Minutes
Salt Spring Island Public Library Board of Trustees Meeting
9:00 am Tuesday, July 16, 2019
Library Program Room

Present: David Holt (Chair), Judy Nurse (Vice Chair), Shelagh Bannister (Treasurer), Gary Holman (CRD Director), Peter Freeman, Donaleen Saul, Andrea Little, John Howe, Karen Hudson (Chief Librarian), Christine Arpita (Recording Secretary)
Regrets: Adrian Wright

1. **CALL TO ORDER**
   Meeting called to order at 9:02 am.

2. **APPROVAL OF AGENDA**

   ◆ *Motion*
   Moved by John; seconded by Donaleen:
   That the Agenda be approved as amended. Carried.

3. **APPROVAL OF MINUTES**
   i. **Regular Meeting June 18, 2019** – Circulated

   ◆ *Motion*
   Moved by Judy; seconded by Shelagh:
   That the June 18, 2019 Board Meeting Minutes be approved as amended. Carried.

4. **BUSINESS ARISING FROM PREVIOUS MINUTES**

5. **CORRESPONDENCE**

6. **COMMITTEE AND OFFICER REPORTS**
   i. **Finance Committee/Treasurer** – Circulated
      Shelagh presented the report.
      a. **Second Quarter Financials** – Circulated
         Shelagh presented the financials.

   ◆ *Motion*
   Moved by Shelagh; seconded by John:
   That the second quarter financial statements be approved as presented. Carried.

   b. **2020 Budget** – Circulated
      Shelagh presented a budget with a 12% increase, due to necessary increased staffing. Shelagh thanked Gary for drawing attention to an error with capital planning in a previous draft and she will continue to dialogue with him in regard to the requisition.

9:10 a.m. – Gary Holman departed

- ❖ *Motion*

Moved by Shelagh; seconded by Judy:
That the 2020 Budget be approved as presented. Carried.

    c. **Cash Flow and Multi-year Financials** – Circulated
Shelagh presented the details. The "*Why $600,000*? " document, produced some years ago, will be circulated to the Board. The Library requires adequate funding for staff to maintain current services and to ensure the Library remains a safe place for everyone.

IN CAMERA commenced – 9:53 a.m.
IN CAMERA concluded – 10:08 a.m.

- ❖ *Motion*

Moved by Shelagh; seconded by Andrea:
That the Cash Flow and Multi-year Financials be approved as presented. Carried.

    The Board thanked Shelagh for her hard work.
ii. **Executive Committee** – No Report
iii. **Building Committee**
    The Committee will look at options in regard to possible future office space.
iv. **Communications Committee** – Circulated
    Andrea presented the report. The post-it note project was extended to July 19. A library history display in January 2020, in cooperation with the Archives, may develop into a permanent display.
v. **Policy Committee** – Circulated
    a. **Governance Policy Evaluation**– Circulated
        Karen presented the Governance Policies for Board review.

- ❖ *Motion*

Moved by Andrea; seconded by Judy:
That the Governance Policies be accepted as presented. Carried.

vi. **Long Term Planning Committee** – No Report
    The Board Vision Strategic Plan dates were set for the evening of Friday September 20 and from 9 am – 3 pm Saturday September 21.
    a. **Strategic Plan Review** – Circulated
        Karen presented the review.
vii. **Board Development Committee** – Verbal Report
    John thanked the Board for participating in the SharePoint Scavenger Hunt. Although it was not completed by many, it still resulted in some important information in regard to permissions. Future learning situations should be simple and have more guidance.

7. **CHIEF LIBRARIAN'S REPORT** - Circulated
Karen presented the report. The Library, in partnership with the Archives, will receive a 50 inch monitor from a Salt Spring Island Foundation grant, which will be mounted in the main lobby

above the display case. It will display images from the Archives as well as Library programming events.

8. **C.R.D. DIRECTOR'S REPORT**

9. **ANY OTHER BUSINESS**

10. **ITEMS FOR UPCOMING AGENDAS**
    i. **Operational Policies Review**
    ii. **Urban/Rural Designation**
    iii. **Strike CL Review Committee**

11. **NEXT REGULARLY SCHEDULED MEETING –** 9:00 a.m., Tuesday, September 17, 2019.

12. **ADJOURNMENT – 10:38 a.m.**

    ◆ *Motion*
    Moved by John; seconded by Donaleen:
    That the Board meeting be adjourned. Carried.

13. **IN CAMERA**
    An In Camera session was held within the Finance Committee Report.