina will present to Council at the regular meeting on March 23. The intention is to keep council aware of what we have accomplished so far on the annex project and inform them about our plans going forward. We want to make certain that council is OK with everything before we invest further money and time on the plan.
      - (6) BIPL&BIAC will follow up with the Bowen Island Foundation grants committee:
        - (1) To update them on our progress and apprise them of time invested.
        - (2) To inquire whether the Foundations needs additional information before writing a cheque for the work we have already done.

6) Reports

a) Librarian (distributed at the table)

- i) The Friends of the Library has donated \$5,000 for projects and special event support.
- ii) Sue Geist is taking on some children's services such as monthly preschool visits to the library.
- iii) Sue and Tina attended Ready, Set, Learn at BICS.
- iv) It was suggested that we keep track of the number of tourist reference and directional questions handled by library staff and volunteers.

b) Monthly Financial (distributed at the table):

- i) It was noted that Foundation insurance has been mistakenly charged to the library. This error will be reversed. Ted reported that everything is on track.

c) InterLINK: Ted reported that the next meeting is March 31. Michael will attend the orientation meeting to fill in as Ted's backup.

7) Communication and correspondence - NONE

8) Next Meeting – April 16, 2015 (includes Foundation AGM 7 pm, regular board meeting 7:30 pm)

9) Adjournment: 8:35 CARRIED

What	Who	When
Write Bowen Island Foundation re payment	Tina & Jacquie	ASAP
Arrange to track tourist direction contacts	Tina	ASAP
Attend BIM Council re Annex project	Tina, Len, Andrea	March 23, 9:45am

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — APRIL 16, 2015**  
**LIBRARY MEETING ROOM**  
**MINUTES**

**Attendance and Quorum:** Susan Munro (acting chair), Ted Benson (Treasurer), Len Gilday, Sarah Graham, Melanie McLeod, Melissa Harrison, Michael Penny, Tina Nielsen (ex-officio)  
**Regrets:** Andrea Little (chair), Cynthia Nicolson (vice-chair), Sheilagh Sparks, Sue-Ellen Fast,

- 1) Call to Order: 8:07
- 2) Approval of Agenda: **CARRIED**
- 3) Approval of meeting minutes from March 19, 2015 (distributed electronically and at the table). Item 4)a) revision to Consent Agenda Proposal: "It was felt that verbal reports..." should read "It was felt that oral reports..." **CARRIED**
- 4) New Business
  - a) Committee Reports:
    - i) Policy and Planning Committee: Sarah reported that the committee (Sarah, Cynthia and Melissa) met with Tina to consider:
      - (1) Recruitment of new board members (draft policy distributed electronically and at the table): Lively discussion about assessment matrix It was decided that further examples and information would be helpful.
        - ◆ Susan will ask the BC Court House Library Society whether they will share their recruitment document with us.
        - ◆ Tina will distribute the Vantage Point recruitment matrix to the board
        - ◆ Tina will ask other BC Libraries about their process
        - ◆ Melissa will do a dry run of our draft matrix with current board members.
      - (2) Board code of conduct policy: The committee felt our current policy is not explicit enough about what we can and cannot do with personal information as trustees. They will present their suggested revisions at our May meeting.
      - (3) Strategic Plan refresh:
        - ◆ At our last strategic planning session we chose vision and mission statements that reflected the library's change of focus from books and collection to connecting islanders. Our current logo is an image of books and trees. We might include discussion of a refresh on the logo as part of our strategic planning session with Carol MacKinnon.
        - ◆ Strategic planning session May 30, 9am for three hours. Location TBD.
      - (4) The board thanked committee members for their thoughtful work. The proposed board recruitment policy will make our process more transparent and disciplined while putting applicants on notice that we have expectations that board members will contribute skills and effort.
- 5) Annex Project Update:
  - a) Tina reported that the Steering Committee had received expressions of interest from six



architecture firms. The committee was very pleased with the quality of the all the applicants. They each had a connection to Bowen. Three of the firms were interviewed. James Tuer has been selected to be the Annex architect—the unanimous choice of both the library and arts council representatives. James likes our preliminary plan and brings skills as both an architect and landscape architect. He is excited about the opportunity of working with us.

