

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — JANUARY 19, 2017
LIBRARY MEETING ROOM
MINUTES

Attendance and Quorum: Cynthia Nicolson (Chair), Michael Penny (Vice chair), Ted Benson (Treasurer), Len Gilday, Sheilagh Sparks, Melanie McLeod, Melissa Harrison, Susan Munro, Elizabeth Bowker, Tina Nielsen (ex-officio)
Regrets: Sue-Ellen Fast, Don Heth

- 1) Call to Order: 7:45 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from November 17, 2016 (distributed electronically): Carried
- 4) Annex Project
 - a) Committee Reports: Steering, Fundraising, Finance, Building, Communications (verbal)
 - i) Tina reported that:
 - (1) the Steering Committee has been very busy. The groundbreaking ceremony (January 18) was well attended by library patrons, donors to the project and Bowen's mayor and councilors. Federal member Pamela Goldsmith-Jones gave a speech recognizing our achievement.
 - (2) On the fundraising front, Tina said we had \$489,000 in donor money in the bank.
 - ii) Len reviewed progress on the building front: geotech assessment is complete; septic work is temporarily on hold due to frozen ground followed by current monsoon conditions; construction drawings are 70% complete and structural drawings should be complete in 1 week. Next steps: get building permit; finalize cost analysis; put project to tender.
- 5) New Business
 - a) Library 2017 Budget revision (distributed electronically): Tina reported that the library has a Reserve of Surplus of roughly \$100,000. She advised putting \$70,000 into line item Capital Leasehold Improvements, in the budget approved October 2016, from Reserve of Surplus. Money to be earmarked for renovations to the existing library
 - i) Motion: To approve the amended 2017 library budget with the proviso that expenditure of any of the account Library Capital Leasehold Improvements requires board approval first. Carried.
 - b) Cove Commons Project Agreement (MOU) – Revised version for approval (distributed electronically)
 - i) Motion: The Foundation agrees to enter into the Cove Commons Project Agreement and authorize the chair to sign it on behalf of the library. Carried
 - c) Cove Commons Operational Agreement – Revised version for approval (distributed at the table):
 - i) Motion: To enter into the Cove Commons Operational Agreement with the Bowen

Island Arts Council in the form set out in the materials of this meeting and authorize the chair of the library to sign on behalf of the library. Carried.

- d) Cove Commons Construction Agreement (BIM) Struck from the Agenda
- e) Approval of CC Final Design: Carried
- f) Approval to commence construction: Michael: "Let's get going." Carried
- g) Approval of CC Budget: Deferred
- h) InterLINK Budget: Ted reported the InterLINK budget would be discussed at the next meeting. He anticipated no negative consequences for our library.

6) Continuing Business - NONE

7) Reports

a) Librarian (distributed electronically):

- Tina reported we have three new trained volunteers.
- The December library closing for professional development and inventory was very productive: Programming for the coming year was planned and responsibility for implementation of new programs was shared among staff. The whole exercise was very good for staff morale. Tina will report how sharing programming works out.
- The Chinese Consul in Vancouver visited the library with a local business owner.

b) Monthly Financial (distributed electronically): Tina reported everything was on track.

c) InterLINK (verbal) Ted said nothing to report

d) BIM (verbal): No report

8) Next Meeting – February 16, 2017 (2017 Meeting Schedule distributed electronically)

9) Adjournment: 9:05 pm

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — FEBRUARY 23, 2017
LIBRARY MEETING ROOM
MINUTES

Attendance and Quorum: Cynthia Nicolson (Chair), Michael Penny (Vice chair), Len Gilday, Sheilagh Sparks, Melanie McLeod, Elizabeth Bowker, Tina Nielsen (ex-officio)
Regrets: Ted Benson (Treasurer), Melissa Harrison, Sue-Ellen Fast, Susan Munro, Don Heth

