

Bowen Island Public Library
Board of Trustees Meeting — January 17, 2019
Bowen Library
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, Len Gilday, Tina Nielsen (ex-officio)
Elizabeth Bowker left the meeting at 8: 25 pm.

- 1) Call to Order: 7:05 pm
- 2) Approval of Agenda: Carried
- 3) Approval of meeting minutes from November 15, 2018: Carried
 - a) Declare the meeting move In Camera 7:10
 - b) Move out of In Camera session. 7:15
- 4) Business arising from the minutes: None
- 5) Cove Commons Project
 - a) Steering Committee report:
 - i) Cynthia reported she hosted a Steering Committee celebratory dinner.
 - ii) CC Joint Operations Committee (Susan and Tina from BIPL, Greta and Jacqueline from BIAC) will carry on. Priorities: Landscaping, carpeting, donor recognition board.
 - iii) Tina reported about \$22,000 in CC bank account after outstanding obligations.
 - b) Ad hoc Cove Commons Committees – End of term
 - i) Tina/Cynthia will write thank you notes to committee members.
- 6) New Business
 - a) Appointment of Chair, Vice Chair and Treasurer: Susan has agreed to stand for Chair, Cynthia for Vice Chair and Michael for Treasurer. Call for other nominations — none stepped forward. Susan, Cynthia and Michael appointed by acclamation.
 - b) Susan thanked Cynthia for doing a fine job as Chair.
 - c) Appointment of Board Committees:
 - i) Board Development Committee Susan Munro, Melanie McLeod, Sue Ellen Fast
 - ii) Personnel Committee: Melanie McLeod, Susan Munro, Don Heth
 - iii) Finance Committee: Michael Penny, Elizabeth Bowker, Peter Matthews Tina Nielsen
 - iv) Policy & Planning: Melissa Harrison, Cynthia Nicolson, Elizabeth Bowker, Steve Mitchell
 - v) Communications Committee: Steve Mitchell, Elizabeth Bowker, Len Gilday
 - vi) InterLINK Representative: Michael Penny
 - vii) InterLINK Alternate: Steve Mitchell
 - d) InterLINK draft Budget – Bowen Library Board accepted the InterLINK draft budget.
- 7) Reports

a) Committees

- i) Personnel: Melanie reported the Chief Librarian's performance review is done.
 - ii) Finance: Michael reported there had been no meeting and there is no report
 - iii) Communications: Steve reported a positive meeting with Virginia Penny re: creating the library's new visual identity.
 - iv) Board Development: Nothing to report
- b) Monthly Financial – Nothing to report
- c) Librarian – (distributed electronically)
- i) Staff is working out front more.
 - ii) Staff job description reviews are underway.
- d) InterLINK – Summary distributed electronically. No discussion.
- e) BIM: Sue Ellen will meet with Susan and Tina to discuss best way to address building and grounds maintenance issues.
- f) Strategic Plan progress: Tina reviewed current situation and will distribute work plan for strategic priorities to 2020

8) Adjournment: 8:45pm

Bowen Island Public Library
Board of Trustees Meeting — Feb 21, 2019
Bowen Library — Flex Room
Minutes

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

- 1) Call to Order: 7:05
- 2) Approval of Agenda with addition: Carried
- 3) Approve the package of minutes from January 17, 2019: Carried
- 4) Business arising from the minutes: Reviewed
- 5) Cove Commons Project – Reporting now included in Librarian’s report or in reports from Finance Committee or Joint Operations Committee
- 6) New Business
 - a) Staff salary review from BIM: The board requested that the Personnel Committee review BIM’s library salary report and make recommendations
- 7) Reports
 - a) Committees: No committee reports
 - b) Monthly Financial (distributed electronically)
 - c) Librarian – (distributed electronically)
 - i) A grant application for \$10,000 for Annex furnishing has been submitted to the Knick Knack Nook’s Social Sustainability fund.
 - ii) BIPL will partner with Caring Circle and The Foundry on a Youth Substance Abuse and Mental Health forum March 2nd at Bowen Lodge
 - d) InterLINK: Snow was forecast for the time of the most recent meeting so Michael attended by telephone and reported on proceedings.
 - e) BIM: No report
- 8) Adjournment: 8:35pm

Bowen Island Public Library Board of Trustees Meeting
March 21, 2019 – 7:00 pm Library Annex
Minutes

