

MINUTES

Library Board Meeting – Library Annex

9:30 a.m. Tuesday, May 8, 2012

Present: Rita Archer (Chair), Les Brost, Doug Robertson, Sandra DeAthe (Vice Chair), Peter Sharpe, Stan Shapiro, Susan de Stein, Sally Rycroft, Wayne McIntyre (CRD Director), Duncan Hepburn, Karen Hudson (Librarian).

1. **CALL TO ORDER/Introduction of New Board Member** at 9:34am.

2. **APPROVAL OF AGENDA**

- **Motion**

That the agenda be approved as amended. Moved by Les; seconded by Sandra. Passed

3. **ELECTION OF OFFICERS** – The chair called for nominations for the positions of Chair, Vice-chair and Treasurer.

- **Motion**

That Rita Archer be elected as Chair. Moved by Peter; seconded by Doug. Passed

- **Motion**

That Peter Sharpe be elected as Treasurer. Moved by Sandra; seconded by Les. Passed

- **Motion**

That Sandra DeAthe be elected as Vice Chair. Moved by Rita; seconded by Duncan. Passed

4. **APPROVAL OF MINUTES** – of March 13 Board Meeting and Special Board Meeting, March 29, 2012

- **Motion**

That the minutes of the March 13 Board Meeting be approved as amended. Moved by Sandra; seconded by Sally. Passed

- **Motion**

That the minutes of the Special Board Meeting, March 29 be approved as circulated. Moved by Duncan; seconded by Peter. Passed

5. **CORRESPONDENCE - none**

6. **COMMITTEE AND OFFICER REPORTS**

- **Motion**

That Rita Archer, Sandra DeAthe, Peter Sharpe, Sally Rycroft, and the Chief Librarian serve another year on the Finance Committee. Moved by Les; seconded by Sandra. Passed

- **Motion**

That Rita Archer, Sally Rycroft, Pat Preston and the Chief Librarian or designate form the Art Committee. Moved by Peter; seconded by Doug. Passed

- **Motion**

That Les Brost, Stan Shapiro, and John Wakefield form the Communications Committee. Moved by Rita; seconded by Sally. Passed

- **Motion**

That Duncan Hepburn, Rita Archer, Sandra DeAthe, and the Chief Librarian serve another year on the Long Term Planning Committee. Moved by Peter; seconded by Doug. Passed

- **Motion**

That Rita Archer, Sandra DeAthe, and the Chief Librarian serve another year on the Policy Committee. Moved by Duncan; seconded by Doug. Passed

a) Finance Committee

- i. Treasurer's Monthly Report – the monthly financial reports were distributed by Peter.
- ii. Project Financial Update - the project financial report was distributed by Peter.
- iii. Transfer of Library Funds to Building Project – Peter described the various funds that might be contributed to the new building. The total available could exceed \$100,000 but the total that must be contributed (because of donor directions) is less than \$20,000.
- iv. Direction as to SOFI report
 - **Motion**
Resolved that the Statement of Financial Information and related materials required by the BC Government be signed by the Chair and Treasurer on behalf of the Association. Moved by Les; seconded by Stan. Passed

b) Building Committee

New Building – Progress Report

- Much work has been done on the single-storey parts of the building, on items such as frame walls, electrical conduits and some wiring, fire sprinkler piping, service plumbing, roof planking and vapour barrier, and window installation. Work in the service rooms and crawl space on the lowest floor is well advanced. Knappett will continue to maximize work in all ready and available work spaces; accordingly, while much work is being done none of it can be fully completed for some time yet.

Installation of the Glulam beams for the two-storey part of the building has started.

Delivery of the remaining Glulam components (large “plates” that comprise the floor of the second story, hence the ceiling of the offices and the underside of the mezzanine) is delayed to mid-May.

Library work on the building has involved further refinement of the furniture and equipment purchase list, detailing door hardware and keying, and identification of wall spaces that can be used for artwork or other displays. Arising from the wall space inventory is a request for provision of picture rails and/or power for specialized lighting on certain walls (particularly in the lobby and program room).

The CRD recently sent a very complete financial status report. While detailed analysis continues, the overall picture is very encouraging: we continue to be on budget.

Knappett remains dedicated to their building delivery date of October 4, 2012.

c) Communications Committee

- Stan reported that another update to the community is planned as soon as the second story is complete.

d) Report on Fundraising Discussion Group – the report on the *Planning Meeting for Salt Spring Library Fundraising activity* was distributed by Les.

- Stan will continue as Chair of Fundraising temporary committee.

e) Chief Librarian's Report – Brigitte's report was circulated including updates on a new biweekly Driftwood ad and the RFID system training. Karen added that the library has received the 2nd

Federal grant to hire a summer student, has hired Maddee Nash as a Saturday student, and Karen will be attending the annual B.C. Library Conference May 10-12.

7. AOB

i. Review of Library Fines and Charges - deferred to June meeting.

ii. Plaque for Land Campaign donors – referred to Art Committee.

iii. Transitional Operating Strategy - Rita provided a verbal update on the work of the Transitional Operating Strategy (TOS) Committee in relation to its main objectives:

- Significant work has been done to identify operating changes that will be required in the new facility and to plan for these changes.
- The major elements and objectives of a volunteer staff training program has been outlined in relation to the operational changes required in the new building.
- A survey of volunteer staff has been done and the results are being analyzed. This survey asked for volunteer feedback on collection and service priorities.
- The results of a preliminary review of program/service priorities was incorporated into the 2012 budget development process and new dollars were allocated in the budget for various purposes.
- The Communications Committee will be charged with developing a comprehensive and cohesive communications plan to inform library staff, patrons and the broader community about changes and service plans for the new building and to increase the library's visibility in the community.
- A review of our web site has been initiated - the objective is to assess the potential for enhancements within the parameters of the generic PLOT template provided free of charge. The results of this review will be shared with the Communications Committee for a recommendation to the board.

Rita noted that the interface between the work of the Building Committee and the TOS and Communications Committees will be increasingly important as we get closer to the opening of the new building. She called attention to the comprehensive schedule of tasks (+180) prepared by Duncan, a copy of which was included in the board's "reading file". Duncan will email a copy to all board members for their information.

8. NEXT MEETING – 9:30 a.m. June 12, 2012

9. ADJOURNMENT: moved at 11:17am by Duncan, seconded by Sandra. Passed