

## Minutes

### Library Board Meeting – Library Annex

9:30 a.m. Tuesday, October 16, 2012

Present: Rita Archer (Chair), Sally Rycroft, John Wakefield, Wayne McIntyre (CRD Director), Duncan Hepburn (Chair, Building Committee), Sandra DeAthe, Scott Howe, Peter Sharpe, Les Brost, Karen Hudson (Librarian).

Regrets: Stan Shapiro, Brigitte Peter-Cherneff (Chief Librarian).

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

**2. APPROVAL OF AGENDA**

- **Motion**

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

**3. APPROVAL OF MINUTES**

- **Motion**

*That the minutes of the September 11th, 2012 meeting be approved. Moved by John; seconded by Sandra. Passed*

**4. CORRESPONDENCE**

The following correspondence has been received:

- Letter re: proposal for a bench (in new library) recognizing volunteer contributions.

- **Motion**

*The Board acknowledges the Thirds with thanks and gives its support for the idea of a bench recognizing volunteer contributions and refers the proposal to the building committee for further action and recommendation.*

*Moved by Peter; seconded by Les. Passed*

**5. COMMITTEE AND OFFICER REPORTS**

**a) Finance Committee Report**

- i. Treasurer's Monthly Report – the monthly financial reports were distributed and commented on by Peter.
- ii. Update on Project Budget - Peter reported that (a) the budget had been revised with the CRD so that the total budget amount remains the same but several categories have been adjusted, both up and down, (b) we hold donations for a cataloguing desk and for either the young adult area or green initiative - the Board requested Brigitte speak to the donor regarding her donation, and (c) with the choosing of artwork going ahead we need to designate the source of funds for the Library's contribution to the project art budget.

- **Motion**

*Resolved that the Library commit up to \$30,000 to the project budget for purposes of art, with monies to come from the funds received from the Crawley and Hardie bequests, with the balance from the Building Fund (General).*

*Moved by Peter; seconded by Duncan. Passed*

iii. MasterCard Limit Increase

- **Motion**

*That the overall MasterCard limit be increased to a total of \$12,000, and that the Finance Committee have the authority to allocate the limit between the two cards. Moved by Sally; seconded by Sandra. Passed*

**b) Building Committee Report – Duncan**

- i. Update re: Building Project – Duncan presented a written report; highlights include the following:

While few aspects of the building are truly finished, much progress has been made by the contractor and the sub-contractors on all systems and areas. Final details are being done now, and virtually all will be completed in the next two weeks.

Mechanical and electrical systems are being readied for commissioning. For example, the geothermal heat source wells have been connected to the remainder of the loop components, the solar hot water heater panels are in place, and many of the light fixtures have been installed and are operational.

Final “hardscaping” of the front area is underway, with concrete forming for stairs in progress.

Operational information, such as door keying and the telephone network, is being updated and provided to the contractors. Delivery dates for the library-related shelving, computers, furniture and donor panel are satisfactory, and are being coordinated with the Knappett work schedule.

Most of the computer hardware has arrived, and it is being set up and commissioned.

The overall schedule has been rearranged: now the move of shelving, books and operations from the temporary building and Annex will start after most other work is complete (rather than do the move and the final work in parallel). This will minimize the library’s out-of-service period and reduce the impact of any last-minute problems. The delay of the projected date for re-opening services caused by the change should be small, and the risk of a prolonged outage much reduced. A conservative projected date for re-opening services is December.

A cost summary is being given under the Treasurer’s report.

- c) **Communications Committee Report** - Les presented a written report from the Communications Committee.
- d) **Fundraising Committee Report** – Brigitte submitted a written report on the planning of the Annual Campaign, which will kick off October 29<sup>th</sup>, 2012.
- e) **Art Committee Report** - Rita presented a written report from the Art Committee on the purchase of permanent art work for the new building. The Committee’s recommendations are consistent with those of the external jury established to review all submissions received in response to the Library’s Call for Artists issued in the summer.

- **Motion**

*That the Board adopts the recommendations of the Art Committee in their entirety and that it approve the purchase of six pieces of art for the new library building at a net cost of up to \$54,382.*

*Moved by Peter; seconded by Sandra. Passed*

**f) Chief Librarian's Report** - Karen presented Brigitte's written report, and suggested that it be shared with the thirds.

**g) Bylaw Amendments** – Peter noted that a committee should be formed to address some issues in the bylaws, including the mention of the Friends of the Library and the lack of any reference to fundraising responsibilities.

**7. AOB**

a) SSI Foundation Grant Application

- **Motion**

*That the Library Board approve a grant application to the SSI Foundation to purchase 20 laptop computers and a charging cart for a computer lab in the new library.*

*Moved by Rita; seconded by Les. Passed*

b) Policy Update

Sandra reported that the Policy Committee has started work on both governance and operational policies.

c) Retirement of Volunteer Coordinator

The Board asks the Chair to send Lyda Smith a letter acknowledging her exemplary volunteer work.

**8. NEXT MEETING – 9:30 a.m. Tuesday, November 13, 2012**

**9. ADJOURNMENT at 11:50a.m. Moved by Sandra.**