- 1) Call to Order: 7:05 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from January 19, 2017: Carried
- 4) Cove Commons Project Steering Committee Report (verbal)
 - a) Len reviewed progress of the Building Subcommittee since our last meeting: We have met twice with construction manager David Luksha in February. Tina (on behalf of Cove Commons) and David (representing Z.E.I. Construction Management) signed a project management contract February 10. David is offering his services at no cost. David is making headway on securing firm prices and expects to have a budget for review very shortly. Paul McGillivray, site supervisor, began foundation work at the beginning of this week.
 - b) Tina reviewed progress at the Steering Committee: We had about \$528,000 in pledged donations to Cove Commons and to date we have redeemed more than \$400,000 of that. Tina stated that she is confident that we will get very near to a 100% redemption rate. Yesterday, a donor, who wishes to remain anonymous, wrote a cheque to the library for \$50,000 which we will direct towards the project. It is possible that building progress induces people to donate once they see things are moving forward. If all pledges are honored, we have raised \$976,000. We will publish a list of donors in next week's Undercurrent.
 - c) Tina reviewed the state of various agreements:
 - i) The Project Agreement was signed today by Cynthia, representing BIPL, and Carol Cram, representing BIAC, and Tina Nielsen representing BIPL Foundation.
 - ii) The Operating Agreement is almost finalized.
 - iii) The Construction Agreement: Tina heard from BIM today it is ready to be signed.
 - iv) Michael advised that copies of the final, signed agreements should be distributed to board members of both BIPL and BIAC.
- 5) New Business
 - a) Appointment of Board executive (Chair, Vice Chair and Treasurer)
 - i) Cynthia outlined the current executive member. She and Michael Penny agreed to stand again in positions of Chair and Vice Chair respectively. Tina will enquire of Ted Benson if he is willing to stand as Treasurer for one more year. Cynthia called for further nominations for positions of Chair, Vice Chair and Treasurer. Hearing none, Cynthia Nicolson was acclaimed as Chair, Michael Penny was acclaimed as Vice Chair, and Ted Benson was acclaimed as Treasurer pending

his agreement.

b) Appointment of Committee members. (Current lists distributed electronically)

- i) Elizabeth and Sheilagh both agreed to join the Policy & Planning Committee; Tina will ask Don if he would like to join the Personnel Committee; Tina will ask Ted if he wishes to remain on Finance and continue as our InterLINK Representative. Otherwise, board members will continue in their current roles on committees. Tina will update the committee list and distribute.
- ii) Brief discussion about how to make best use of the Personnel Committee. To be resumed at a future board meeting

6) Continuing Business: None

7) Reports

a) Librarian (distributed electronically): Tina said the library was planning a second Meditation Presentation for March 12. The first event was well attended and successful enough to warrant a second session. We have had no direct complaints about loss of public parking due to the building project. BIAC and BIPL are working with Pauline Le Bel to develop a series of events focused on reconciliation.

b) Monthly Financial (distributed electronically): Tina reviewed the 2016 Year End. Of note— Salaries went over budget by \$4,693.93 due to extra staff hours needed to cover for Tina's Cove Common commitments. The good news: we ended the year with a surplus of \$3,813.44.

c) InterLINK: None

d) BIM: None

8) Next Meeting – March 16, 2017

9) Adjournment: 8:30 pm

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — MARCH 16, 2017
LIBRARY MEETING ROOM
MINUTES

Attendance and Quorum: Cynthia Nicolson (Chair), Michael Penny (Vice chair), Ted Benson (Treasurer), Len Gilday, Melissa Harrison, Susan Munro, Don Heth, Elizabeth Bowker, Tina Nielsen (ex-officio)

