

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — JANUARY 18, 2018
BOWEN ISLAND PUBLIC LIBRARY

MINUTES

Attendance and Quorum: Peter Matthews, Steve Mitchell, Cynthia Nicholson, Michael Penny, Sue-Ellen Fast, Melissa Harrison, Donald Heth, Tina Nielsen (ex-officio)

Regrets: Melanie McLeod, Elizabeth Bowker, Susan Munro

Agendas Item 1: Call to Order

The meeting was called to order at 7:07 with Cynthia Nicholson in the chair. New members Steven Mitchell and Peter Matthews were welcomed.

Agenda Item 2: Agenda.

It was moved that the agenda be approved as circulated. Motion carried.

Agenda Item 3: Approval of Meeting Minutes of the November 16 meeting.

It was moved that the minutes, as circulated, be approved. Motion carried.

Business arising. A letter has been sent by Cynthia thanking Wade Davis for his support of the Cove Commons project. Recommendations regarding new Board members were submitted to the Council.

Agenda Item 4: Reports.

Cove Commons Steering Committee Report: Cynthia described Len's Contributions to the Cove Commons Project. The Steering Committee had a meeting on Monday, January 15 and can report the following: Construction is very close to completion. Septic digging has started. The excavating crew found an old pipe that gushed water and filled the hole. The Municipality has been informed and septic tank installation has been delayed until the cause and extent of the flooding can be assessed. Events are now being scheduled by the Arts Council, but the grand opening will be later. Tina will be looking at economical ways of furnishing the Library's space, but a permanent solution will be needed. Interior doors are still to be delivered and lights are still to be installed.

The Finance subcommittee submitted a report based on a tracking budget from the Project Manager. Discussion focussed on the final cost projection. It was noted that, taking into account unspent contingency funds, the final cost projection is close to the cash on hand.

The Operating Agreement has been signed by the Library and the Arts Council.

Rental rates schedule: The schedule was presented as a starting proposal, to be reviewed later. The possibility of a "cleaning fee" was discussed. Rates of comparable facilities were reviewed. Tina will consider the comments and consult with Jacqueline Massey.

Agenda Item 5: New Business

Board meeting dates and times were circulated. The June meeting was moved to the 28th. Otherwise, no objections were raised.

Election of Officers: An executive slate comprising Cynthia as Chair, Susan as Vice Chair, and Michael as Treasurer was nominated. No other nominations were presented and the slate was elected by acclamation. Len Gilday has offered to be a minute taker and attend as a member of the general public. Michael will be the Interlink representative. The role of InterLINK was discussed. Steve Mitchell agreed to be the alternate representative.

Vacancies exist for the Policy and Planning Committee and the Finance Committee. These vacancies will be brought to the attention of the full Board by email to see if there are members who might be interested in these positions.

Agenda Item 6: Reports

Financial: Tina reviewed the monthly financial report, which is at the year to date. Discussion occurred regarding the collection and the way books are deaccessioned.

Budget: The proposed budget was reviewed. The proposal will be submitted to the Municipal Council. The increase in salaries and electronic collections was explained.

Chief Librarian's Report: Tina reported on the renovations. The cost of additional work was reviewed and the rationale explained. the "Kids' Card" design will be launched. A workshop on parenting will be offered in April. Several book launches are planned. "Food For Fines" will be held again. The new shelving was donated by West Vancouver and Tina will be preparing a "thank you" note.

InterLINK: The InterLINK report was submitted by Michael Penny.

Municipal Representative's Report: Sue Ellen reported that the Municipality has a new financial officer. Community Centre discussions are proceeding. Traffic alterations are still in active discussion.

Agenda Item 7: Next Meeting. February 15, 2018, will be our next meeting.

Agenda Item 8: Adjournment. Adjournment at 9:10.