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

Regrets: Melanie McLeod, Len Gilday

- 1) Call to Order 7:07 pm
- 2) Approval of Agenda with additions - Carried
- 3) Approval of meeting minutes from February 21, 2019 - Carried
- 4) Business arising from the minutes
 - a) Salary review to be covered under Committee reports – Personnel Committee
 - b) Surplus review in process - Tina
- 5) New Business
 - a) Library budget approval process.
 - i) Discussion around the budget process for the coming 2020 year to ensure that the library board is involved in the process if changes are made or requested by BIM staff. A communication plan for early in the fall to let Council know what our budget needs are to support the library's strategic plans.
 - ii) Library surplus and how it is distributed was discussed. Is there a way for the library to have money put aside regularly for known renewal and replacement upcoming? Review of the revised operating guidelines (or memorandum of understanding)
 - iii) Finance committee will review the existing donation policy.
 - b) Library role in BIM 2019 Island Plan
 - i) The Library's revised operating guidelines and BIAC's lease in the Cove Commons are on page 19 of the Island Plan. As is a priority to select a landscaping proposal for the Cove Commons to enable renewed fundraising.
 - ii) Maintenance concerns/surplus. Who is responsible? Should the library be notifying BIM about issues? Annual report on maintenance. This is something that should probably be included in revised operating guidelines.
 - c) Voices for Health on Bowen. Steve Mitchell verbal report
 - i) Steve attended as a member of the Health Centre Board. Opportunity for all health care providers to share information. Steve will share the facilitator's report from the event when it is distributed.
 - d) Cove Commons matters
 - i) Letter to BIM regarding the official transfer of the Cove Commons building to them. This arises from a request by our Foundation Accountant to show official gift of the building to BIM, and a request from CFO at BIM to know the value of the asset. Proposal to present the gift officially at Council.
- 6) Reports
 - a) Committees
 - i) Personnel Committee: Reviewed the salary review report commissioned by BIM in 2018. The Report from Sainas Consultants proposed salary bands with steps for all

positions and compared positions to other municipalities including the North Shore municipalities. Don reported that the Personnel Committee will review further and provide a recommendation to address the discrepancies in salaries at the library and will review budgetary considerations with the Finance Committee.

- ii) Communications Committee – will report at next meeting.
- b) Monthly Financial - Accepted
- c) Librarian – reviewed
- d) InterLINK – no report
- e) BIM

Tina added an update about Garden Club donations and redesign of Annex. Sue Ellen asked whether the value of this donated work was recorded somewhere.

- f) Meeting schedule – Susan and Tina likely away in September so meeting schedule may alter for the summer and fall.

7) Adjournment – 8:58 pm

**Bowen Island Public Library Board of Trustees Meeting
Agenda April 18, 2019 – 7:00 pm
Bowen Library – Annex**

Attendance: Susan Munro (chair), Cynthia Nicolson (vice-chair), Michael Penny (treasurer), Melanie McLeod, Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Steve Mitchell, Len Gilday, Tina Nielsen

Regrets: Melissa Harrison,

- 1) Call to Order: 7pm
- 2) Approval of Agenda with revisions: Carried
- 3) Approval of meeting minutes from March 21, 2019 as corrected: Carried
- 4) Business arising from the minutes with revisions (table below):

What	Who	When
Communication plan for budget 2020 process	Communications Committee	By August 2019
Presentation to Council re: library budget needs to accomplish strat plan	Board Rep and Chief Librarian	September 2019
Revised Operating Guidelines approved by BIM and BIPL board. Strive to maintain library surplus for long term needs.	Chief Librarian, Raj Hayre and Kathy Lalonde	Awaiting BIM response. Completion before September 2019 board meeting
Review donation policy for clarity on where donation dollars are held for BIPL	Finance Committee	June meeting
Maintenance issues with Library Building. Define who will assess, plan for and track maintenance issues with the building.	Tina will talk to BIM	As soon as possible
Share “Voices for Health” facilitator’s report	Steve Mitchell	When available
Council presentation of official “gifting” of Cove Commons to BIM	Communications committee, Chief Librarian, Board Chair	When formal gifting is complete
Review salary report (Sainas Report to BIM) further and provide a recommendation to address the discrepancies in salaries at the library. Review budgetary considerations with the Finance Committee.	Personnel Committee	Prior to 2020 budget planning

