

## Minutes

### Board Meeting – Library Program Room

9:30 a.m. Tuesday, February 12, 2013

**Present:** Rita Archer (chair), Sandra DeAthe (Vice-chair), Peter Sharpe (Treasurer), Duncan Hepburn, Les Brost, John Wakefield, Stan Shapiro, Scott Howe, Sally Rycroft, Brigitte Peter-Cherneff (Chief Librarian).

**Regrets:** Wayne McIntyre, CRD Director.

**1. CALL TO ORDER at 9:30 am**

**2. APPROVAL OF AGENDA –**

- **Motion**

*That the agenda be approved as presented. Moved by Sandra; seconded by Duncan. Passed.*

**3. APPROVAL OF MINUTES –**

- **Motion**

*That the minutes of the January 12, 2013 meeting be approved as circulated. Moved by Les; seconded by Sally. Passed.*

- **Motion**

*That the in camera minutes of November 2012 be approved. Moved by Stan; seconded by Les. Passed*

**4. CHAIR'S REMARKS**

- The CRD has advised us that the official opening for the Library will now be the afternoon of March 11<sup>th</sup>. More details will be forthcoming soon.
- Sandra has submitted a letter of resignation from the Library Board as of the end of March 2013. Rita expressed her thanks to Sandra for her many years of service.

**5. BUSINESS ARISING FROM PREVIOUS MINUTES**

- Chief Librarian Recruitment Plan (in camera) – Rita
- Correspondence from Archives (in camera ) – Peter

- **Motion:**

*That the Board move to an in camera session. Moved by John; seconded by Peter. Passed.*

**Rise and Report that the Board discussed personnel issues and financial issues.**

- **Motion:**

*That the Vice-Chair, working with the Search Committee, revise the Job Description and advertisement to reflect Board advice and place the advertisement as planned by the Search Committee. Moved by Peter; seconded by Duncan. Passed*

- **Motion:**

That the Chief Librarian recruitment Plan is approved as amended and that Sally Rycroft is appointed to the search committee. Moved by Peter; seconded by Les. Passed.

- **Motion:**

*That the Chief Librarian be directed to reply to the recent correspondence from the Historical Society regarding the Archive's sub-lease agreement. The correspondence would indicate that no change to the current rental fee structure is contemplated. Moved by Scott; seconded by Sally. Passed.*

## 6. CORRESPONDENCE –

- BCLTA will be doing another survey of Chief Librarian's salaries and well as a survey on infrastructure and governance.
- Letter from Bob McWhirter- Peter confirmed that the library has a sub-lease agreement with the archives which has been signed by all parties.

## 7. COMMITTEE AND OFFICER REPORTS

### a) Finance Committee Report

- Treasurer's Monthly Report – Peter distributed the monthly budget reports.
  - Update on Building Project Budget – Peter reported on a meeting with the CRD regarding the project budget. The project remains on budget.
  - Approval of 2013 Operating Budget – Peter reported on a discussion with Wayne McIntyre regarding the 2013 CRD library requisition. The 2013 draft operational budget was presented to the Board for discussion and approval.
- **Motion**

*That the 2013 operating budget be approved as presented. Moved by John; seconded by Duncan. Passed.*

### b) Building Committee Report – Duncan presented the latest progress report.

The library continues to function well. Some of the previously identified problems took considerable effort to resolve, and several issues still remain. Fortunately, it appears that few if any affect the public operations significantly. An item that will require retrofit work is the provision of sun shading on the south clerestory windows, for sunny winter days. The angle of the sun makes work on the mezzanine and at the circulation desk very difficult. Options are being designed by the architect. Lighting in the North West corner of the main floor (Adult non-Fiction, by the burgundy wall) will be augmented; design is in progress. The front stair railings require modification: addition of more railings, treatment of developing rust, and some solution to damage by skateboarders.

- Building Maintenance – Duncan is locating a job description for this position which will provide a model for the Library.

### c) Communications Committee Report – Received as presented.

### d) Nominations Committee Report – Received as presented. We will have three Board vacancies for the coming term.

### e) Art Committee Report – Received as presented.

### f) Policy Committee Report – Received as presented.

### g) Chief Librarian's Report – Received as presented.

## **8. AOB**

- i. Board Membership, Timing and Frequency of Meetings – Rita reported on the information she sent to Board members regarding these issues. Rita suggests that the Board may want to reduce the number of meetings to 9 per year in the future and that the timing of board meetings be reconsidered with a view to accommodating employed individuals. The board has agreed to further consider these issues after the AGM meeting.
- ii. Continued Recognition of Mary Hawkins

- **Motion**

*That a plaque be mounted to commemorate the role of Mary Hawkins in the early history of the Library. Moved by Rita; seconded by Duncan. Passed.*

- iii. Room Rental Policy – Brigitte

Brigitte presented a draft rental policy for 3<sup>rd</sup> party use of the program and the meeting rooms.

- **Motion**

*That the policy be approved as presented. Moved by Sally; seconded by Sandra. Passed.*

## **9. NEXT MEETING – 9:30 a.m. March 12, 2013**

## **10. ADJOURNMENT at 11:45 moved by John.**

**In camera minutes for February 12, 2013**

Discussion on Item 5.i: the Chief Librarian Job Description:

There was consensus on the importance of proven experience and skill in volunteer attraction, training, and retention.

Discussion on Item 5: ii: Correspondence re Archives:

Board member Duncan Hepburn declared his own conflict of interest and left the room. There was thorough discussion on the rental relationship between the Library Board and the Historical Society, including alternative courses of action.