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — FEBRUARY 15, 2018
ANNIE LAURIE WOOD ANNEX — FLEX ROOM

MINUTES

Attendance and Quorum: Cynthia Nicolson (chair), Michael Penny (treasurer), Melanie McLeod, Sue-Ellen Fast, Don Heth, Peter Matthews, Tina Nielsen (ex-officio)

Regrets: Susan Munro (vice-chair), Melissa Harrison, Elizabeth Bowker, Steve Mitchell

Note taker: Len Gilday

- 1) Call to Order: 7:07 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes as amended from January 18, 2018: Carried
 - a) Business arising from the minutes: The Finance Committee needs one additional member and the Policy and Planning Committee might also want one more member. Cynthia will send email inviting interested board members to put their names forward.
- 4) Cove Commons Project
 - a) Steering Committee Report: Tina said that it is exactly twelve months since we broke ground and the Cove Commons is almost complete and will very soon be open to the public. Plumbing is now done and the septic upgraded; door hardware being installed; the budget is on track. Everything needs cleaning and dusting. Fundraising will continue for fittings and furniture. The Grand Opening is scheduled for April 8 and we will need volunteers to help the organizing committee. The suggestion was made that we look into software to help schedule and coordinate volunteers. Peter Matthews offered the name of Robert Ballantyne from Rotary as a possible source of information about volunteer scheduling software.
- 5) New Business
 - a) Strategic Planning: With the Cove Commons now complete, it was agreed we should devote a full day to scanning the horizon and setting our course for the next few years. April 14 or 28 were thought suitable. The Policy and Planning Committee will contact board members for the preferred date and then will contact a facilitator. Once date and facilitator are confirmed they will contact Barb Bingham at IPS requesting use of their multi-purpose room on a Saturday.
- 6) Reports
 - a) Monthly Financial – BIM has a new CFO, Raj Hayre, and transaction details have not been input for reporting yet.
 - b) Librarian (on table): We are recruiting volunteers to be “hosts” for the first 2 weeks of Cove Commons. Board members are welcome to volunteers as hosts — 2 hour shifts.

Tina will send an email to board members and friends of the library for volunteer shifts. Kids Library Card design launched to great success. New furniture for the existing library and Cove Commons will be a priority for 2018. Policy for Cove Commons room rentals is being developed. Knowing Our Place: A Truth & Reconciliation Initiative program will read and discuss books by First Nations authors. First meeting is March 3. Tina will poll members re best date for our June board meeting.

c) InterLINK: **Motion: To approve the InterLINK draft provisional budget. Carried**

d) BIM (Sue-Ellen Fast verbal): Sue-Ellen reported that our request to re-designate 12-hour parking on Cardena Rd. has been referred to the BI Transportation Advisory Commission, Public Works Manager, Senior Bylaw Officer and Island Community Planner for comment, in the context of Cardena Rd. upgrades.

7) Next Meeting – March 15, 2018

8) Adjournment: 8:39 pm

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — MARCH 15, 2018
ANNIE LAURIE WOOD ANNEX — FLEX ROOM

MINUTES

1) Call to Order 7:06 pm

Attendance and Quroum: Steve Mitchell, Susan Munro, Cynthia Nicolson, Peter Matthews, Melissa Harrison, Melanie McLeod, Tina Nielsen (ex officio), Elizabeth Bowker (7:20 pm)

Regrets: Don Heth, Michael Penny, Sue Ellen Fast.

2) Approval of Agenda with additions - Carried

3) Approval of meeting minutes from February 15, 2018 - Carried

a) Business arising from the minutes

- i) Policy and Planning Committee - Steve Mitchell has joined
- ii) Finance committee - Elizabeth Bowker has joined

4) Cove Commons Project

a) Steering Committee Report (verbal)

Cynthia reported on events that have occurred since opening. Acoustic problems were noted and are being worked on.

b) Grand Opening April 8 from 1 – 3 pm

Invitations have been sent by mail to significant donors and supporters, as well as email invite to remaining donors. Undercurrent ads and e-newsletters will invite the remainder of the community.