Regrets: Sheilagh Sparks, Melanie McLeod, Sue-Ellen Fast

- 1) Call to Order: 7:00
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from February 23, 2017: Carried.
 - a) Review tasks from previous meeting: To do—Update the committee list and distribute.
- 4) Cove Commons Project
 - a) Review building progress: Len reported that Len and Tina (with Jacqueline Massey and Greta Smith of the building subcommittee) met today to review progress with David Luksha (project manager), Paul McGilvray (site supervisor) and James Tuer (architect). Everything seems to be proceeding smoothly and all are optimistic that, barring unwanted surprises, we should be into the building by year-end. On site: the foundation has been poured and formwork should be stripped tomorrow. Next week the crew will install drainage, backfill and then begin framing.
 - b) Tina said David had committed to presenting a budget by March 24. A tracking budget is now in place so everything can be crosschecked. Tina said there has been interest from other island NGOs about the mechanics of our fundraising programme. She asked all board members to remain discrete as we were still actively soliciting donations.
- 5) New Business
 - a) Reconciliation Dialogue Workshop: Tina is exploring the possibility of bringing to Bowen a speaker who could lead a workshop exploring First Nations Reconciliation issues. A workshop or similar event could provide leaders of key Bowen NGOs with an entry point into further discussions and events around reconciliation issues. The idea focuses on educating ourselves, as community leaders, about the Truth and Reconciliation Report and its 94 recommendations. What can we do, in a small way, to get some understanding about how to grow this understanding in the future? The board encouraged Tina to pursue this question with Reconciliation Canada. Elizabeth and Susan also expressed interest in supporting Tina with this initiative.
- 6) Continuing Business
 - a) Memorandum of Understanding (Lease) between BIPL and BIM: Tina and Susan working to update the existing operating guidelines with BIM to more reflect a memorandum of understanding.
 - b) Don Heth confirmation of position on Personnel committee: Don agreed.
 - c) Ted Benson agreed to continue on the Finance Committee and as Bowen's InterLINK

representative.

7) Reports

- a) Librarian (distributed electronically): Tina reported that we have three more new volunteers being trained. Marysia McGilvray has taken on a one-year position as volunteer coordinator and program coordinator to allow Tina to devote time to the Cove Commons project. Marysia's salary to be paid with funding from Cove Commons. Staff has begun preliminary redesign work for the existing library once the Cove Commons is complete.
- b) Monthly Financial (distributed electronically): Ted reported all is well.
- c) InterLINK (verbal): Ted reported that InterLINK had a meeting in February. The InterLINK board was pleased to learn the Cove Commons building was under construction.
- d) BIM (verbal): none

8) Next Meeting – April 20, 2017

9) Adjournment: 8:20pm

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — APRIL 20, 2017
LIBRARY MEETING ROOM
MINUTES

Attendance and Quorum: Cynthia Nicolson (Chair), Michael Penny (Vice chair), Ted Benson (Treasurer), Len Gilday, Sheilagh Sparks (arrived 8 pm), Melanie McLeod, Melissa Harrison, Sue-Ellen Fast, Susan Munro, Don Heth, Tina Nielsen (ex-officio)

Regrets: Elizabeth Bowker

- 1) Call to Order: 7:05
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from March 16, 2017: Carried
- 4) Cove Commons Project — Steering Committee Report
 - a) Tina reported that next big thing install trusses—perhaps beginning next week.
 - b) Tina reviewed the April 12 Financial Update from Cynthia and the Steering Committee to members of the Finance Committee. Key points: Pledges almost 100% honored; Terms of federal grant have been met; Province has granted \$20,000 towards green building technologies—heat pump, rainwater harvesting, photovoltaic panels are candidates. The Knick Knack Nook also granted us \$4,000 towards the purchase of solar panels under their Environmental Sustainability Grant.
 - c) Cynthia said that fundraising efforts continue: for the outdoor Plaza and possibly for renovations to the existing library. The 2017 Bowen telephone book features an article on the Cove Commons project. Maryon Adelaar will host a luncheon June 11, to honor members of the fundraising cabinet and raise additional funds.
 - d) Len said Wade Davis is onboard to deliver a fundraising lecture in the fall.
- 5) New Business
 - a) Board calendar/workplan (draft distributed electronically): Tina reviewed the document. All agreed this is a good idea and will help us stay on track.
- 6) Continuing Business
 - a) Memorandum of Understanding (Lease) between BIPL and BIM: Susan reported that she and Tina are continuing to work on memorializing the existing arrangements between the library and the municipality and introducing improvements. She expects to be able to present a draft for review at the May board meeting.
 - b) Truth & Reconciliation Workshop:
 - i) Tina reported that she has been working with Cynthia and Elizabeth to identify how our organization can incorporate some of the recommendations of the Truth and Reconciliation Commission.
 - ii) She has been in contact with Reconciliation Canada about arranging for representatives of their group to lead an event on Bowen. The options are quite expensive.