- b) The March 23 presentation to BIM Council by Tina and Jacqueline Massey about the Annex Project went well. All councilors and the mayor were strongly supportive.
- c) Fundraising Campaign Cabinet met and is in the process of recruiting two or three more members and in May will begin the “asks” of potential donors

6) Reports:

- a) Librarian: (distributed electronically and at the table) Tina reported that:
  - i) The volunteer meeting held March 26 featured a useful discussion about bullying and harassment, and identified a need for some training on dealing with difficult customers.
  - ii) Tech Tutor funding: BIM has passed the recommendation to proceed with drafting a budget bylaw that includes the library’s request for tech tutor position funding (two days/week). Final decision will be end of April or early May.
  - iii) Plumbing: A new toilet in the office and outdoor taps for garden work. Cost was approx. \$400—paid by the library.
  - iv) BIM Health and Safety Committee inspection of the library building. A number of concerns raised (outdoor lighting, sheds, janitor closet, etc.) The list of items will be distributed next meeting and remediation budget/plan reviewed.
  - v) Tina was congratulated for presenting our Med Shed in the Undercurrent.
  - vi) Tina invigilated two exams for employees of the credit union.
  - vii) The library helped the Easter Bunny, needing shelter for a costume change, before it hopped on for a community recreation event. Tina posted a photo to our Facebook page of bunny in the children’s section.
  - viii) Federal HRDC Canada Summer Jobs grant approved for summer reading club salary.
- b) Monthly Financials (distributed electronically and at the table):
  - i) Ted reported we had “...completed one quarter of the year, so if we use that as a baseline we are underspent...all is well and things are fine.”
  - ii) Michael asked if a balance sheet could be made available. Tina will follow up.
  - iii) Library Surplus Funds: The municipality holds \$90,000 of our surplus funds money. The municipality retains the interest. Board agreed that interest on our own funds should be Library income. Tina has raised this with Kirsten at BIM. Kirsten will take our concern to the BIM Finance Committee.
- c) InterLINK: Meeting was held end of March and Michael and Ted both attended. This was Michael’s first meeting as InterLINK alternate rep and he reported “It was fascinating to go play with the big boys.” He said we were very lucky to have the support of our council—he discovered that not all libraries are so fortunate. Next meeting end of May.

7) Communication and correspondence:

- a) BCLTA survey email – by email
- b) BCLTA conference info – by email

8) Next Meeting – May 21, 2015 (includes Foundation AGM 7 pm, board meeting 7:30 pm)

9) Adjournment: 8:35pm

<b>What</b>	<b>Who</b>	<b>When</b>
Obtain BC Court House Library Society recruitment doc	Susan	ASAP
Distribute Vantage Point recruitment matrix	Tina	ASAP
Do dry run of our recruitment matrix among current board members	Melissa	ASAP
Board code of conduct policy revisions discussion		Next meeting
Strategic Plan refresh meeting, location TBD	All	May 30, 9am
Obtain balance sheet	Tina	ASAP
Distribute list of BIM Health & Safety committee recommendations	Tina	Next meeting
Contact other BC Library re: board recruitment	Tina	ASAP

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — MAY 21, 2015**  
**LIBRARY MEETING ROOM**  
**MINUTES**

**Attendance and Quorum:** Andrea Little (Chair), Ted Benson (Treasurer), Sarah Graham, Sheilagh Sparks, Len Gilday, Michael Penny, Sue-Ellen Fast, Tina Nielsen

Regrets: Cynthia Nicolson (Vice-chair), Melanie McLeod, Melissa Harrison, Susan Munro

