

Minutes  
**Salt Spring Island Public Library Board of Trustees Meeting**  
12:00 Saturday, January 20, 2018 – 255 Rainbow Road

**Followed by a second day of Board Retreat**

**Present:** David Holt (chair), Blair Carley (Vice Chair), Judy Nurse, Liesbeth Leatherbarrow, Susan Martin, Joan Watterson

**Absent:** Shelagh Bannister (Treasurer), Karen Hudson (Chief Librarian), Wayne McIntyre (CRD Director), Christine Arpita (Recording Secretary)

**1. CALL TO ORDER**

Meeting called to order at 12:00 p.m.

**2. APPROVAL OF AGENDA**

Amendments:

- Blair will give a verbal report on nominations
- Under 'Any Other Business'
  - Drop reminder #1 Island Link Backup as it is complete.
  - Move #2 & #3 to the February agenda (Mural and Archives Hallway Workspace).

- Motion

*Moved by Joan; seconded by Liesbeth: That the agenda be approved as amended. Carried.*

**3. APPROVAL OF MINUTES**

i. Regular Meeting of November 21, 2017

- Motion

*Moved by Blair; seconded by Susan:*

*That the November 21, 2017 Board Meeting Minutes be approved. Carried.*

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

None

**5. CORRESPONDENCE**

A letter of thanks was received from SSI Community Services for the donation of used computers from the Library.

**6. COMMITTEE AND OFFICER REPORTS**

i. **Finance Committee/Treasurer** – No report as Shelagh is ill.

ii. **Executive Committee**

David read Maureen's letter of resignation. Maureen has decided to resign due to personal time constraints. She offered to help with fundraising as needed.

### iii. Building Committee

A previous Board member, Rob James, mentioned that the driveway is a blind spot/hazard at the street intersection. This item was referred to the Building Committee.

iv. **Communications Committee:** no report

### v. Policy Committee

- It is time to consider revisions to policies that would need to go to the AGM for approval. None have been suggested.
- The wording of the Endowment Policy regarding the draw rate was revised last year due to a misunderstanding. The original wording confirms that we only take the amount of money realized by interest on investments up to a limit of 5%. This wording needs to be restored.

#### ORIGINAL WORDING (needs to be restored)

##### **D. Annual Draw Rate**

The Board of Directors sets the annual draw rate with input from the Finance Committee. The current annual draw rate is set at 5%. The first draw shall be made in January, 2016 and shall be established by determining the value of the endowment fund at the end of the prior four quarter ending Endowment values. The second draw shall be made on January, 2017 and shall be established by determining the value of the endowment funds at the end of the prior eight quarter-ending Endowment values. Thereafter the yearly draws shall be made in January and shall be established by determining the value of the Endowment fund at the end of the prior twelve quarter-ending endowment values.

All distributions shall be made only to the Salt Spring Island Public Library.

#### REVISED WORDING

##### **D. Annual Draw Rate**

The yearly draw will be made in January and will be established by determining the actual percentage increase realized in the value of the Endowment fund at the end of the prior twelve month period.

All distributions will be made only to the Salt Spring Island Public Library.

- **Motion**

*Moved by Liesbeth; seconded by Susan: That the Endowment Policy wording be reversed to the original as recorded above. Carried.*

- Blair will post the proper version on SharePoint.

### vi. Long Term Planning Committee

- Although a Board Retreat does not necessarily take place every year, the LTP committee recommends to the Board that the planning stages be placed on the Board calendar. For example: Decide if a retreat is wanted, set a date, get input from Board members regarding content, then the executive sets the agenda and assigns tasks.

- The Executive Committee will undertake to formalize the calendar regarding tasks for the Board retreat.

#### Planned Giving

- Karen has a potential speaker and has approached the SSI Foundation to do a joint venture. She is following up on this. We belong to a Gift Planning Association and there are extensive resources on SharePoint.

#### Fundraising responsibility

- Where does the responsibility lie to raise money for the library?
- Currently Karen is responsible for grant writing and reporting as per her job description. She is also initiating the Annual Appeal, and a special event under volunteer direction.
- The Board has oversight.
- The BCLTA website says that Boards can either choose to be active fundraisers, set up a Foundation, set up a volunteer 'Friends of the Library', or do no fundraising.
- The discussion of fundraising responsibilities was moved to the Retreat portion of the day.

#### Putting the results of the Retreat into action

- The LTP committee will hold a special meeting in early February to review the results of the retreat and consider what work is needed.

### 7. **CHIEF LIBRARIAN'S REPORT** - attached

### 8. **C.R.D. DIRECTOR'S REPORT** – Wayne asked that Board members be reminded of the CRD Volunteer Recognition Event scheduled for Thursday January 25<sup>th</sup>, 2018. Board members are asked to RSVP to [saltspring@crd.bc.ca](mailto:saltspring@crd.bc.ca) by January 22<sup>nd</sup>.

### 9. **ANY OTHER BUSINESS**

- The Chief Librarian's annual review is being undertaken by Susan and Liesbeth, and they expect to complete it by the end of February. They provided an overview of their approach.
- Nominations: Blair is approaching people for the 3 vacant positions, and he welcomes any input. Joan will resign after the AGM, leaving us with 6 sitting Board members.

### 10. **ITEMS FOR UPCOMING AGENDAS**

- i. CL Review
- ii. First Nations Acknowledgement
- iii. Annual Communication Plan
- iv. Archives Hallway Workspace
- v. Nominations for the Board
- vi. Bylaws Review for AGM
- vii. Review Draft Year-end Financials

### 11. **NEXT REGULARLY SCHEDULED MEETING** – 9:30 a.m., Tuesday, February 20, 2018