- 5) New Business
 - a) Landscaping Plan for Cove Commons:
 - i) CC Joint Ops Committee met and decided to proceed with landscape low bid.
 - ii) Tina and Jacqueline to confirm price and scope of work with low bidder
 - iii) Tina and Jacqueline to present to Council at August council meeting:
 - (1) Proposed landscape design
 - (2) Budget including costs and money in hand
 - (3) Request BIM approval for design
 - (4) Request BIM financial support
 - b) Territorial Acknowledgement: Much discussion, Sue-Ellen will bring to next meeting information about acknowledgements developed by Lisa Wilcox of the Islands Trust.
- 6) Reports:
 - a) Committees (Finance, Personnel, Communications, Policy & Planning) Nothing to report
 - b) Monthly Financial (distributed electronically): Michael reported all seems in order
 - c) Librarian (distributed electronically):
 - i) Tina reported library received funding by Canada Summer Jobs for only one of our 2 summer positions. The board agreed that funding two positions was a high priority. Tina will start by approaching Canada Summer Jobs for additional funding from grant funds not collected. Tina will then approach the Friends to ask for some further funding (they usually top up available funds for salary). Tina will then turn to the library budget and the library foundation.
 - ii) BIM 5-year financial plan has been approved including \$15,000 towards Annex furnishings but does not include requested increase in staff hours.
 - iii) Bowen Island Garden Club has completed work on 3 garden beds around the library's front paved entrance.
 - iv) **Motion: To send a thank you letter from the Library Board to the Bowen Island Garden Club for its work on the remediation and improvement of library garden beds, and their donation of two new benches. Carried.**
 - v) Tina/Susan to write Garden Club an appreciation letter.
 - d) InterLINK: Michael presented a summary of the InterLINK April board meeting. Main topic on the agenda was the audited financial statements and the results of the board skills inventory exercise.
 - e) BIM: Sue-Ellen reported the herons are starting to nest.
- 7) Next Meeting: Wednesday May 8, 7pm at the residence of Susan Munro, 1223 Miller Rd.
- 8) Adjournment: 8:50pm

Bowen Island Public Library
Board of Trustees Meeting — Wed. May 8, 2019
1223 Miller Rd., Bowen Island
Minutes

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

- 1) Call to Order: 7:00pm
- 2) Approval of Agenda with addition: Carried
- 3) Approval of meeting minutes from April 18, 2019: Carried
- 4) Business arising from the minutes
 - a) Tasks from previous meeting were reviewed.
- 5) New Business
 - a) Commercial use of library grounds: Tina reported our guideline “Request for use of Library facilities/grounds” could be improved regarding Commercial Use. Tina will redraft.
 - b) Statement of Financial Information: **MOTION: To approve the Statement of Financial Information as presented. Carried.**
- 6) Reports
 - a) Committees
 - i) Communications: Focus Groups of library users (and non-users) will be held mid-June. Online survey about our library will be open June 6-23.
 - ii) Personnel: Tina discussing with BIM managers discrepancies in library salaries based on BIM 2018 salary review.
 - iii) Finance: No Report
 - iv) Policy and Planning: No Report
 - b) Monthly Financial (distributed electronically): Budget numbers are now presented as approved in BIM 2019 Budget.
 - c) Librarian (distributed electronically):
 - i) Friends of the Library have agreed to fund the second summer job up to \$3,796
 - ii) Annex Furnishing Project is well underway. Most of the money has been raised.
 - iii) Library 2018 Synopsis sent to BIM for their Annual Report
 - d) InterLINK: No report
 - e) BIM: No report
- 7) Adjournment: 9:00pm

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

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

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

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

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

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

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

6) Reports

a) Committees:

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

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

8) Adjournment: 9:30 pm

Bowen Island Public Library
Board of Trustees Meeting — September 27, 2019
Bowen Library — Annex
Minutes

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

Regrets: Elizabeth Bowker, Peter Matthews

- 1) Call to Order: 5:05 pm
- 2) Approval of Agenda with additional item Trustee Training topics to reports: Carried
- 3) Approval of meeting minutes from June 20, 2019
 - a) **Motion to approve the meeting minutes from June 20, 2019. Carried.**
- 4) Business arising from the minutes: Susan and Tina's meeting with BIM Council will probably be scheduled for the October Council meeting.
- 5) New Business
 - i) 2020 Budget: Tina reviewed Bowen Public Library Budget 2020 — Draft 4.
 - (1) Compensation review and new salary grid:
Motion: To move to a closed meeting with Chief Librarian. Carried. 5.40 pm
Move out of In Camera Session 6 pm
 - (2) **Motion: In view of the contributions of the library staff to the well-being of the community and in alignment with the municipality's policy on compensation, we move that this Board adopt the Sainas report salary recommendations for library staff, and directs the finance committee to develop a 2020 budget consistent with the Sainas proposed salary structure. Carried Unanimously.**
 - (3) **Motion: To approve Bowen Island Library Budget 2020, Draft 4. Carried**
 - ii) Refreshed Logo: Tina presented the draft refreshed library logo.
- 6) Reports:
 - a) Committees
 - i) Communications Committee: Tina gave a preliminary summary of the Report of Customer Feedback findings (verbal) from 3 focus groups (youth, seniors and community groups) and 349 online survey responses. Overall — Strong support for the library.
 - ii) Personnel Committee – Closed Meeting at 5)i)
 - b) Monthly Financial (distributed electronically) Michael reported everything seems in order.
 - c) Librarian – (distributed electronically)
 - i) Katie Welsh and Cameryn Harris ran a great summer reading club. Katie's excellent report is included in meeting package.
 - ii) Bowen Island Library's Volunteer Appreciation Celebration Sunday Nov 24, 4-6pm