Approved May 18, 2017

- iii) Susan said that without a First Nations' perspective we risk stumbling and offending.
 - iv) All agreed that we need to think carefully about how best to proceed.
 - v) As a first step: Tina will distribute the link to the PDF of the 94 Calls to Action from the Truth and Reconciliation Report.
 - vi) To prepare for future efforts around Truth and Reconciliation, we agreed that we would each read the 94 Calls to Action before the next Board meeting. As well, we will share (by email) 3 recommendations that strike us as being particularly interesting and relevant to our situation and return to this discussion at our meeting in May.
- 7) Reports
- a) Librarian (distributed electronically): Tina reported that we have 6 new volunteers; 3 staff members passed Level 1 First Aid Training in March; Competition for a children's library card design is in progress; architect Don Nicolson is working on an interior redesign of the existing library once Cove Commons is operating.
 - b) Monthly Financial (distributed electronically): Ted reported that everything is fine.
 - c) InterLINK (verbal): Michael attended the most recent meeting. What jumped out to him was that many other libraries in the system are undergoing or attempting additions and renovations and that our success in raising the funds and beginning construction was applauded.
 - d) BIM (verbal): Sue-Ellen said that there would be changes to Cardena Drive to facilitate bus and car turnaround. Public parking on the west side of our parking lot will become 3-hours maximum.
- 8) Correspondence
- a) Email from Robin Burger (distributed electronically): General discussion around the role and responsibilities of the library to foster diversity. Agreed that the role of the board is to develop policies around diversity. The role of staff is to execute approved policies. Tina will follow up by letter (with input from Cynthia) to Robin.
- 9) Next Meeting – May 18, 2017 (Following Foundation AGM at that date)
- 10) Adjournment: 9:20pm

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — MAY 18, 2017
LIBRARY MEETING ROOM
MINUTES

Attendance and Quorum: Cynthia Nicolson (Chair), Michael Penny (Vice chair), Ted Benson (Treasurer), Len Gilday, Melanie McLeod, Melissa Harrison, Elizabeth Bowker, Tina Nielsen (ex-officio)

Regrets: Sheilagh Sparks, Sue-Ellen Fast, Susan Munro, Don Heth,

- 1) Call to Order: 7:30pm
- 2) Approval of agenda with revision: Carried
- 3) Approval of meeting minutes from April 20, 2017: Carried
- 4) Correspondence
 - a) Second email from Robin Burger (distributed electronically and at the table)
 - Motion:** To move to a closed meeting at 7:35pm. APPROVED
 - Motion:** To move out of a closed meeting at 8:12 pm. APPROVED
- 5) Cove Commons Project
 - a) Steering Committee Report (verbal): Tina and Len reported that things were moving forward smoothly. The Finance Committee needs to be informed that the Foundation does not have an auditor.
- 6) New Business
 - a) Propose change to meeting schedule – July 20 meeting to be moved to August 17.
 - b) Draft Operating Guidelines BIM and BIPL revisions: Tina reported that she and Susan were very close to completing a final draft. Board members had no revisions or edits.
- 7) Continuing Business
 - a) Truth & Reconciliation Discussion: General discussion about how the library might proceed most effectively. To be continued.
- 8) Reports
 - a) Librarian (distributed electronically). Student Rowan Silva has started her temporary position as Summer Youth Program Coordinator. The value of having a volunteer coordinator to recruit, train and manage volunteers is becoming clear. 5 new volunteers have been trained and are now in regular shifts.
 - b) Monthly Financial (distributed electronically): Ted reported that everything is on track.
 - c) InterLINK (verbal): No recent meeting so nothing to report.
 - d) BIM (verbal): No report
- 9) Next Meeting – June 15, 2017
- 10) Adjournment: 9:10

