

Minutes

Library Board Meeting Tuesday, September 13, 2011 – 9:30 a.m.

Present: Sandra DeAthe (vice- chair), Sally Rycroft, Duncan Hepburn, Stan Shapiro, Peter Sharpe (Treasurer). Regrets: Susan de Stein, Rita Archer (chair), Doug Robertson.

1. **CALL TO ORDER at 9:36** with Sandra DeAthe as chair

2. **APPROVAL OF AGENDA**

- **Motion**

That the agenda be approved as amended. Moved by Duncan; seconded by Peter. Passed

3. **APPROVAL OF MINUTES** – of July 26, 2011 –

- **Motion**

That the minutes of the July 26, 2011 meeting be approved as circulated. Moved by Peter; seconded by Sally. Passed.

4. **CORRESPONDENCE** – no correspondence.

5. **COMMITTEE AND OFFICER REPORTS**

a) **Finance**

- I. Treasurer's Monthly Report – Peter reported on the favorable financial position of the Library at this time. Current trends indicate a small surplus for year end. Acquisition budget is currently at 94% expended.
- II. Report on Approved Project Budget - Peter handed out the latest version of the new building budget. The budget has been agreed to with the CRD.
- III. Increase in liability insurance – Peter reviewed our current liability insurance policy. Peter recommends increase in our annual policy to increase our liability from \$2 million to \$5 million.

- **Motion**

That the Board approve an increase to the Library liability insurance policy from \$2 million to \$5 million. Moved by Peter; seconded by Sally. Passed

IV. Tilly Crawley bequest –Discussion was undertaken to create a plan to expend the money from Tilly's bequest. Brigitte will investigate the cost of additional slat board shelf ends as part of this initiative.

V. Karen's work week - Peter has recommended that Karen's four day work week be extended to Dec 31, to facilitate Brigitte's work on the new building.

- **Motion**

That Karen's 4 day work week is extended to December 31st. Moved by Peter; seconded by Duncan. Passed.

b) Building Committee

i. New Building

Highlights of 1st Project Progress Meeting – August 24, 2011

Duncan provided the following update on the new building:

Complete phases include: the move off site of the white house, the demolition of the remaining buildings, the cleanup of the site, the drilling of wells for the geothermal heat source, and establishment of concrete footings.

While a formal update was not available by meeting time, it appears from observation and informal comments that things are going well. Roughly half of the forming work for the concrete lower walls is complete. Efforts are concentrating on making the concrete pour and getting the rough grading completed around the foundations prior to any substantial rain. The environmental monitoring and protection of the riparian area is going well and as planned.

ii. Temporary Facility

- Update on Set-up – the temporary library is working well; minor issues continue to get resolved.
- Budget Update – Duncan gave an update on the temporary building budget which remains on target. Final meetings with Britco have been held to determine the status of their requested extra costs.

c) Communications Committee

- i.** Update on 2011 Annual Fundraising Campaign – Stan gave an update on the planning for the 2011 campaign. The campaign will begin toward the end of October with a letter in the Driftwood as well as a direct mail campaign.
- ii.** Next Report to the Community on Building Project – the next report will appear at the end of September and must be routed through the CRD communications dept.

d) Chief Librarian's Report – Brigitte gave a verbal update. The temporary building has been well received by the public and the volunteers have settled into the routines of the temporary building. Some volunteers are feeling a bit isolated working in the annex, and we are looking at what options exist to remedy this issue. Lyda Smith turns over her volunteer duties for the winter to Glenys Rudden in the next month and we have started to train new volunteers again this month, after a delay related to the move. Our summer students have finished for the year. As always they have been an enormous asset and were instrumental in assisting with the move and finishing a number of projects.

6. AOB – no other business

7. NEXT MEETING – October 11, 2011

8. Adjournment moved by Sally at 11:05 a.m.