- 1) Call to Order: 7:50 pm
- 2) Approval of Agenda: **CARRIED**
- 3) Approval of meeting minutes from April 16, 2015: **CARRIED**
- 4) New Business
  - a) Library Land use policy or guideline:
    - i) General discussion about the desirability of creating guidelines for the use of land surrounding the library.
    - ii) Sue-Ellen said that the BIM Parks, Trails and Greenways Committee is developing policies for the use of public spaces in The Cove. We would like to be part of the ongoing conversation and asked to have input on the development of those policies.
  - b) Office renovation proposal: Tina said we urgently need private space in the office for confidential discussions both with potential donors to the Annex project and for other library business. Sue-Ellen hoped that heritage elements in the building would be respected. Tina said she would check with Maureen Nicholson of the BI Heritage Society. Board agreed that Tina should obtain bids for the work.
- 5) Continuing Business:
  - a) From the Policy and Planning Committee: Code of Conduct policy revision – (distributed electronically and at the table):
    - i) Sarah presented the revised policy. General agreement that this policy will be useful both for new board members and also to remind existing members of their responsibilities.
    - ii) **Motion: To approve the Bowen Island Public Library Board of Trustees Code of Conduct Policy. CARRIED**
  - b) Sarah reported that Melissa was continuing to develop a draft recruitment matrix for a dry run on current members.
  - c) Strategic Plan Refresh: The agenda will be distributed later next week. The meeting will begin promptly at 0900, Saturday May 30 in the ground floor classroom at IPS. Coffee and muffins will be available starting at 0830.
  - d) Personnel Committee: Andrea reported that we are working to align our policies with the municipality's policies. We are looking to approve the revised policy in September.
- 6) Annex Project
  - a) Project Update, Tina reported:

- i) Most of the current work is focusing on fundraising.
  - ii) A number of fundraising events are coming up
  - iii) Tina and Jacqui met with Natasha LaRoche, fundraiser, who gave positive feedback and confirmed that our approach is on the right track.
  - iv) Jacqui is developing documents for the case for support.
  - v) James Tuer has been selected as architect but we will not sign a contract until we are more confident about funding.
  - vi) Angie Bosworth has completed a drawing of the library with addition.
  - vii) We will be applying for the Canada 150 grant if BIM gives us the green light.
- b) Adele Turner's Auction July 4 – Volunteer help will be needed—theme is construction.

7) Reports

- a) Librarian (distributed electronically and at the table)
  - i) MLIS student Gwen Doran has been hired as Summer Reading Club Coordinator.
  - ii) BIM has approved the tech tutor position. Leo (and the board) are delighted.
  - iii) New program being offered — “Conscious Aging” — co-sponsored by the library and Caring Circle. Volunteers Carol MacKinnon and Maureen Whitney are presenting.
  - iv) New library website is in development and should launch in late June.
- b) Monthly Financial (distributed electronically and at the table) Ted reported:
  - i) “One third of the year has gone by and we are right on target.”
  - ii) The entry for insurance (65-2-0110-238) stubbornly remains incorrect
  - iii) Utilities are always high at the beginning of the year.
  - iv) Tina will provide Michael information re capital assets and depreciation through our SOFI (Statement on Financial Information)
- c) InterLINK: Ted reported that he attended a recent all day session about InterLINK governance. Strategic planning session is coming up in the fall. Next InterLINK Board meeting will be in seven days.

- 8) Communication and correspondence BCLTA newsletter – by email  
Thank you card from Leo – at table

- 9) Next Meeting – June 18, 2015

- 10) Adjournment: 9:05 pm.

What	Who	When
Check with Maureen Nicholson re significant heritage elements in office area.	Tina	ASAP
Become part of the BIM Parks, Trails and Greenways discussion re public land in The Cove	Tina, Sue-Ellen	
Strategic plan refresh	All	Sat May 30, 9 am
Provide Michael info re capital assets & depreciation	Who	ASAP

What	Who	When
Develop draft recruitment matrix for dry run	Melissa	ASAP

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — JULY 16, 2015**  
**LIBRARY MEETING ROOM**  
**MINUTES**

**Attendance and quorum:** Andrea Little (Chair), Ted Benson (Treasurer), Sarah Graham, Sheilagh Sparks, Melissa Harrison, Michael Penny, Sue-Ellen Fast, Tina Nielsen

**Regrets:** Cynthia Nicolson (Vice-chair), Len Gilday, Melanie McLeod, Susan Munro

- 1) Call to Order - 7:38 p.m.
- 2) Approval of Agenda - **Carried**
- 3) Approval of meeting minutes from May 21, 2015 - **Carried**
- 4) New Business
  - a) Email motion to spend reserve of surplus up to \$80,000. Discussion of the need for a policy on email motions. The motion passed by email June 15, 2015 was presented again for ratification.

