

**MINUTES**  
**SALT SPRING ISLAND PUBLIC LIBRARY ASSOCIATION**  
**ANNUAL GENERAL MEETING**

**March 17, 2016, 4 p.m.**

**Program Room, Salt Spring Island Public Library**  
**129 McPhillips Avenue, Salt Spring Island, BC, V8K 2T6**

**1. Call to order**

Les Brost (Chair) called the meeting to order at 4:03 p.m.  
Thirty-four members attended.

**2. Board Introductions**

Les introduced Board members Blair Carley, Janet Clouston, David Holt, Liesbeth Leatherbarrow, Wayne McIntyre, Sally Rycroft, Joan Watterson, and John Wakefield. Chief Librarian Karen Hudson, Librarian and special guest Ene Haabniit of IslandLink Federation were introduced.

**3. Approval of Agenda – Circulated**

◆ *Motion*

*Moved by John Wakefield, seconded by David Holt:  
That the Agenda of the 2016 AGM be approved. Carried.*

**4. Minutes of 2015 AGM – Circulated**

◆ *Motion*

*Moved by Joan Watterson, seconded by David Holt:  
That the minutes of the 2015 AGM be approved. Carried.*

**5. Treasurer's Report**

Sally Rycroft presented the report.

**i SSIPLA 2015 Financial Statements – Circulated**

Sally presented the Financial Statements as prepared and reviewed by Jean Elwell, CPA. The 2015 budget, actual expenses, and comparative values from 2014 were included in the statements.

Sheryl Taylor Munro asked if there was a noticeable difference in physical material circulation due to increased interest in digital technology. Karen replied that digital items circulation were increasing, but the rate of circulation of physical materials, has remained about the same.

◆ *Motion*

*Moved by John Wakefield, seconded by Roz Hobbs:  
That the Treasurer's report be adopted. Carried.*

**6. Chief Librarian's Report** – Circulated in the Annual Report

Karen Hudson spoke to the highlights of the 2015 Annual Report. The Library has enjoyed community support through financial donations and programming. The Library had 216,000 visits, a 13% increase over last year. There were 334 new members for a total of 7644 active members, meaning 72% of the population has library cards. There were nearly 500 programs with over 11,000 attendees, including many co-sponsored events with community partner organizations. Karen introduced and thanked new Librarian Nikky McCarvil and acknowledged the staff and volunteers for their work in making the Library successful.

Stan Shapiro asked if there was a need for increased staffing due to the increased growth and complexity of Library operations. Sheryl Taylor-Munro asked for clarification on the amount of current full-time staff. Karen replied that there was an increase to 4 full-time equivalent staff for 2016 and that there is funding from the University of British Columbia to provide funding for a Co-op student for 4 months each year. Moving forward, a possible plan to increase staffing will be discussed in the upcoming Five-year Strategic Planning process.

The greatest opportunities of the next 5 years will be to ascertain and then provide relevant and useful information to the public. What do patrons need? What will draw in non-users? The greatest challenge is to maintain excellent levels of services as the library patronage continues to grow and needs change.

Les Brost thanked Karen for her excellent work as Chief Librarian.

**7. Board Chair's Report** – Circulated in the Annual Report

Les Brost spoke to the highlights of his written report. The Library is a unique independent entity funded partially by the CRD via a local tax requisition approved prior to the start of construction. Library Directors work hard on behalf of the membership, sometimes with challenging circumstances, and have done a great job. Les thanked the Board of Directors. In particular, John Wakefield was thanked for his excellent service as Vice-Chair and CRD Director Wayne McIntyre was thanked for his role as liaison between the Library Board and the CRD.

**8. Special Resolution – Bylaw Amendment** –Circulated

Blair Carley presented the resolution along with its rationale.

Resolution: RESOLVED that Schedule "A" entitled BOARD COMMITTEES and Schedule "B" entitled "PERMANENT COMMITTEES" of the Bylaws of the Association be removed except for the section entitled "Board Consent Resolutions" which will become Schedule "A".

Rationale: These policies would be removed from the Bylaws and would become part of the Governance Policy. This gives the Board of Directors greater flexibility to make changes in the committees as required for optimal library operations without having to present the changes of committees to the membership. Blair clarified that the committees do not have power to implement or impose changes; but rather, they provide information to the Board of Directors.

◆ **Motion**

*Moved by Sheryl Munro-Taylor, seconded by Betty Burrige:  
That the Bylaw Amendment be approved as presented. Carried.*

**9. Election of Accountant**

Sally Rycroft recommended the reappointment of Jean Elwell, CPA, as the independent accountant of the Association to serve until the 2016 Annual General Meeting.

◆ **Motion**

*Moved by Sally Rycroft, seconded by Liesbeth Leatherbarrow:  
That Jean Elwell, CPA, be reappointed to serve as the independent account of the Association to serve until the 2017 Annual General Meeting. Carried.*

**10. Election of Board Members**

Les Brost gave an overview of the election process and thanked the board members who have left the board: John Wakefield and Janet Clouston did not stand for re-election and Rob James resigned earlier. This left four positions available on the board. Incumbent Joan Watterson was nominated for re-election. New nominee Gail Carruthers also stood for election.

Les Brost spoke of Gail Carruthers qualifications and then asked for nominations from the floor three times. No other nominations were brought forward and the two nominees were elected by acclamation.

**11. Other Business**

Karen Hudson drew and gave out the raffle prize.

**12. Adjournment - 5:04 p.m.**

◆ **Motion**

*Moved by John Wakefield, seconded by Roz Hobbs:  
That the 2016 AGM be adjourned. Carried.*