- iii) Spelling Bee has been postponed
 - iv) Skedda software now on our website to book/rent library space.
 - v) Landscaping to commence mid-October 2019
 - d) InterLINK: Michael Penny presented InterLINK statistics that show Bowen Island Library patrons borrowed 6,997 items from InterLINK affiliated libraries and lent 274 items to patrons from other InterLINK libraries from January – June 2019. Budget changes adopted at InterLINK's September Board meeting will move all member libraries' levies to 100% of population assessment. InterLINK Board voted to cease paying VPL grant. To be implemented over the next 3 years.
 - e) BIM: Sue-Ellen Fast, just back from the Union of BC Municipalities Convention, reported she joined a well-attended session about public libraries. UBCM strongly supports restoring lost provincial funding to public libraries.
 - f) Summer Reading Club: See Librarian's Report 6) c) above
 - g) From Trustee Orientation Program – ideas for meeting format. Peter Matthews verbal - deferred.
- 7) Next meeting date – October 17, 2019
- 8) Adjournment: 7pm

**Bowen Island Public Library
Board of Trustees Meeting — October 17, 2019
Bowen Library — Annex
Minutes**

Attendance and Quorum: Susan Munro (Chair), Michael Penny (Treasurer), Donald Heth (Minute-Taker), Melissa Harrison, Sue-Ellen Fast, Peter Matthews, Steve Mitchell, Tina Nielsen (ex-officio)

Regrets: Elizabeth Bowker, Melanie McLeod, Len Gilday, Cynthia Nicolson (Vice Chair)

- 1) The meeting was called to order at 7:02 by Susan Munro.
- 2) No changes were suggested to the agenda.
 - a) Moved and seconded to approve the agenda. Carried.
- 3) Draft minutes of the meeting of September 27, 2019, were circulated. No changes were proposed.
 - a) **Motion to approved the meeting minutes; motion seconded. Carried.**
- 4) Business arising from the minutes:
 - a) Peter's report regarding the Trustee Orientation session was deferred to later in the meeting.
 - b) Susan reported that the library's budget is on the agenda for the Municipal Council meeting on October 28. Michael volunteered to serve as an alternate representative should Tina not be able to attend.
 - c) Tina will report later in the meeting regarding the Customer Feedback report.
- 5) New business.
 - a) Review of progress on the Strategic Plan (previously circulated with agenda materials). It was commented that many of those tasks regarded as significant have been completed or are in progress, although Fundraising was something that needed to be addressed. The last strategic plan was completed two years ago, and it was noted that the Board should look towards another in the coming year. Possible moderators were discussed. Also discussed was Board assessment and planning and the Municipalities priorities regarding progress towards the recommendations of the Sainas Report.
 - b) Board vacancies. It was noted that Melanie will be reaching the statutory term limit. Members with terms that are expiring are Sue-Ellen, Melissa, Don, Steve, Susan, and Michael. An advertisement will be placed by the Municipality.

6) Board Reports.

a) There were no committee reports.

b) Monthly Financial Report (previously circulated with agenda materials) was presented by Michael Penny. It was reported that major items are on target. Some revenue items may appear to be showing more than anticipated, but this was an artefact of the way furnishings are accounted. Nothing is out of line.

c) Chief Librarian's report (previously circulated with agenda materials) was presented by Tina Nielsen. Some salient points noted by Tina were:

- i) Monthly newsletters have been launched recently to reach volunteers in place of face-to-face meetings. The newsletters have been underway for six months and seem to be working well.
- ii) Tina mentioned how supportive the staff have been in accommodating necessary absences.
- iii) The Annual Volunteer Party on November 24 was noted.
- iv) The "Building Bridges" workshop on October 11 was well received.
- v) The "Moving Towards Reconciliation" was discussed. Invitations to non-profit groups are supported by a grant, to allow boards to participate.
- vi) Bowenshire Landscaping is supporting the work on Library landscaping with substantial contributions of equipment time. Planting is planned for the early spring. It was noted in passing that in-kind contributions of volunteer hours are difficult to capture for asset valuations, despite the fact that an accurate valuation is important to establish the worth of the Library's facilities.

