

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

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

Absent: Blair Carley, Susan Martin

1. CALL TO ORDER

Meeting called to order at 9:03 am.

2. CHAIR’S PREAMBLE

The meetings will be streamlined using a “Consent Agenda” process. Roberts Rules were distributed.

3. APPROVAL OF AGENDA

♦ **Motion**

Moved by Joan; seconded by Sally:

That the Agenda be approved as amended. Carried.

4. APPROVAL OF MINUTES – of June 21, 2016

♦ **Motion**

Moved by Liesbeth; seconded by Gail:

That the June 21, 2016 Board Meeting Minutes be approved as amended. Carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

i. Adoption of motion of in-camera meeting June 21, 2016

♦ **Motion**

Moved by Sally; seconded by Gail:

That Karen Hudson, Chief Librarian, be given a 2% salary increase. This increase is to be retroactive to May 1, 2016. Carried.

ii. Storage of confidential Board documentation

Confidential board documentation can be stored securely in the Library in a location known to the Board directors.

6. CORRESPONDENCE – None

7. COMMITTEE AND OFFICER REPORTS

i. Finance Committee/Treasurer

a. Review Quarterly Financials and multi-year financial and Capital Plan – Circulated
Sally presented the report.

The Finance committee will work with Wayne McIntyre in regard to the CRD budget and Capital Plan.

♦ **Motion**

Moved by Joan; seconded by Liesbeth:

That the Quarterly financials be received as amended. Carried.

b. Signing authority for Administrative Assistant

♦ **Motion**

Moved by Sally; seconded by Gail:

That Christine Arpita be added as a signer of cheques for the Salt Spring Island Public Library Association. Other signers are Karen Hudson, David Holt, Gail Carruthers and Sally Rycroft. No one will be removed. Carried.

ii. Executive Committee – Circulated

Sally presented the report.

♦ **Motion**

Moved by Joan; seconded by Gail:

That the Board received the Executive Committee report. Carried.

iii. Building Committee – Verbal Report

David reported that he is reviewing the history of the Library relationships with the Salt Spring Historical Society and the CRD and that further discussion will be deferred to a future board meeting.

iv. Communications Committee – No report

v. Policy Committee – No report

vi. Long Term Planning Committee

a. Corrected notes from June 20 meeting – Circulated

b. Report from Geoff Allan – Circulated

8. CHIEF LIBRARIAN'S REPORT – Circulated

Karen presented the report.

i. First Nations acknowledgement

Karen proposed that a short acknowledgement, stating that the Library is on Coast Salish unceded territory, be read before formal meetings at the Library. Karen will contact the CRD representative for Aboriginal affairs to discuss the acknowledgement.

ii. Building Manager

The Library has received 5 applicants for the Building Manager position. The hiring committee and timing will be established in the future.

iii. Personnel

A private contractor is being paid to tidy up trash and litter outside the Library three days a week.

9. C.R.D. DIRECTOR'S REPORT – Verbal Report

Wayne presented the report. Highlights included proposals to use reclaimed water, updates on the Ganges Sewer, the transportation project on Rainbow Road, affordable housing, the successful charging stations program, expansion of the local transit system, and Heritage Day.

10. ANY OTHER BUSINESS

i. Board-Chief Librarian Relationship Executive Limitations

This has been deferred to the Policy Committee, to be included in the general review of the policies.

ii. Updated Board Yearly Agenda – Circulated

iii. Chief Librarian – Past and Future Reviews

The establishment of the Chief Librarian's review process will start in October. Karen will complete her report to the Board by late January so that the review process can be completed as early as possible in the new year.

iv. New Horizon For Seniors Grant Application – Circulated

The Library will apply for a Canadian government grant to modify and augment the building climate control systems to provide adequate working conditions in the library and improved conditions in the archives storage vault.

11. ITEMS FOR UPCOMING AGENDAS

i. Review Board Development Plan

ii. Capital Plans to Finance Committee

iii. Operational Plans Review

iv. The Library's Involvement with the Archives Vault

v. First Nations Acknowledgement

vi. Chief Librarian Review Process

12. NEXT REGULARLY SCHEDULED MEETING – 9:00 a.m., Tuesday September 20 , 2016

13. ADJOURNMENT – 10:18 a.m.

♦ **Motion**

Moved by Sally; seconded by Gail:

That the Board meeting be adjourned. Carried.