**Motion:** To ratify the following motion, passed unanimously with 7 votes cast in favour and none opposed, June 15, 2015 by email: "I move that a total of \$80,000 be used from Bowen Island Public Library's reserve of surplus towards the Annex Project construction. These funds are to be used as matching funds for the Canada 150 Community Infrastructure Program and are contingent upon a successful application to the Canada 150 program". – **Carried**

Development of a policy on email communications and particularly motions, was assigned to the Policy and Planning committee for work in September or later.
- 5) Continuing Business
  - a) Committee Reports – P&P working on board recruitment and development. Coming forward in September.
  - b) Personnel committee working on revised personnel policy.
- 6) Annex Project
  - a) Project Update – Verbal report from Tina Nielsen and Andrea Little.
    - i) Follow up on potential donors from May 28 fundraising luncheon. Canada 150 grant application submitted June 17.
    - ii) Tina, along with Councillors Kaile and Nicholson, met with MP John Weston June 30<sup>th</sup> regarding the Annex project and our Canada 150 grant application. Councillor Nicholson also gave MLA Jordan Sturdy a tour of the proposed annex site.
    - iii) Adele's Auction July 4 has raised more than \$20,000.
    - iv) Andrea and Tina working on 3<sup>rd</sup> party fundraising policy and guidelines, as well as sponsorship policy for the Annex project. Annex Steering Committee is meeting July 21 and will review 3<sup>rd</sup> party fundraising, launch of website and Facebook page, and next steps for fundraising.

Board agreed that they would prefer to keep Annex Project updates as a separate agenda item

rather than being included in the Librarian's report.

7) Reports

- a) Librarian (attached) – Tina also reported on a \$5,000 bequest the library will receive from the estate of Mary White who passed away in February 2015. Thank you letter has been sent to Mary's children (executors of the estate) and to the law corporation representing them. And the library was sprayed for silverfish control in July and carpet cleaning will follow shortly.
- b) Monthly Financial (attached)
- c) InterLINK – Ted reported on Governance & Policy manual development; hiring of a consultant to review strategic planning with a likely September date for all InterLINK board and directors to attend strat planning session; the leadership development program is in process of development for specific InterLINK needs; Michael Penny is not receiving InterLINK board minutes, agenda, etc. as alternate. Tina will ensure he is put on mailing list.
- d) Municipal update – Councillor Sue Ellen Fast
  - i) New planners starting end of July: an intermediate level planner and a junior planner.
  - ii) New position created and filled for work on Snug Cove physical appearance and parks, trails and beaches work. Bonnie Brokenshire is the supervisor of this position filled by Mark Edmonds.
  - iii) There is a proposal for more parking on Cardena Dr. near the lagoon causeway. Input is being requested from EDC, PTGAC, and neighbours. Councillor Fast suggested the library could contribute input as well.
  - iv) A site has been approved for a new fire hall beside RCMP station on Miller Rd. Subject to site assessment.
  - v) Melissa suggested that library sewer connection could go in while road is dug up and re-paving is done. Councillor Fast would follow up and also look at firehall location and its septic or sewer connection in relation to the library's.
- e) Suggestion that BIPL Policy & Planning committee might work on Library Land use policy in winter 2015-2016 as the BIM Parks, Trails and Greenways Committee (due to schedule adjustments for new planners) is unlikely to have public land use policy developed in 2015.

8) Communication and correspondence

NONE

9) Next Meeting – September 17, 2015

10) Adjournment 8:45 pm

**Tasks from meeting minutes**

What	Who	When
Check with Maureen Nicholson re significant heritage elements in office area.	Tina or Contractor	August

What	Who	When
Personnel Policy revision	Personnel committee	Ongoing
Strategic plan refresh notes	Tina	September meeting
Board development policy	P&P committee	Ongoing
Policy on email motions	P&P committee	October meeting
Office renovation quotes	Tina	August
Third party fundraising policy	Annex steering committee	September meeting
Use of library grounds by 3 <sup>rd</sup> parties – policy development – Tina to provide examples from other libraries	P&P committee	Winter 2015 – 2016?
Thanks to Carol MacKinnon and Maureen Witney for Conscious Aging program facilitation	Tina	August
2016 Budget preparation	Finance committee	August for September meeting.