Tasks from meeting minutes

What	Who	When
Complete draft for revised Operating guidelines BIM and BIPL	Susan & Tina	June board meeting
Notify Cove Commons Finance Committee that the Foundation does not have an auditor.	Tina or Cynthia	asap

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — JUNE 16, 2017
LIBRARY MEETING ROOM
MINUTES

Attendance and Quorum: Cynthia Nicolson (Chair), Michael Penny (Vice chair), Ted Benson (Treasurer), Len Gilday, Melanie McLeod, Sue-Ellen Fast, Susan Munro, Don Heth, Elizabeth Bowker, Tina Nielsen (ex-officio)

Regrets: Sheilagh Sparks, Melissa Harrison

- 1) Call to Order: 7:05
- 2) Approval of Agenda: Add item 5) c) discussion re Davies Cottages. Carried
- 3) Approval of meeting minutes from May 18, 2017: Carried
- 4) Cove Commons Project
 - a) Steering Committee Report (verbal): Cynthia reported that construction is progressing smoothly. Our tracking budget indicates we will probably need to raise a bit more money to complete both the building and the plaza. Upcoming fundraising opportunities include the Spelling Bee (volunteers will be needed) and a lecture from Wade Davis.
- 5) New Business
 - a) Budget considerations for 2018 (distributed electronically): Tina reviewed possible additions to the 2018 budget. Discussion around the table favored asking the Finance Committee to investigate funding opportunities for Volunteer and Program Coordination and to undertake a long overdue Staff Wage Review. Discussion also favored pursuing economies to offset these initiatives.
 - b) Request from Tourism Bowen (distributed electronically): **MOTION: To write a letter to Tourism Bowen Island saying that the Bowen Island Public Library needs all library land for library programming. Carried.**
 - c) Discussion re Davies Orchard Cottages restoration project. If cottage preservation proceeds then the library would be pleased to be consulted.
- 6) Continuing Business:
 - a) Draft Operating Guidelines BIM and BIPL revised (Susan and Tina): Susan reported that the draft was close to perfect and will be finished very soon.
- 7) Reports
 - a) Librarian (distributed electronically): Renovation planning for the existing library is underway with architect Don Nicolson. Next steps are to finalize the design, seek estimates from contractors and develop a budget. The West Vancouver Memorial Library has offered us free seismically stable shelving. Friends of the Library are pleased with the results of the annual book sale.
 - b) Monthly Financial (distributed electronically): Tina reported everything up to date and OK.
 - c) InterLINK (verbal): Ted attended a meeting last month and said there was nothing unusual

to report.

d) BIM (verbal): Sue Ellen reported that Fiona McRaid, Islands Trust First Nations Policy Advisor, will lead a discussion on Bowen about First Nations and Howe Sound June 26.

8) Correspondence (distributed electronically)

9) Next Meeting: **MOTION: Next meeting to be September 21 unless the chair determines to meet earlier. Carried**

10) Adjournment: 9:00 pm

Tasks from meeting minutes

What	Who	When
Write letter to Tourism Bowen Island re erecting a satellite Visitor's Information Centre on library land	Tina, Cynthia	ASAP
Finance Committee to review possible additions to 2018 budget and possible offsetting economies	Finance Committee	
Make draft Operating Guidelines perfect	Susan	By next meeting
Report from Friends of Bowen Island Library		Next meeting

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — SEPTEMBER 21, 2017
LIBRARY MEETING ROOM
MINUTES

Attendance and Quorum: Cynthia Nicolson (Chair), Michael Penny (Vice chair), Ted Benson (Treasurer), Len Gilday, Sheilagh Sparks, Melanie McLeod, Melissa Harrison, Susan Munro, Don Heth, Elizabeth Bowker, Tina Nielsen (ex-officio)

