

**Minutes**  
**Salt Spring Island Public Library Board of Directors Meeting**  
**9:30 am Tuesday, January 17, 2017 – Library Program Room**

**Present:** David Holt (Chair), Sally Rycroft (Vice-Chair), Gail Carruthers (Treasurer), Wayne McIntyre (CRD Director), Blair Carley, Liesbeth Leatherbarrow, Karen Hudson (Chief Librarian), Christine Arpita (Recording Secretary)

**Absent:** Joan Watterson, Susan Martin

**1. CALL TO ORDER**

Meeting called to order at 9:30 am.

**2. APPROVAL OF AGENDA**

♦ **Motion**

*Moved by Liesbeth; seconded by Blair:  
That the Agenda be approved as amended. Carried.*

**3. APPROVAL OF MINUTES – of November 15, 2016**

♦ **Motion**

*Moved by Blair; seconded by Sally:  
That the November 15, 2016 Board Meeting Minutes be approved as amended. Carried.*

**4. BUSINESS ARISING FROM PREVIOUS MINUTES – None**

**5. CORRESPONDENCE – Circulated**

- i. Ministry of Education Response to Reclassification to Rural**  
Wayne will follow-up with Karen.

**6. COMMITTEE AND OFFICER REPORTS**

**i. Finance Committee/Treasurer**

- a. Review of 2016 Draft Fourth Quarter Financials – Circulated.**  
Slight adjustments will be made as 2016 transactions are finalized.

**ii. Executive Committee – Circulated**

David presented the report.

**a. Chief Librarian Review Update – Verbal Report**

Liesbeth reported that she is reviewing the process. The Chief Librarian review should not be the sole responsibility of the Executive Committee.

♦ **Motion**

*Moved by Liesbeth; seconded by Blair:  
That the responsibility for the Chief Librarian Review does not lie only with the Executive Committee, but will be shifted to an ad hoc committee. Carried.*

**b. Motion for Archives – Circulated**

♦ **Motion**

*Moved by Gail; seconded by Sally:*

*That the Motion from the In-Camera meeting of December 27, 2016 be moved to public access. Carried.*

**iii. Building Committee – Circulated**

David presented the report. Representatives from the Library and from Salt Spring Island Historical Society (Archives) met on January 16, 2017. The Archives is fiscally responsible for any work related to the upstairs vault. Wayne will follow-up in regard to possible CRD involvement and responsiveness to changes made to the building. Karen will discuss the Salt Spring Island Foundation HVAC grant with Bob Rush.

**iv. Communications Committee – No report**

**Policy Committee – Circulated**

Blair presented the report. There are no proposed amendments to the Bylaws to present at the 2017 AGM.

**a. Electronic File Storage**

All board members were encouraged to explore the SharePoint site. A workshop with Alex will be organized in the future.

**v. Long Term Planning Committee**

**a. Report on Strategic Plan – Verbal report**

Karen asked Board members for feedback on the 2017 Strategic Objectives document, including possible Board responsibility for specific objectives. Liesbeth and Karen expressed concern about the expectation to achieve the objectives and goals with our current level of staffing.

**vi. Ad hoc Nomination Committee – Verbal Report**

Blair reported that the nomination process is going well.

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

**i. Professional Development Plan 2017**

Christine is currently taking an online course in Accounting for Managers of Non-Profit organizations. Nikky will be taking First Aid and will attend the April BCLA meeting. Karen and Nikky will attend the Vancouver Island Conference at the end of April. Karen plans to attend an "Authentic Leadership in Action" program at Tacoma, WA in June.

**ii. Annual Appeal**

Annual Appeal donations exceeded \$32,000, an all-time record.

**iii. Volunteer Coordination Update**

Janet Rothwell and Neil Martin will be the Volunteer Schedulers.

**iv. Emergency Safety Workshop**

Fifty-one volunteers attended. Further training will be developed in the future.

**v. Librarian away April 13-28, 2017**

**vi. Upcoming Fundraising Event**

The Board was encouraged to attend. Saturday, Feb 4, 7 pm.

**vii. Duncan Hepburn Party**

May 6, 2-4 pm at the Fulford Hall. The Library committed a small amount of funding and will also assist with coffee and tea service.

*10:30 am – Sally Rycroft departed*

**8. C.R.D. DIRECTOR'S REPORT – Verbal Report**

Wayne presented the following highlights: The CRD was presented with a large quilt showing all aspects of the CRD. A new Hospital and Housing Committee recognizes the importance on good housing for health. The Transportation Committee includes water transportation. The Tour de Isles in June will come into Ganges. The CRD is waiting to hear from the BC government in regard to Incorporation. The Economic Development Commission has a successful Accelerator/ Mentorship program which is partially funded by the Rural Dividend Program.

**9. ANY OTHER BUSINESS**

- i. Updated Board Calendar – Circulated**
- ii. Chief Librarian Review – Verbal Report**  
David reported that the process is in progress.

**10. ITEMS FOR UPCOMING AGENDAS**

- i. Review Board Development Plan**
- ii. Capital Plan**
- iii. First Nations Acknowledgement**
- iv. 2017 Budget**
- v. Annual Communication Plan**

**11. NEXT REGULARLY SCHEDULED MEETING – 9:30 a.m., Tuesday, February 21, 2017.**

**12. ADJOURNMENT – 10:50 a.m.**

♦ **Motion**

*Moved by Gail; seconded by Blair:  
That the Board meeting be adjourned. Carried.*

**13. IN CAMERA**

An In Camera session commenced at 10:52 a.m.