

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

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

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

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

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

6) Reports:

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

7) Communication and correspondence:

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

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

9) Adjournment: 8:35pm

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