Regrets: Sue-Ellen Fast

- 1) Call to Order: 7:05 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from June 15, 2017: Carried
 - a) Business arising from Minutes:
 - i) Tourism Bowen Island: Tina reported she and Jacqueline Massey (BIAC) met with Murray Atherton and Jody Lorenz to discuss Tourism BI's desire to build a Visitors' Information Centre on library land. It was agreed to review options after Cove Commons Plaza is complete.
 - ii) Susan is even closer to finalizing draft Operating Guidelines.
 - iii) Michael: Ongoing support from the Friends of the Bowen Island Library should be appreciated and acknowledged. **MOTION: That the library board write a letter to the Friends of the Bowen Island Library expressing appreciation for their contribution to the Cove Commons and their support through the past year.**
Carried.
- 4) Cove Commons Project
 - a) Steering Committee Report (verbal):
 - i) Len reviewed progress to date—roof shingling is complete; solar panels are installed; wiring is in progress, exterior siding is nearly complete. Next steps will include insulation, interior drywall, flooring, millwork, and lighting.
 - ii) Tina: Municipal Council and staff were invited to tour the Cove Commons September 6. Mayor and 3 councilors attended along with 4 staff. Our visitors were impressed and looked forward to completion. Questions were asked about plans for septic hookup vs sewer connection. Tina will present our reasons for recommending connecting to the municipal system and a request for Council to finance the sewer connection at BIM Council meeting October 10.
 - iii) Tina reported that the steering committee has received a new tracking budget from David Luksha of ZEI Construction Management showing successful completion of the building with the money we have raised. Additional money will be needed for fixtures and furniture, plaza construction and planting.
- 5) New Business
 - a) Personnel Committee (Melanie [chair], Don, Susan):
 - i) Melanie reported the Personnel Committee met to consider ways to evaluate and

improve board effectiveness. They ended with more questions than answers. After discussion, it was agreed that the board has a lot to consider until the Cove Commons project is finished. The Board recommended revisiting the subject of board effectiveness in 2018.

- ii) Tina will ask Shayle Duffield, BIM acting CFO, to provide the Personnel Committee with municipal salary ranges and any data on salaries at libraries of comparable size, demographics and location to urban area.
 - iii) Discussion around the number of board meetings, meeting schedule, and board committee meeting schedules. The board asked the Personnel Committee to consider and to review our policy for scheduling board meetings.
- b) Board Development Committee (Board Chair or Board Vice chair, Chair of Personnel Committee, municipal representative):
- i) Upcoming Board vacancies: We will lose 3 board members at the end of 2017 (Len, Ted and Sheilagh). All board members are encouraged to identify suitable candidates and recommend they apply to join our board. Ads will be placed for the board vacancies with deadline for application by November 10. The Board Development Committee will review the candidates and present their recommendations to the board at the November 16 board meeting.
 - ii) Terms of 4 board members (Susan, Michael, Don and Melissa) expire end of 2017. Each is encouraged to reapply by early November if they wish to continue serving on the library board.
- 6) Continuing Business
- a) Operating Guidelines BIM and BIPL revised (Susan and Tina): Susan is reviewing documents.
 - b) Draft 2018 budget: Tina reviewed various options for library staffing and library hours' adjustments. Board members discussed the proposal and were invited to add further comments by email. **MOTION: To approve the draft budget as presented.** Carried.
- 7) Reports:
- a) Librarian (distributed electronically): Tina reported that Rowan Silva, Summer Reading Club coordinator, has completed her project and returned to school. The Kids' Library Card Design contest is complete and 3 winners chosen. The Adult Spelling Bee will take place September 30 at 7:30 pm. Patrons will be able to pay fines during November and December by donating food for the Bowen Food Bank. Existing library renovations will cost \$51,000 including replacing carpet or \$35,000 without carpet—to be paid from Capital Expenditures.
 - b) Monthly Financial (distributed electronically): Ted reported everything is in line.
 - c) InterLINK (verbal): Ted reported the next InterLINK meeting is week of September 25.
 - d) BIM (verbal): No BIM report
 - e) Summer Reading Club (distributed electronically) Recommendation for 2019: If possible, advertising and interview for SRC coordinator should occur early in the calendar year in order to attract post secondary and Library School students.
 - f) Friends of the Library Booksale (distributed electronically): Next year's booksale to take place, again, at BICS gym.
- 8) Next Meeting – October 19, 2017