Volunteers requested from board members: Peter, Susan and Elizabeth (if available)

Steve inquired about the program for the event. A few speeches by Board Chairs, Mayor, staff, and MP Pam Goldsmith-Jones. Ribbon cutting. Slideshow of the project from start until now.

5) New Business

a) Strategic Planning

Planning is underway for the session April 28 from 9 am to 3 pm at IPS. Tina and Cynthia have met with facilitator Carol MacKinnon. The Policy & Planning Committee will review the proposed agenda from Carol MacKinnon, make suggestions for any alterations and additions and then finalize the agenda and structure for the day.

Request for a scan of where libraries are at these days, as well as the snapshot of Bowen and the library right now. To be distributed in advance of the meeting.

b) Scent Free Policy

Discussion ensued regarding the various issues for a public entity to make this kind of policy.

A poll of other libraries could be undertaken. The board declined to make a policy at this time. The board endorsed the staff decision to request staff and volunteers not to wear scent when working at the library.

6) Reports

- a) Monthly Financial – attached
Tina reported on the monthly financials which have limited data now until the BIM budget is approved.
 - b) Librarian – attached
Tina outlined her report. Discussion about positions for the summer and permanent staff positions. Also discussion around bookings and rentals of the Cove Commons space. Cynthia outlined the Joint Operations Committee of the Cove Commons which will be re-named and re-defined as the Joint Governance Committee.
 - c) InterLINK No report
 - d) BIM (Sue Ellen Fast verbal) No report. Board reviewed the Cardena Rd Improvement sections of the Transportation Advisory Committee Planning Department Transportation Plan Project Update Feb 27, 2018
 - e) Personnel Committee – Update on the performance review plan for Tina was given by Personnel Committee members.
- 7) Meeting schedule
- a) Board agreed to cancel the June meeting and simply proceed with July 19 meeting, and the August meeting at the call of the chair.
 - b) Next meeting April 19, 2018
- 8) Adjournment

Bowen Island Public Library
Board of Trustees Meeting — April 19, 2018
Bowen Library — Flex Room
Minutes

Attendance and Quorum: Cynthia Nicolson (chair), Susan Munro (vice-chair), Michael Penny (treasurer), Melanie McLeod, Melissa Harrison, Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Steve Mitchell, Tina Nielsen (ex-officio)

Note-taker: Len Gilday

- 1) Call to Order: 7:05
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from March 15, 2018: Carried
 - a) Business arising from the minutes: Revised meeting schedule distributed.
- 4) Cove Commons Project Steering Committee Report (verbal): Cynthia
 - a) Grand Opening April 8 was a great success
 - b) Stage 2 Fundraising (Landscaping and Plaza) underway
 - c) Acoustics challenges are being addressed
 - d) We have purchased 100 padded chairs and selling 100 unpadded chairs \$5 each
 - e) Sue Ellen said the herons are nesting behind the Annex and seem unperturbed.
- 5) Continuing Business
 - a) Strategic Planning preparation: Cynthia, Policy & Planning Committee and Carol MacKinnon (Facilitator) are developing a framework to plan the next 12 – 18 months. Board members will receive a preparation package shortly.
- 6) New Business
 - a) Foundation AGM May 17: Michael, Foundation chair, discussed the value of having a registered charity working closely with the library. For instance, our foundation was the financial vehicle that received donations, issued receipts and paid expenses for the Annex Building Project. All members of the library board are members of the foundation, and directors of the Foundation are elected from the membership and occasionally from outside of the membership. The Foundation Board also has two members from the Bowen Island Arts Council who represent that organization's interests while the Cove Commons is being built.
- 7) Reports
 - a) Monthly Financial – (distributed electronically and at the table): Michael said that postings were delayed in Revenue, Salaries and other accounts. Tina will review the utilities charges that seem excessive.
 - b) Librarian – (distributed electronically and at the table): Tina reported that:
 - i) We have not yet been notified of any changes in our requested budget.
 - ii) Job openings for two summer positions have been posted. Tina will distribute job descriptions to board members in case they know possible candidates.
 - iii) Bookings for the Annex and Flex Room are quite popular and booking process is quite staff intensive. Scheduling/booking software to ease workload is needed.