**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — SEPTEMBER 17, 2015**  
**LIBRARY MEETING ROOM**  
**MINUTES**

**Attendance and Quorum:** Andrea Little (Chair), Cynthia Nicolson (Vice-chair), Len Gilday, Sheilagh Sparks, Sarah Graham, Melanie McLeod (by speakerphone), Melissa Harrison, Michael Penny, Susan Munro, Tina Nielsen (ex-officio)  
Regrets: Sue-Ellen Fast, Ted Benson (Treasurer)

- 1) Call to Order 7pm
- 2) Approval of Agenda with additions and changes from Andrea:
  - Item 7) e) Report from the Library logo ad hoc committee
  - Item 8) Council appointments
  - Item 8) Annex Project becomes 9) and all following items are all promoted by one. CARRIED
- 3) Approval of meeting minutes from July 16, 2015 (distributed electronically and at table)  
CARRIED
- 4) Delegation – Michael Chapman re: parking considerations around the library. Everyone at the table welcomed Michael Chapman. Michael surveyed the parking lots bordering the library to see how available parking spots were used. Over a one-week period he identified 94 parking violations in 54 spots with no enforcement. He will present us with a written report re improved parking usage. The board thanked Michael for his useful contribution.
- 5) New Business: Strategic Plan refresh work plan (distributed electronically and at table). Andrea introduced the package: a breakout of the elements contained in our recent strategic plan review into an itemized list of key priorities and a workplan. This valuable document will aid us in staying on track to achieve our stated goals. Lots to work on.
- 6) Continuing Business
  - a) Committee Reports
    - i) Policy & Planning – Report on status of board development policy (distributed electronically), email motions policy, use of library grounds policy.
      - (1) Sarah presented the draft Board Trustee Recruitment and Appointment Policy, the work of Sarah, Cynthia and Melissa. This is a package covering many dimensions of board development. Andrea thanked the committee for an amazing job. Much discussion about the purpose of the matrix for recruiting potential board members: was it best suited for use by board members while interviewing potential applicants or was it to be completed by the applicants themselves? Also discussion re the appropriateness of elements of the demographic diversity section. Michael: “We are asking for volunteers and we should make sure they feel welcome.” The committee will make changes where appropriate and report back.
      - (2) Email motions policy and use of library grounds policy deferred to next meeting.
    - ii) Personnel – Report on status of Personnel Policy update: Susan has reviewed BIM’s

Personnel Policy and recommends edits to fit their document to our needs. Work will continue.

iii) Finance – 2016 Budget draft for approval (distributed electronically and at table.)

**MOTION: Move acceptance of budget as presented with the amendment of including an \$80,000 transfer from reserves to be balanced against \$80,000 expenditure to capital lease improvements. Carried**

7) Reports

a) Librarian (distributed electronically and at table) We added two new on-call staff members. Sophie Taylor and Marysia McGilvray are both volunteers, but will also now be staff members (LA I) for on-call work.

b) SRC Coordinator (distributed electronically) deferred to next meeting

c) Monthly Financial (distributed electronically and at table) Tina reported “things are on target.” A small bump in library benefits line item as Janet and Leo both received benefits (retroactive to the beginning of the year) starting in August.

d) InterLINK (verbal) Michael reported nothing to report and distributed the Executive Director’s Report at the table.

e) Report from the Library logo ad hoc committee: Len reported that the committee (Susan, Melanie and Len) met in June. Recommendation is that consideration of a new logo be deferred so the launch of our new brand coincides with the unveiling of the Annex. Susan added that we also felt the board had a lot on its plate right now and brand and logo discussions might stretch our resources. Agreed to defer until next year.

8) Council Appointments: Tina will send out a notice identifying when board terms of appointment expire. Those members whose term expires at the end of this year are asked to tell Tina whether they would like to be considered by council for reappointment. Andrea will be stepping down as chair at the end of 2015. Cynthia, Tina and Len will form a committee to discuss executive renewal.

