

**Minutes**  
**Salt Spring Island Public Library Board of Directors Meeting**  
**9:00 am Tuesday, January 19, 2016 – Library Program Room**

**Present:** Les Brost (Chair), John Wakefield (Vice-Chair), Sally Rycroft (Treasurer), Blair Carley, Robert James, Liesbeth Leatherbarrow, David Holt, Karen Hudson (Chief Librarian), Christine Arpita (Recording Secretary)

**Absent:** Wayne McIntyre (CRD Director) Janet Clouston, Joan Watterson

**1. CALL TO ORDER**

Meeting called to order at 9:00 am.

**2. APPROVAL OF AGENDA**

◆ **Motion**

*Moved by Liesbeth; seconded by John:*

*That the Agenda be approved as amended. Carried.*

**3. APPROVAL OF MINUTES – of November 17, 2015**

◆ **Motion**

*Moved by Blair; seconded by John:*

*That the November 17, 2015 Board Meeting Minutes be approved. Carried.*

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

i. Board Retreat Review

The Board thanked Liesbeth for opening her home for the venue. The retreat was very productive. Les and Karen will work on a summary report of actions.

ii. Director Renewal

One person has agreed to stand for the next Board term.

**5. CORRESPONDENCE**

i. Raginsky – Circulated

A response was sent to Ms. Raginsky.

ii. Rita Archer email – verbal report

Sally noted a letter in the Gulf Islands Driftwood by the President of the Island Arts Centre Society (ArtSpring) which mentioned the Library funding from the CRD. It was suggested that a face-to-face meeting be arranged between the Chair of the Library and the ArtSpring President to clarify the history of the Library building. This will be referred to the Communication and Executive committees. The history of the Library will be updated on the website.

**6. COMMITTEE AND OFFICER REPORTS**

i. **Finance Committee/Treasurer – December 2015 Financial Update – Circulated**

Sally presented the report.

a. Review Draft Financial Statements – Circulated

There will be a few minor adjustments to expenses.

- b. Review of Draft 2016 budget – Circulated  
Some of the 2015 surplus will be brought forward to the 2016 budget. Some adjustments will be made to acquisitions and other necessary upcoming expenses.
- c. Fundraising – Verbal Report  
Karen reported on upcoming events: the Murder Mystery event April 1, and the John Vaillant event at ArtSpring on March 5.

**ii. Executive Committee – Circulated.**

Sally presented the report.

- a. Fencing Update  
An Engineer from the CRD came to the Library on January 14, 2016 and took measurements for the two front planters. A cost estimate will be provided by the Vancouver firm hired for the installation.

◆ **Motion**

*Moved by John; seconded by Rob:*

*That there be a post-project analysis and discussion with the CRD to address the concerns about the amount of time taken to complete the fencing project. Carried.*

The board expressed concern about the pace of the CRD process. Wayne will provide appropriate names to copy on further communications.

◆ **Motion**

*Moved by Rob; seconded by David:*

*That the Library Chair urgently communicate in writing to the CAO of the CRD describing the history and the current assessment of risks, and requesting an immediate resolution. Carried.*

**iii. Building Committee – No Report**

**iv. Communications Committee – No Report**

**v. Policy Committee – Circulated**

Blair presented the report. The first draft of the Code of Conduct policy is being reviewed by the Policy Committee. Pension and Benefit packages for full-time staff are being researched. Liesbeth discussed the proposed Volunteer Personnel Manager position which will assist the Chief Librarian with Human Resources.

**vi. Long Term Planning Committee – Verbal Report**

- a. Fixing date for Strategic Planning

◆ **Motion**

*Moved by Rob; seconded by Liesbeth:*

*That the date for the Strategic Plan Review be set at November 19, 2016. Carried.*

**7. CHIEF LIBRARIAN’S REPORT – Circulated**

Karen presented the report.

- i. Strategic Plan with Objectives – Previously Circulated

♦ **Motion**

*Moved by Liesbeth; seconded by Rob:*

*That the following be removed from the 2016 portion of the "Salt Spring Island Public Library Strategic Plan 2014 – 2017":*

- *Strategic Priority 3 – Technology "To identify and prioritize technology needs and purchases,"*
- *Strategic Priority 3 – Technology "Survey members to ID tech needs/wants,"*
- *Strategic Priority 4 – Community Outreach "Enlist SS Literacy volunteers for computer programs."*

*Carried.*

♦ **Motion**

*Moved by John; seconded by Sally:*

*That the 2016 portion of the "Salt Spring Island Public Library Strategic Plan 2014 – 2017" has been reviewed and approved as amended. Carried.*

ii. Danielle's Party

The Library is hosting a party for Danielle on Friday January 22 from 3-4 p.m. The Board members were encouraged to attend.

iii. New Collection Development

Karen will talk with Acoustic Planet in regard to possible future musical instruments for circulation. Modelling Victoria Public Library, the Library is partnering with the Art Gallery of Greater Victoria to provide free passes to patrons. Two week passes may work best for Salt Spring Island patrons.

iv. Salt Spring Night Live

Karen and the Library has a role in an upcoming fundraiser event for the Salt Spring Arts Academy, January 22.

**8. C.R.D. DIRECTOR'S REPORT – No Report**

**9. ANY OTHER BUSINESS - none**

**10. ITEMS FOR UPCOMING AGENDAS**

- i. Annual Communication Plan for February agenda
- ii. The Annual Board Retreat will be included under January in the Annual Board Agenda

♦ **Motion**

*Moved by John; seconded by Blair:*

*That the 2016 Annual Board Agenda be adopted as amended. Carried.*

**11. NEXT REGULARLY SCHEDULED MEETING – 9:00 a.m., Tuesday February 16, 2016**

**12. ADJOURNMENT – 10:45 a.m.**

♦ **Motion**

*Moved by Sally:*

*That the Board meeting be adjourned. Carried.*