- iv) Medical equipment has now been entered in the collection catalogue.
- c) InterLINK: Steve participated at the most recent meeting by telephone.
 - i) Board Skills Inventory identified Finance, Youth Perspective and Fundraising as areas of weakness.
 - ii) Autism Awareness Workshop scheduled for June 14 in Richmond. Tina will try to schedule a staff member to attend.
 - iii) Michael said the autism workshop is an example of what InterLINK is very good at: Sharing awareness and education among member libraries.
 - iv) Michael has joined the InterLINK Finance Committee.
- d) BIM: Sue-Ellen (verbal):
 - i) 3 years of phased changes to Cardena Rd will start now.
 - ii) Cardena transition to 3-hour parking from 12 hour remains under discussion.
 - iii) High-speed fiber optic cable will be routed directly in front of the library and may represent an opportunity.

8) Adjournment: 8:45

Bowen Island Public Library
Board of Trustees Meeting — May 17, 2018
Bowen Library — Flex Room
Minutes (Approved)

Attendance and Quorum: Cynthia Nicolson (chair), Susan Munro (vice-chair), Michael Penny (treasurer), Melissa Harrison, Sue-Ellen Fast, Don Heth, Peter Matthews, Steve Mitchell, Tina Nielsen (ex-officio)

Regrets: Melanie McLeod, Elizabeth Bowker

Note taker: Len Gilday

- 1) Call to Order: 7:30 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from April 19, 2018: Carried
 - a) Business arising from the minutes:
 - o Tina reported that none of the libraries she polled have scent free policies for the public. Some libraries have recommended scent-free procedures for staff.
 - o Rename and revise tasks of Joint Governance Committee is in the hands of the Joint Steering Committee.
- 4) Cove Commons Project Steering Committee Report:
 - o Tina reported that the Steering Committee met May 7. Committee reviewed tasks to do, in particular acoustic treatment, and discussed next steps with Plaza and parking.
 - o Sue-Ellen said the municipality had approved changing west side Cardena parking from 12 hours to 3 hours. Bonny Brokenshire will represent the municipality on the Steering Committee landscaping group. Sue-Ellen will follow up with the municipality re Cove Commons ownership and insurance.
- 5) Continuing Business
 - a) Strategic Plan Draft: Key is to ensure the core library values and functions are carried over into the new space.
 - i) **Motion: To approve and adopt the 2018 Strategic Plan. Carried**
 - ii) Cynthia to present the finalized Strategic Plan and related Action Commitments to the July meeting.
 - b) Room Rental Policy: Much discussion re policy. Tina to revise for July meeting.
- 6) New Business
 - a) Communications Committee Terms of Reference:
 - o **Motion: The board establishes a Board Communications Committee with the terms of reference outlined in the meeting package. Carried**
 - o **Motion: The appointees to the Communications Committee are Susan Munro, Steve Mitchell and Elizabeth Bowker. The chair to be selected by the committee at their first meeting. Carried.**
- 7) Reports
 - a) Monthly Financial – (distributed electronically and at the table) Tina advised the financials distributed at the table are updated from the financials distributed electronically.

- o **Motion: Peter Matthews to be appointed to the Finance Committee. Carried**

b) SOFI for approval – on table: **Motion: The board approves the Statement of Financial Information report for 2017 as presented. Carried**

c) Librarian – (distributed electronically and at the table): Tina reported that the practicum student Rob Ondzik has completed bar coding the Med Shed items. Anyone can now search our catalogue for medical equipment.

d) InterLINK: Michael reported there has been no meeting since our last board meeting.

e) BIM: Sue-Ellen reported the 2018 municipal budget has been approved.

