Minutes
Salt Spring Island Public Library Board of Directors Meeting
9:00 am Tuesday, February 17, 2015 – Library Program Room

Present: Les Brost (Chair), John Wakefield (Vice-Chair), Sally Rycroft (Treasurer), Blair Carley, Robert James, Joan Watterson, Karen Hudson (Chief Librarian), Christine Arpita (Recording Secretary)
Absent: Wayne McIntyre (CRD Director), Janet Clouston

Also Present: David Holt, Observer

1. **CALL TO ORDER**
   Meeting called to order at 9:04am.

2. **APPROVAL OF AGENDA**

   - ***Motion***

   Moved by John; seconded by Joan:
   That the agenda be approved. Carried

   Les noted that "Delegations" should be included on future agendas.

3. **APPROVAL OF MINUTES –** of January 20, 2014

   - ***Motion***

   Moved by John; seconded by Joan:
   That the January 20, 2014 Board Meeting Minutes be approved. Carried

4. **BUSINESS ARISING FROM PREVIOUS MINUTES**
   (a) **Finalization of Sub-Lease Agreement –** Circulated
   Les presented the Draft Codicil to the Letter of Agreement

   - ***Motion***

   Moved by Rob; seconded by Sally:
   That the Board endorse the Sub-Lease Agreement as circulated. Carried

   (b) **Upcoming AGM Advertising**
   Karen will submit the advertising to the Gulf Island Driftwood by February 27. Karen will work with staff to send an Email announcement to the Library mail list by March 18.
   (c) **Review Draft Annual Report -** Circulated
   Karen presented the draft report. Final revenue numbers will be taken from the official Financial Statements and a brochure will be created for the AGM. The Board thanks Karen for her excellent work.

5. **CORRESPONDENCE –** No correspondence.

6. **COMMITTEE AND OFFICER REPORTS**

(a) **Treasurer's Update** – Circulated

i) **Final Budget Approval –** Circulated
Sally presented the Budget and the amended 2015 Budget Highlights

- ***Motion***

Moved by Sally; seconded by John:
That the SSIPL 2015 Budget be approved. Carried

ii) **Endowment Fund Review –** Circulated
Sally presented the Endowment Fund Review with the required changes. Blair and Sally will work together to create a final draft of *the Investment Policy Statement* to be presented at the next Board meeting.

Sally discussed the details of the CRD's requisition to the Library. An overview of this information should be included in the New Trustees package. The New Trustees package will be reviewed by the Executive Committee.

9:50 a.m. – David Holt, observer, departed from the meeting

(b) **Executive Committee Report -** Circulated
Les presented the report.

(c) **Building and Infrastructure Report –** No report

(d) **Communications Committee Report** – No report

(e) **Policy Committee Report** – Circulated
Blair presented the report.

i) **Personnel Policy DRAFT -** Circulated
The Board members suggested clarifications to the draft. Karen will work with the committee to finalize an updated policy.

(f) **Long Term Planning Committee Report –** No report

(g) **Nominating Committee Report –** Verbal Report
Les presented the report. So far one person has expressed the desire to be nominated to the Board of Directors.

7. **CHIEF LIBRARIAN'S REPORT –** Circulated
Karen presented the report

(a) **2015 Strategic Plan with Objectives** – Circulated
Karen asked Board Members to review the goals that trustees and board committees are responsible for.

(b) **Librarian Leave request** – Circulated
Danielle will be away on unpaid leave from April 5 – May 5. Possible leave in December is dependent on the outcomes of the first leave.

(c) **Volunteer survey results –** Circulated
Student Librarian Nikky McCarvill compiled the survey. Volunteers asked for training and Nikky is currently providing comprehensive instruction for the Evergreen system. Volunteers had building which is referred to the Building Committee.

8. ANY OTHER BUSINESS

(a) **CRD Report** – No report

(b) **Community Action RE: Homelessness –** Verbal report
Les presented the report. Key players for developing a strategy for homelessness issues on Salt Spring Island will meet at the Library. The event will be co-sponsored by the Library and the date is not yet established.

9. ITEMS FOR NEXT MEETING

(a) **Review Financial Statements**

(b) **Investment Policy Statement**

(c) **CL Review**

10. ADJOURNMENT – 11:22 a.m.

- ***Motion***

Moved by Rob; seconded by John:
That the meeting be adjourned. Carried

NEXT REGULARLY SCHEDULED MEETING – 9:00 a.m. Tuesday March 17, 2015