9) Adjournment: 9:10 pm

Tasks from meeting minutes

What	Who	When
Finalize draft operating guidelines	Susan	ASAP
Write letter to FOBIL expressing appreciation	Tina & Cynthia	ASAP
Present library views re sewer hookup to BIM council	Tina	October 10
Revisit subject of board effectiveness	Board	January 2018
Ask acting CFO re staff salaries comparable libraries	Tina	ASAP
Review number of board meeting/year	Personnel Committee	Early 2018
Identify suitable board candidates and encourage them to apply to join board	All	By early November
Comment re staffing & library opening hour choices	All	ASAP
Existing board members whose terms expire are encouraged to reapply if they wish	Susan, Michael Don, Melissa	Early November

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — OCTOBER 19, 2017
LIBRARY MEETING ROOM
MINUTES

Attendance and Quorum: Cynthia Nicolson (Chair), Ted Benson (Treasurer), Sue-Ellen Fast, Len Gilday, Don Heth, Melissa Harrison, Tina Nielsen (ex-officio)

Regrets: Michael Penny (Vice chair), Sheilagh Sparks, Melanie McLeod, Susan Munro, Elizabeth Bowker,

- 1) Call to Order: 7:07 pm
- 2) Approval of Agenda with addition of item 5 a) Carried
- 3) Approval of meeting minutes from September 21, 2017: Carried
 - a) Business arising from the minutes
 - Draft operating guidelines are now with Kathy Lalonde
 - Tina will present library's request re sewer connection to BIM Council October 23, 10:15 am. All board members are welcome to attend.
 - Need additional comparators re staff salaries in similar libraries.
 - Identifying suitable new members to join our board is in progress. Deadline Nov. 10
- 4) Cove Commons Project
 - a) Steering Committee Report (verbal): Tina reported that all was going smoothly. Electrics should be finished very shortly, insulation could begin next week and then it is on to wallboard. Tina is working on plans to renovate the existing building Nov 6 to Dec 10.
 - b) Wade Davis Fundraiser Nov 4 – volunteers needed: Ted, Don and Sue-Ellen volunteered.
- 5) New Business:
 - a) Undercurrent letter: Discussion about developing library policy around fostering diversity and inclusion.
- 6) Reports
 - a) Monthly Financial (distributed electronically): Ted reported that everything is fine.
 - b) Librarian (distributed electronically): Tina outlined some library-closure strategies.
 - Storytime may continue if an alternate location can be identified.
 - Staff will be monitoring email and FaceBook
 - Discussion re promoting electronic resources during closure.
 - Interlibrary loan books will be accepted for return during the closure.
 - Volunteer appreciation party will be moved to December 10, 4—6pm
 - c) InterLINK (distributed electronically)
 - d) BIM (verbal): Sue-Ellen reported:
 - Council recently passed its Cultural Master Plan.
 - Discussion re multi-year core funding for both the Bowen Island Arts Council and the Bowen Island Museum and Archives will be on the agenda for Oct. 23 meeting
 - Sue-Ellen is a member of a group of councilors developing a community survey. She suggested that if BIPL has any burning questions that would benefit from public

feedback she would be pleased to build them into the survey.

7) Next Meeting – November 16, 2017 — Location to be determined.

8) Adjournment: 8:30 pm.

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — NOVEMBER 16, 2017
MUNICIPAL HALL COUNCIL CHAMBERS

MINUTES

Attendance and Quorum: Michael Penny (Vice Chair), Ted Benson (Treasurer), Sue-Ellen Fast, Don Heth, Sheilagh Sparks, Melanie McLeod, Susan Munro, Elizabeth Bowker, Tina Nielsen (ex-officio)

Regrets: Cynthia Nicolson (Chair), Len Gilday, Melissa Harrison

Agenda Item 1: Call to Order.

The meeting was called to order by Michael Penny (in the Chair) at 7:05.

Agenda Item 2: Agenda.

It was requested that discussion regarding the use of the library building as an extreme weather shelter be added to the agenda. Moved that the agenda as modified be adopted. Carried.

Agenda Item 3: Approval of Meeting Minutes of October 19 and Review of Business Arising Approval. Moved that the minutes be adopted. Carried.

