Minutes

Board Meeting – Library Program Room
9:30 a.m. Tuesday, January 15, 2013

Present; Sandra DeAthe (vice Chair), Scott Howe, Les Brost, Duncan Hepburn (Chair, Building Committee), John Wakefield, Peter Sharp (Treasurer), Sally Rycroft, Stan Shapiro, Wayne McIntyre, Brigitte Peter-Cherneff (Chief Librarian).
Regrets: Rita Archer (Chair).

1. CALL TO ORDER at 9:35

2. APPROVAL OF AGENDA

- **Motion**

That the agenda be approved with additions**.** Moved by Sally; seconded by Les. Passed.

3. APPROVAL OF MINUTES – of November 13, 2012 Meeting

- **Motion**

That the minutes of November 13, 2012 be approved with amendments (spelling error corrected). Moved by Peter; seconded by Sally. Passed. Peter asks that the in camera minutes be circulated to the Board.

4. CHAIR'S REMARKS – deferred as Rita was unable to attend. Sandra welcomed everyone to the new building.

5. BUSINESS ARISING

i. Appointment of Nominating Committee –

- **Motion**

That Roz Hobbs, Scott Howe and Les Brost be appointed to the nominating committee. Moved by Wayne; seconded by Sally. Passed. Les has accepted the position of chair.

ii. Official Opening Ceremony for New Building – Wayne has agreed to make a couple of remarks on behalf of the community. The Board discussed the importance of a public component of the opening.

iii. Endowment Fund – Stan reported on his investigation of the Salt Spring Foundation as a administrative group for any potential endowment. The Board instructs the committee to report back in April with a report that compares the conditions offered by the SS Foundation with that of two other foundations.

iv. Report on supplemental agreement with the CRD – this agreement was signed in late November and we are now operating under the Revised Facilities Development agreement.

6. CORRESPONDENCE

i. Letter from Lyda Smith- the Board reviewed the thank you letter from Lyda regarding the celebration held in her honor.

ii. Letter from Jean Elder – Stan spoke to the content of Jean's letter and has responded to it.

7. COMMITTEE AND OFFICER REPORTS

a) **Finance Committee Report**

i. Treasurer's Monthly Report – Peter reported on the financial reports to December 31st.
ii. Update on Building Project Budget – Peter reported that the project budget continues to be under review and continues to look on target.
iii. 2013 Budget Development – Peter reported that the finance committee met last week to review the 2012 budget figures in preparation for development of the 2013 budget. A third draft of the proposed 2013 budget has gone to the committee and the committee hopes to meet later this week to finalize it.

- **Motion**

That the Board undertake to write a letter to the CRD clarifying costs for library mechanical and other systems as well as warranties to determine the operational costs that will be incurred by the Library. Moved by Les; seconded by John. Passed

iv. Use of proceeds from designated funds – Annual campaign - the campaigns have resulted in some operational funds not having to be expended. Given the uncertainty of 2013 operational expenditures it seems prudent to reserve these funds for the next year.

- **Motion**

That the Board put aside $35,000 of the undesignated funds and reserves $10,000 for summer students in the event that grants are unavailable. Moved by Les; seconded by Duncan. Passed

v. Building Fund (Special) – the Chief Librarian has had discussion with a major donor who has agreed that her donation may be placed against the purchase of existing art.

- **Motion**

RESOLVED that the resolution related to funding of art purchases, passed at the Board's November 13, 2012 meeting, be amended to provide that the Library's share of funds come firstly from the Crawley and Hardie bequests and the donation by Audrey Wild (currently valued at $10,150) and secondly from the Building Fund (General). Moved by Peter; seconded by John. Passed

vi. Report on insurance for building – Peter reported on that the Library can save several thousand dollars by combining its insurance with that of the CRD. We will have to amend our agreement with the CRD to insure that our agreement reflects this arrangement. The Library would still be able to change this arrangement annually if it so desired.

b) Building Committee Report – Duncan

i. Progress Report – Duncan reported on building progress (full written report provided to the Board members). Building committee as a working committee is probably ready to be disbanded and may need to be re-established as a committee that assists making decisions about the building. John has asked for an update on the status of the bridge for the February board meeting.
ii. IT Report – John - the IT committee reported on recent actions and outstanding issues.
iii. Building Maintenance – interim and long term arrangements are being looked at.

c) Communications Committee Report - Les reported that the next committee meeting will be Tuesday Feb 5th.

d) Fundraising Committee Report – Stan – (full written report provided to the Board). Peter has suggested that in future the Library should aim to send out the receipts within a week of receiving the donation.

e) Art Committee Report - In Rita's absence Sally reviewed the report of the Art Committee. Peter reported on the financial aspects of the art work.

f) **Policy committee report – see report.** Sandra reported on the work of the policy committee and spoke toward the move of the board towards a new governance model. Sandra suggests that the Board have a half day workshop in early March to undertake a review of the documentation that has been prepared. Sandra will send out the document well in advance of the meeting and will suggest some meeting dates for the Board.

g) Chief Librarian's Report – Brigitte reported on the many activities of the last month. Special thanks to the many volunteers who contributed to the move and opening activities. A special thank you to Barry and Sheila Spence who led the move activities.

8. AOB

i. Request for Continued Recognition of Mary Hawkins – we have received some interest in reviving the name of Mary Hawkins for historical purposes. This will be on the agenda in February for further discussion.
ii. Room Rental Policies – Brigitte reported that a policy will come to the February board meeting.
iii. AGM Date – The AGM will be held on March 28th, 2013, 3-4 pm. A special board meeting will be held that day at 2:00 pm.
iv. Recruitment of New Chief Librarian (in camera)

- **Motion**

That the Board goes in camera. Moved by John; seconded by Stan. Passed.

Rise and Report that the Board discussed personnel and financial issues and that it passed the following motions:

- **Motion**

That the terms of the proposed Sublease with the Salt Spring Island Historical Society, as described in Peter Sharpe's e-mail to the Board dated November 30, 2012, be ratified and confirmed. Moved by Stan; seconded by Sally. Passed

- **Motion**

That the Association retain Edwards, Kenny & Bray LLP to represent it in the completion of the Sublease with the Salt Spring Island Historical Society. Moved by Stan; seconded by Sally. Passed

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- **Motion**

That ownership of the furniture and equipment (specifically not including shelving or any building systems) acquired for the Archives space be transferred to the Salt Spring Island Historical Society, at no cost. Moved by Peter; seconded by John. Passed

- **Motion**

That a committee comprised of Rita Archer and John Wakefield, together with a library volunteer to be named, be established to coordinate and lead the process for the selection of a candidate to be recommended to the Board as the library's new chief librarian. Moved by Stan; seconded by Peter. Passed

i. Report on Governance study (Wayne) – Wayne briefly reported on the status of the Island governance study.

9. NEXT MEETING – 9:30 a.m. Tuesday, February 12, 2013

10. ADJOURNMENT at 11:45 moved by Sally.