9) Annex Update (verbal).

a) Tina reported The Annex Project Joint Steering Committee and the Annex Fundraising Committee met several times over the summer. We submitted an application for \$275,000 from the federal Canada150 program and it would appear we have not been successful. No key or lead donors have stepped forward to spearhead the fund-raising campaign on Bowen Island. No other government programs (federal or provincial) have been identified. The Committee, very reluctantly, recommends to the board that we not go forward with the joint Library/Arts Council project.

b) Much discussion followed. Some comments from around the table:

Melanie: Forge ahead with the original plan—don’t let this dream die.

Sheilagh: Move forward, don’t lose any time, continue fund-raising for our own building.

Andrea: We received strong support from the community and we must get the message out that we are grateful for that encouragement and will move forward.

Susan: Let’s go back and look at the original plans and see how to update and refresh.

Michael: Would like to review plans right from the beginning. Where did we come from?

Len: To accomplish our principle strategic plan goal (enhancing the library as a community gathering place) we need the additional programming space. Let’s carry on.

Andrea summed up: The joint steering committee worked hard but was unable to secure lead donors and/or government funding for the Annex/Gallery project. The community has been very supportive but without high level funding success seems unlikely. The recommendation of the Annex Committee is that the joint project not proceed. Process: first we put the project to bed then we make a decision about moving forward.

It was decided that the Library and BIAC boards should each pass matching motions recommending that the joint Annex/Gallery project not proceed. Tina will coordinate with Jacqueline Massey of BIAC.

10) Communication and correspondence

- a) BCLTA e-news sent by email

11) Next Meeting – October 15, 2015

12) Adjournment 9:05pm

**Tasks from meeting minutes**

What	Who	When
Fine tune board recruitment doc	Sarah, Cynthia, Melissa	For Oct meeting
Email motions policy & library grounds policy deferred	P&P committee with samples from Tina	For Oct meeting
Personnel policy edit	Susan	For Nov Meeting
Summer Reading Club report deferred		For Oct meeting
Logo ad hoc committee on break until 2016	Len, Susan, Melanie	
Notice to board members re term expiry dates	Tina	ASAP
Committee to consider executive renewal	Len, Cynthia, Tina	After October meeting
Coordinate joint BIPL/BIAC motion	Tina	ASAP
Arrange article with Undercurrent re Annex	Tina	ASAP
Organize thoughts/plans re “How we got here” for Annex project to think about going forward	Tina, Len	Soon

**BOWEN ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING — OCTOBER 15, 2015**  
**LIBRARY MEETING ROOM**  
**MINUTES**

**Attendance and Quorum:** Andrea Little (Chair), Cynthia Nicolson (Vice-chair), Len Gilday, Sheilagh Sparks, Sarah Graham, Melanie McLeod (by speakerphone, left at 8:45 pm), Michael Penny, Sue-Ellen Fast, Tina Nielsen (ex-officio)

Regrets: Ted Benson (Treasurer), Melissa Harrison, Susan Munro,

- 1) Call to Order: 7:05pm
- 2) Approval of Agenda with additions:
  - 6) e) Sue-Ellen Municipal Report and recommendation
  - 4) b) Push Tricycle discussion      CARRIED
- 3) Approval of meeting minutes from September 17, 2015 CARRIED
- 4) New Business
  - a) Board vacancies and reappointments: Ted, Melissa, Andrea, Susan and Michael have all agreed to stand for reappointment. Tina will send out most recent CVs for applicants to update and resubmit. Tina will inform BIM of the number of vacancies by month's end. Len, Cynthia and Tina will meet to consider executive appointments for 2016.
  - b) Push Tricycle: Through one of our volunteers, the Bowen Island Community Foundation has offered a grant to purchase a wheelchair suitable for travel over island trails. The MT Push Trike would be purchased by the Bowen Library Foundation and gifted to the Library, which will lend the push trike to Library card holders through the Med Shed service. General agreement this sounded like an excellent idea and in line with the direction the library is taking. Much discussion about the details:
    - i) Liability insurance: Tina will determine that BIM's liability policy will cover.
    - ii) Sue-Ellen recommends Tina contact staff at Pacific Spirit Park who have experience managing a similar device.
    - iii) Sarah wondered how much energy we will have to put into managing this?
    - iv) Sue-Ellen: Trail use means dirt and mud. Who will be responsible for cleanup?
    - v) Melanie: It's pretty fantastic somebody is willing to fund this purchase. Sounds like a terrific idea as long as it doesn't take up too much time.
    - vi) Check out will be for a single day, by Bowen Library card-holders only, restricted to use on suitable Bowen trails.
    - vii) Users or caregivers will sign a waiver releasing the library of all liability.
    - viii) It was agreed that provided BIM's insurance covers liability we will proceed.
- 5) Continuing Business
  - a) Committee Reports
    - i) Policy and Planning (Melissa, Cynthia and Sarah)
      - Board Trustee Appointment Policy as distributed electronically. All agreed it was excellent.