8) Adjournment: 9pm

BOWEN ISLAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING — JULY 19, 2018
ANNIE LAURIE WOOD ANNEX — FLEX ROOM

MINUTES

- 1) Call to Order - 7:10 pm
- 2) Attendance and Quorum: Peter Matthews, Michael Penny, Elizabeth Bowker, Sue-Ellen Fast, Susan Munro (Vice Chair), Melanie McLeod, Cynthia Nicolson (Chair), Don Heth, Melissa Harrison, Tina Nielsen (ex officio)

Regrets: Steve Mitchell and Len Gilday (note taker)
- 3) Approval of Agenda with additions - Carried
- 4) Approval of meeting minutes from May 17, 2018 –
 - a) Revise heading of “Financial Committee” to “Finance Committee” regarding Peter Matthew’s appointment - CARRIED
 - b) Business arising from the minutes - reviewed
- 5) Cove Commons Project
 - a) Steering Committee Report (verbal)
 - i) The SC met in June. \$1,000 received from Rotary Club toward purchase of chairs. We are expecting remaining funds from Federal Cultural Spaces grant to be received from BIAC shortly. Accountant is working on Foundation tax return and will include the GST rebate up to December 2017.
- 6) Continuing Business
 - a) Room Rental Policy revised (attached)
 - i) **MOTION: To approve the room rental policy draft 4a as presented** – Carried.
 - b) 2018 Strategic Plan and action commitments (on table)
 - i) Discussion about the revised strategic plan and action commitments. Cynthia and Tina will fully refine and send out to board members before September’s meeting.
- 7) New Business - none
- 8) Reports
 - a) Monthly Financial – attached
 - i) Tina and Michael presented the monthly financial report. Explanatory notes are included for line items not on track.
 - b) Librarian – attached
 - i) Sue Ellen suggested some further promotion for the Mountain Trike.
 - c) InterLINK
 - i) Michael referred to the InterLINK Board summary report sent out by Michael Burriss, and outlined the New To BC Library Champions project.
 - d) BIM

- i) Sue Ellen reported that Council will not be meeting in August.
 - (1) News in the Library neighbourhood: Architect has been hired for Fire Hall. Health Centre has achieved charitable status. BIRCH housing group interested in community lands. All of these may impact library septic field area. New environment and climate change committee. Bowen Lodge is beginning a re-zoning process. Islands Trust is advocating for the hydro rebate for solar panel users to continue. 25% of Bowen Island's population over last 5-10 years is new. Maureen Nicolson and Sue Ellen are advocating for rural status for all of the Islands in the Trust area.
 - e) Foundation
 - i) Charitable Tax return in process with accounting firm VanderLuit. We expect a GST rebate from Cove Commons construction. Need to change our signers on the Foundation account. Should hold a brief Foundation meeting at our September board meeting date.
 - f) Personnel Committee report
 - i) Committee reported on performance review for Chief Librarian. Will include a 360 review with board input, as well as staff and possibly volunteers. Expect review to be complete for September meeting
- 9) Next meeting date. August meeting will not be held. September 20th 7pm is next meeting.
- 10) Adjournment - CARRIED

Bowen Island Public Library
Board of Trustees Meeting — September 20, 2018
Annie Laurie Wood Annex
Minutes

Attendance and Quorum: Cynthia Nicolson (chair), Michael Penny (treasurer), Melanie McLeod, Melissa Harrison, Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Steve Mitchell, Tina Nielsen (ex-officio)

Regrets: Susan Munro (vice-chair)