d) InterLINK. There was nothing to report.

e) BIM report was presented by Sue-Ellen Fast. Sue-Ellen reported that the Municipality is very busy at present, and noted some of the current events that are shaping their priorities. Budgeting consultations are happening earlier than last year. A sale of the Municipal lot behind Seniors' Lane would remove a considerable amount of parking from the spaces available in Snug Cove; discussion followed regarding general parking issues and their impact on Library clients.

f) The Trustees' Orientation Program session was described by Peter Matthews. The use of a consent agenda was one mechanism used by some boards; whether the Library Board should adopt such a mechanism was discussed. It was noted in that connection that discussion of even routine reports has often been quite useful. Another practice of some boards is the use of guidelines as to when in-camera sessions of a board should occur. Developing some criteria to guide the Library Board might be useful.

7) The next meeting is scheduled for November 21, 2019.

8) Adjournment occurred at 8:20.

Bowen Island Public Library
Board of Trustees Meeting — November 21, 2019
Bowen Library — Flex Room
Minutes

Attendance and Quorum: Susan Munro (Chair) Michael Penny (Treasurer), Melissa Harrison, Elizabeth Bowker, Peter Matthews, Steve Mitchell, Len Gilday, Sue Geist (acting Chief Librarian and ex officio)

Regrets: Cynthia Nicolson (Vice-chair), Melanie McLeod, Sue-Ellen Fast, Don Heth, Tina Nielsen

- 1) Call to Order: 7pm
- 2) Approval of Agenda with additional item: Carried
- 3) Approval of meeting minutes from October 17, 2019: Carried
- 4) Business arising from the minutes:
 - a) Susan Munro reported that she and Tina had presented to Mayor and Council results of our focus group meetings, library patrons' survey, and annual statistics. In short: our community loves us and they are using and enjoying our programmes in significantly greater numbers than in previous years. The presentation touched on 2020 budget requests for the library that include increases based on salary review and increased library usage.
 - b) Susan will send library statistics in printed form to Mayor and Council.
 - c) When BIM holds public consultations re next year's budget (January or February 2020) board members should consider attending and lending support to the library ask.
 - d) Focus group with families with young children deferred until Tina's return.
- 5) New Business
 - a) Update: landscaping; Cardena Road work; and new furnishings
 - i) Andy Rainsley of Bowenshire has made a lawn and planted trees in the area between the Annex and the parking lot. He has also installed a stone patio area by the Gallery. This work has been possible by Andy donating significant time to assist us meet our goals. Sue Geist will write Andy a thank you note. Andy/Bowenshire will be included in the list of donors to our project.
 - ii) Len briefed the group on the municipality's plans for the newly rebuilt Cardena Road sidewalk edge and apparent difficulties with the slope where sidewalk meets the library lawn. Jacqueline Massey of The Hearth has written a letter requesting no further work be done on finishing that edge until the Gallery and Library have been consulted.
 - iii) With Jacqueline's permission, a copy of the letter outlining our concerns regarding Cardena Road work and the library land will be sent to Councillor Sue-Ellen Fast.
 - iv) New furniture for the Annex and the library will be arriving in the upcoming week.

- 6) Reports
 - a) Committees
 - i) Personnel Committee: Susan said she had nothing to report.
 - ii) Communications: Elizabeth said that following the focus group outreach we now **know** people are happy with our service. We should leverage the statistics of library use in our e-newsletter using infographics. Elizabeth volunteered to create an infographic for this purpose to share with Mayor and Council.
 - iii) Policy and Planning: Melissa said the committee would begin planning for our spring strategic planning session starting in January.
 - iv) Finance: Michael said the committee had nothing to report.
 - b) Monthly Financial: Michael said everything looks fine
 - c) Trustee Orientation Program discussion: Peter reported on some topics from the Trustee Orientation Program
 - i) Personnel Committee will review policies for staff complaints in the library's Personnel Policy.
 - ii) Sue Geist will send Susan Munro a copy of the Personnel Policy.
 - iii) Personnel Committee to review and develop plans for senior staff succession.
 - d) Librarian – (distributed electronically) Sue Geist (acting Chief Librarian) reported that, during Tina's leave, staff have all, without hesitation, picked up tasks as needed and daily operations are running smoothly. Susan Munro thanked Sue and staff for the outstanding manner in which they have stepped up to this unexpected challenge.
 - e) InterLINK: Michael reported that the InterLINK finance committee has met and BIPL's levee will go down. Bowen Island is the highest per capita user of InterLINK.
 - f) BIM: No report
- 7) Next meeting– January 16, 2020
- 8) Adjournment: 8:30