**MOTION: To establish a standing committee called the Board Development Committee. CARRIED**

**MOTION: To approve the Board Trustee Appointment Policy . CARRIED**

- Email Motions Policy (as distributed electronically) Michael of the opinion that we work on the assumption that any email motion be binding. Further discussion of this policy deferred to the November meeting
- Use of Library Grounds Policy: To come back for discussion in November after further work by the P&P Committee

ii) Personnel Committee (Andrea, Melanie and Susan) –Revised Personnel Policy for discussion (as distributed electronically) Tina will share our draft with Christine Walker at the municipality for feedback. Tina will follow up with other libraries re certain items.

6) Reports

a) Librarian (distributed electronically)

- Website update is very close to completion
- “Food for Fines” program will proceed.
- Back Office Renovation: **MOTION: To approve the expenditure of up to \$7,000 for the back office renovation per the estimate provided by Cam Rolfe. CARRIED.**

b) SRC Coordinator report (distributed electronically) All agreed that this year’s program, run by Gwen Doran, was first rate. Her report contains excellent suggestions for planning and running next year’s program.

c) Monthly Financial and 2016 Budget FYI (distributed electronically) Tina reported everything looks good

d) InterLINK (verbal) Michael distributed InterLINK Circulation Summary Comparisons.

e) Municipal Report: **MOTION: The Board requests that Municipal Council direct the Fire Hall project manager to liaise with the library when considering options for sewer. CARRIED.**

7) Annex Project

a) Renewed Project Update (distributed electronically) **MOTION: To postpone the effective date of the September 23, 2015 motion (which states: “Whereas, a financial feasibility study conducted over the past few months by the joint library annex and gallery steering committee has determined that there is insufficient capacity amongst donors and government funders to raise the capital required to construct a building to be used jointly as an annex/gallery; therefore we, the Bowen Island Public Library and the Bowen Island Arts Council, agree that both organizations cease efforts on behalf of the joint annex/gallery project and disband the joint Steering Committee.”) until January 22, 2016 at which time the earlier motion of September 23, 2015 will come into effect unless \$500,000 has been committed to the joint Annex and Gallery project. CARRIED**

b) Third Party fundraising policy (distributed electronically) Deferred to November meeting.

8) Communication and correspondence

a) BCLTA Chief Librarian Compensation survey (by email)

9) Next Meeting – November 19, 2015

10) Adjournment: 9:35pm

**Tasks from meeting minutes**

<b>What</b>	<b>Who</b>	<b>When</b>
Send CVs to board members reapplying for updating	Tina	ASAP
Inform BIM of number of vacancies on our board	Tina	By end of October
Consider executive appointments for 2016	Cynthia, Len Tina	Wed Oct 21 10.30 am
Determine that BIM's insurance will cover tricycle	Tina	ASAP
Contact Pacific Spirit Park re managing tricycle policy	Tina	ASAP
Share draft library personnel policy with BIM for comment	Tina	ASAP
Follow up with other libraries re personnel policy	Tina	ASAP
Follow up with Cam Rolfe re back office renovation	Tina	ASAP
Liaise with Fire Hall project manager re sewer	Tina	ASAP
Follow up with Gallery re Annex/Gallery project	Tina	ASAP
Email Motion Policy, Use of Library Grounds Policy, Personnel Policy, Third Party Fundraising Policy		Carried over to November m'tg