Note taker: Len Gilday

- 1) Call to Order: 7pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from July 19, 2018: Carried
 - a) Business arising from the minutes: Reviewed or covered in later agenda items
- 4) Cove Commons Project
 - a) Steering Committee Report (Tina, Cynthia and Len gave a verbal report):
 - i) Acoustics: Ceiling baffles have been effective. Carpet now being considered
 - ii) Ladder to access the BIAC upper storage area will be built soon.
 - iii) James Tuer re-designed plans for plaza, landscaping and planting are out for bids.
 - iv) Discussion about parking plans. Sue-Ellen will ask BIM staff about the process for defining CC parking and plaza responsibilities.
- 5) Continuing Business
 - a) 2018 Strategic Plan final: **Motion: To approve the Bowen Island Public Library strategic plan 2018—2020 as presented.** Carried
- 6) New Business
 - a) Communications Committee Strategy report: Steve & Elizabeth reviewed draft. A revised draft will come to the board at the October board meeting.
 - b) Personnel Committee – Chief Librarian Performance Review Update. Melanie reported the committee will be sending out the survey shortly.
 - c) Revision to Room Rental Policy requested by BIM Staff. **Motion: To waive the room rental charge for BIM public events pending the finalization of the operating agreement.** Carried. Agreed we should invite BIM CFO Raj Hayre for a tour of the library.
 - d) Five Year Financial Plan 2019—2023 (Finance Committee): Michael presented an overview of the plan: The Annex addition has resulted in increased expenses for maintenance and cleaning, higher utilities costs and necessary capital costs for furnishing. These increased costs will require increases to revenue for the next two years when it is anticipated that expenses will settle down. **Motion: To approve the draft BIPL 5-year financial plan as presented by the Finance Committee.** Carried
 - e) New board members – Board Development Committee: All board members encouraged to invite suitable candidates to apply to our board when the positions are advertised.

7) Reports

- a) Monthly Financial – distributed at the table: Tina reported that the 40% surge in utility expenses stems from unusually high hydro bills during the construction period and ongoing adjustments to heat pump operation.
- b) Librarian – distributed electronically: Tina reported that the summer reading program was a huge success. It is time to recruit some new volunteers. She reminded everyone that Sunday, November 25th at 4pm is the BIPL Annual Holiday Volunteer Event.
- c) InterLINK: Michael said there had not been an InterLINK meeting since our last board meeting.
- d) BIM: Sue Ellen reported that BIM had passed its Transportation Plan and council was encouraging the provincial government to make Bowen eligible for Rural Grant Funding.

8) Adjournment: 9:30 pm

Bowen Island Public Library
Board of Trustees Meeting — October 18, 2018
Annie Laurie Wood Annex
Minutes

Attendance and Quorum: Cynthia Nicolson (Chair), Susan Munro (Vice-Chair), Michael Penny (Treasurer), Melanie McLeod, Melissa Harrison, Peter Matthews, Steve Mitchell, Tina Nielsen (ex-officio)

Regrets: Sue Ellen Fast, Don Heth, Elizabeth Bowker

Note taker: Len Gilday

- 1) Call to Order: 7:20
- 2) Approval of Agenda as amended: carried
- 3) Approval of meeting minutes from Sept 20, 2018 as presented: carried
 - a) Business arising from the minutes: relevant items will be covered later in this meeting
- 4) Cove Commons Project
 - a) Steering Committee Report (verbal): Cynthia reported deficiencies list is getting shorter.
 - b) Joint Operations Committee: Susan reported the Joint Operations Committee for Cove Commons had their inaugural meeting this week. The committee is Susan Munro and Tina Nielsen for BIPL and Jacqueline Massey and Greta Smith from BIAC. The committee is seeking a fifth member who is not affiliated with either BIPL or BIAC. Committee agreed to review the agreement at the one-year anniversary of the Cove Commons opening (February-March 2019). Tina and Jacqueline have met with BIM CFO Raj Hayre to review the Joint Operations Agreement.
- 5) Continuing Business
 - a) New board members – Board Development Committee: 4 board members will retire from our board December 31. If those board member about to retire wish to continue serving on the board they must reapply to BIM. Tina will place Undercurrent ads November 1 and November 8. These ads will invite the public to apply to join the library board. Deadline for people to apply is Friday November 16.
 - b) Bus Shelter: The proposal from Bowen In Transition and Bowen Island Arts Council to build a bus shelter on library land has been withdrawn.
- 6) New Business: None
- 7) Reports
 - a) Communications Committee: The BIPL draft Communications Plan was received and discussed and had no further additions or revisions. Cynthia thanked the Committee (Elizabeth Bowker, Steve Mitchell and Susan Munro) for their fine work.
 - b) Personnel Committee: Melanie reported that the questionnaire has been sent out and that by end of December the Chief Librarian's performance review will be complete.
 - c) Monthly Financial (distributed electronically) Michael reported everything was on track.