Business Arising.

Tina presented the position of the BIPL regarding library sewer hookup to BIM Council.

Salary comparators have been obtained for similarly sized libraries.

Applications for Board positions have been received; the Board Development Committee (Cynthia Nicolson, Melanie McLeod, and Sue-Ellen Fast) will need to submit the received names to BIM Council with a recommendation by December 1.

The new date and time for the Volunteer Appreciation Party have been circulated.

Agenda Item 4: Cove Commons Project

Steering Committee Report. BIM Council discussed the possibility of connecting the new Cove Commons facilities to the Snug Cove sewer system. A new estimate of the cost includes the expense of crossing the street to connect to the main sewer line. BIM Council has decided not to pursue this option. Discussion then considered the option of upgrading the connection to the existing septic system. Metro Vancouver has informally indicated that they would be willing to renew the right-of-way to the septic field. The expense to upgrade septic tanks and pumps is estimated to cost more than the budgeted amount.

The Council decision was discussed, but because the updated budget has not yet been received from the project manager, the full impact is not yet known. It was noted that two reserve funds exist: The library reserve fund from previous budget surpluses which is committed to library functions, and a municipal reserve fund dedicated to the old General Store building itself. The

library fund has been used to pay for the current renovations, but the status of the General Store fund is not known. Because these funds have different directives, it was decided that Tina should write to Council to clarify the differences.

Agenda Item 5: New Business

Board Member Applications. Four current members of the Board have terms that are expiring. All four have submitted applications for appointment to a new term. In addition, three members have reached their statutory limit of service. Two applications have been received in addition to the four mentioned above. The Board Development Committee will submit their recommendation to the BIM Council by December 1; the committee invites comments from other Board members before the recommendation is submitted. It was noted that submitting six names to the Council will, if approved, leave the Board with an even number of members. An additional member should be appointed when convenient, so that the Board maintains a statutory non-even membership.

Extreme Weather Shelter. The Board reviewed and discussed the chronology of the recent use of the upstairs rooms for emergency shelter for homeless residents of Bowen Island. It was noted that, although planning has been underway for emergency sheltering on Bowen, the rapid and early onset of cold weather necessitated a quick solution. No problems were reported during the two nights that the building was open. A community group is attempting to address the issue of future needs, and it does not appear that the building will be used for this purpose in the future.

Agenda Item 6: Reports

Monthly Financial Report. The report was distributed electronically. Ted reported no problems. The salary figures are right on their projected expenditures. It was noted that BIM budgetary matters are on hold pending the appointment of a new financial officer.

Chief Librarian's Report. The report was distributed electronically. Tina Nielsen reviewed several highlights. It was noted that the Chief Librarian will take holidays from November 19 to December 3, 2017. Susan Geist will be the contact person in her absence.

The talk by Wade Davis sold approximately 200 tickets, resulting in revenues of approximately \$6,000. After discussion, it was moved:

“The Board of Directors of the Bowen Island Public Library will express its appreciation to Dr. Wade Davis for his staunch support of the Cove Commons Project and the Bowen Island Public Library.” Motion carried.

Interlink Report. The next meeting is scheduled for December.

BIM Report. Sue-Ellen Fast reported that the Municipality is considering some roadway and sidewalk changes to improve vehicular and pedestrian traffic on Cardena Drive. The plans were reviewed and Sue Ellen offered to send the information to Tina. It was mentioned that Bowen Tourism may be submitting a new proposal for an informational kiosk on the library lands near the bus stop on Cardena Dr.

Sue-Ellen also reported on her attendance at the presentation and workshop by Daniel Burrus on future forecasting. There was much discussion regarding the general question of “What of the Past do we want to take into the Future.” Several trends were noted (e.g., the importance of the gig economy, impact of mobile technologies, etc.). There was agreement that the Board would profit from periodic and regular discussion of such issues.

Agenda Item 7: Next Meeting. January 18, 2018, will be our next meeting.

Agenda Item 8: Adjournment. Adjournment moved at 8:25 Carried.