**BOWEN ISLAND PUBLIC LIBRARY**  
BOARD OF TRUSTEES MEETING — NOVEMBER 19, 2015  
LIBRARY MEETING ROOM  
MINUTES

**Attendance and Quorum:** Cynthia Nicolson (acting chair), Ted Benson (Treasurer), Len Gilday, Sarah Graham, Melanie McLeod (by telephone), Melissa Harrison, Sue-Ellen Fast, Susan Munro, Tina Nielsen (ex-officio)

Regrets: Andrea Little (Chair), Sheilagh Sparks, Michael Penny,

- 1) Call to Order: 7:05 pm
- 2) Approval of Agenda with additions and changes: Move item 8 (Annex Project) to become item 5; Add BIM Report to Reports; Add appointment of new board members to Continuing Business. **Approved.**
- 3) Approval of meeting minutes from October 15, 2015 (distributed electronically) **Approved**

4) Information Items:

Email motion passed September 23, 2015: A motion was posed to the Library Board of Trustees, by email on September 22, 2015. Discussion, a friendly amendment and a majority vote in favour occurred September 23, 2015.

**The amended Motion reads:**

***Whereas, a financial feasibility study conducted over the past few months by the joint library annex and gallery steering committee has determined that there is insufficient capacity amongst donors and government funders to raise the capital required to construct a building to be used jointly as an annex/gallery; therefore we, the Bowen Island Public Library and the Bowen Island Arts Council, agree that both organizations cease efforts on behalf of the joint annex/gallery project and disband the joint Steering Committee. – Approved.***

5) Annex Project

a) Update (verbal-Tina)

- Much has happened since our last meeting:
- A fund-raising cabinet of 21 Bowen citizens volunteered to lead our campaign
- Kate Coffey agreed to coordinate cabinet
- Maureen Nicholson joined the cabinet to demonstrate BIM's support.
- The cabinet identified 120 names to approach for support. Names were divided for pursuit and Kate will follow-up with cabinet members.
- Cabinet agreed that the public element of the fundraising campaign would provide impetus and the campaign should go public as soon as possible.
- Library Board thanked Tina for her efforts. Onwards!

b) Draft Third Party fundraising policy for discussion and feedback (distributed electronically) deferred to January meeting.

c) Membership vacancy on Annex Steering Committee: Cynthia will fill in on an acting basis.

6) New Business: None

- 7) Continuing Business
- a) Committee Reports
- i) Policy & Planning
- (1) Email motions policy (distributed electronically): discussion, final draft for January meeting.
- (2) Use of library grounds policy (distributed electronically) deferred to January meeting
- ii) Personnel – Draft Policy for feedback (distributed electronically): Much discussion, Susan will revise for January meeting.
- b) Appointment of new board members: **MOTION: To recommend to BIM the reappointment of the four returning board members. CARRIED**
- 8) Reports
- a) Librarian (distributed electronically): Tina reported that the new website has launched and much more is still to come. A mystery section is being developed in the fiction area. Both hardcover and paperback mysteries will be grouped together. Library will be closed to the public December 1 to 4 during the period when back office construction will be most disruptive. **MOTION: To approve the expenditure of \$1,230 to allow Tina to attend the Royal Rhodes University web-based Leadership Training Program if she so desires. CARRIED.**
- b) Monthly Financial (distributed electronically) Ted told us “things are where they should be for this time of year.”
- c) InterLINK (verbal) Ted reported that there have been no meetings since our last meeting.
- d) BIM: Sue-Ellen said that the municipality has a need for someone to organize the municipality’s archives. BIM is hoping to engage a graduate student in library science, perhaps someone specializing in archives, preferably someone living on Bowen, who would undertake paid work on an ongoing basis. Any suggestions of a suitable candidate would be appreciated.
- 9) Next Meeting – January 21, 2016
- 10) Adjournment: 9:30

**Tasks from meeting minutes**

What	Who	When
Revise Email Motions Policy	<b>P&amp;P committee</b>	For January meeting
Revise Personnel Policy	Susan	For January meeting
Recommend to BIM reappointment of returning board members	Tina	ASAP
Volunteer Appreciation Party	ALL	Sun Nov 22 4:30 pm