Approved November 15, 2018

- d) Librarian (distributed electronically): Tina reported we now have 13 desk volunteers (soon to be 12) who are taking a regular shift and 15 shifts that need to be filled. We will be recruiting for new volunteers in November. Sunday November 25th will be the Annual Volunteers Holiday Party — 4pm in the Annex. Board volunteers will be sought for food preparation and setup.
 - e) InterLINK — Michael reported the September 25 meeting included discussion of Coquitlam's room booking software — this type of software could be useful for Annex Flex Room scheduling.
 - f) BIM: no report
- 8) Adjournment: 8:50 pm

Bowen Island Public Library Board of Trustees Meeting
Minutes November 15, 2018 – 7:00 pm
Bowen Library – Flex Room

- 1) Attendance
 - a) Elizabeth Bowker, Steve Mitchell, Don Heth, Michael Penny, Susan Munro (Vice Chair), Melissa Harrison, Tina Nielsen (ex officio)
 - b) Regrets: Cynthia Nicolson (Chair), Melanie McLeod, Peter Matthews, Sue Ellen Fast,
- 2) Call to Order - 7:04 pm – Susan Munro acting Chair
- 3) Approval of Agenda - CARRIED
- 4) Approval of meeting minutes from October 18, 2018 - CARRIED
- 5) Business arising from the minutes
 - a) Reviewed
- 6) Cove Commons Project
 - a) Steering Committee and/or Joint Operations committee report (verbal)
 - i) Tina reported on lease, Joint Operations Agreement, stairs in BIAC storage, BIM and BIPL tracking of BIAC expenses.
- 7) Continuing Business
 - a) New board members – Board Development Committee
 - i) Tina will draft a report recommending board appointments for review by Board Development Committee (Cynthia, Melanie, Sue Ellen) before submission to BIM Council. Board appointments to be made in a closed Council meeting Dec 10, 2018.
- 8) New Business
 - a) Move to In Camera Session (Material sent separately) – CARRIED
 - b) Move out of In Camera Session – CARRIED
 - c) Budget 2019 Revisions (on table)
 - i) MOTION: To approve the budget as tabled, including an increase of 35 hours per week staff time, and with amendment to increase Transfer from Reserve to \$9,000.
– Moved, Seconded - CARRIED
- 9) Reports
 - a) Communications Committee
 - i) Virginia Penny has offered to work with us on a new visual identity for the library. Virginia will meet with the communications committee before December 15 if possible. Possible meeting date is December 12th at 3 pm
 - b) Personnel Committee
 - i) Chief Librarian performance review has proceeded to a survey of board, staff, volunteers and one Friend of the Library. Thoughtful feedback from all for the review.
 - c) Monthly Financial – attached

- i) Report received. Finances are in order.
- d) Librarian – attached
 - i) Librarian reviewed her report
- e) InterLINK
 - i) No report as there has been no meeting since last board meeting
- f) BIM
 - i) No report as Sue-Ellen not in attendance

10) Next board meeting January 17, 2019

11) Adjournment – 8:55 pm