

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

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

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

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

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

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

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

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

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

Quorum established 7:40 p.m.

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

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

The Committees are:

Personnel: Andrea Little, Melanie McLeod, Susan Munro.

Finance: Ted Benson, Michael Penny, Tina Nielsen.

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

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

b) Discussion of committee tasks

Personnel: Develop a personnel policy specifically for the library.

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

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

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

c) Consent agenda proposal: Deferred to next meeting.

6) Annex project:

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

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

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

7) Communication and correspondence: None

8) Next Meeting – March 19, 2015

9) Adjournment: 9:00 pm CARRIED.

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