

Minutes
Salt Spring Island Public Library Board of Directors Meeting
9:00 am Tuesday, June 21, 2016 – Library Program Room

Present: David Holt (Chair), Gail Carruthers (Vice Chair), Sally Rycroft (Treasurer), Liesbeth Leatherbarrow, Susan Martin, Karen Hudson (Chief Librarian), Christine Arpita (Recording Secretary)

Absent: Wayne McIntyre (CRD Director), Blair Carley, Joan Watterson

1. CALL TO ORDER

Meeting called to order at 9:01 am.

2. APPROVAL OF AGENDA

♦ **Motion**

Moved by Sally; seconded by Liesbeth:

That the Agenda be approved as amended. Carried.

3. APPROVAL OF MINUTES – of May 17, 2016

♦ **Motion**

Moved by Susan; seconded by Sally:

That the May 17, 2016 Board Meeting Minutes be approved. Carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

i. Updated Board Annual Calendar – Circulated

ii. Updated 2016 Committee Rosters – Circulated

Sally will ask Jean Elwell to suggest candidates for the Finance Committee community committee member.

iii. Adoption of the motion of In-Camera Meeting May 17

♦ **Motion**

Moved by Liesbeth; seconded by Gail:

That the Salt Spring Island Public Library Association Board, effective immediately, start providing its permanent paid staff with Pensions and Benefits as summarized in Part A of the proposal to the Board dated May 2016. Carried.

iv. Protocol for In-Camera Minutes

A separate paper file for in-camera minutes and private documents, for the Board only, will be filed securely at the Library. The Policy committee will work on the definition of a private document.

♦ **Motion**

Moved by Liesbeth; seconded by Susan:

That the Library will store confidential and private Board documents in a secure and confidential place. Carried.

5. CORRESPONDENCE – None

6. COMMITTEE AND OFFICER REPORTS

i. Finance Committee/Treasurer – No Report

ii. Executive Committee – Circulated

Sally presented the report. Geoff Allan's name requires correcting.

iii. Building Committee – Circulated

a. Building Manager

Duncan Hepburn will be leaving his position at an undetermined time. Karen, with the Board's support, will negotiate with Duncan in regard to amount of notice needed to secure and train a replacement.

b. Emergency Response Plan

A pocket-size ERP booklet is being developed. There will be a training session for staff in 2017 with Guy Robertson. The community Emergency Response organization has identified the Library Program Room as a centre for distributing information to the public in case of an Emergency.

iv. Communications Committee – No report

v. Policy Committee – Circulated

a. Governance Policy Evaluation, Review & Revision – Circulated

Liesbeth presented the report.

♦ **Motion**

Moved by Gail; seconded by Liesbeth:

That the Board has reviewed the Governance Policy and that it is accepted as presented. Carried.

vi. Long Term Planning Committee – Circulated

a. Report on June 9 Meeting with Geoff Allan

Susan presented the report from the June 9 meeting. Casey Stepaniuk attended and Gail Carruthers was present as a guest. In addition, Susan described the conference call of June 20 with Geoff Allan. Developing communication strategies resulting in increased community trust were stressed. The communication process will set the groundwork so that the Five-Year Strategic Plan meeting can be completed on November 19.

7. CHIEF LIBRARIAN'S REPORT – Circulated

Karen presented the report. May was a busy month with 27 adult programs with a total attendance of 454. The Library is recruiting students from the Middle School, giving

students a supportive experience for their first job and providing the Library with longer term relationships with student volunteers and potential student employees.

i. Review 2016 Strategic Plan

Items for the Board's attention are as follows: Leadership - Goal A - Develop an effective program for Board recruitment, and create job descriptions. Job descriptions have been, or will be developed for Chair, Vice-Chair, Treasurer, and Secretary. Goal B - Karen will look into continuing education opportunities to support her leadership role in 2016. She will investigate longer opportunities for next year and will suggest a figure for the 2017 training budget.

ii. Fines

Karen presented proposed changes to fines with no financial implications, for the Board's information. New books will have a 2-week limit with no renewals. There will be no charge for replacement library cards. The limit for circulated items will be raised to 50.

8. C.R.D. DIRECTOR'S REPORT – No report

9. ANY OTHER BUSINESS

i. Strategic Planning Update and Input

This was discussed with the Chief Librarian's report.

10. ITEMS FOR UPCOMING AGENDAS

i. Review Board Development Plan

ii. Review Quarterly Financials and Multi-year Financial and Capital Plan

iii. Board-Chief Librarian Relationship Executive Limitations

iv. Kertland Fund details

v. First Nations acknowledgement

11. NEXT REGULARLY SCHEDULED MEETING – 9:00 a.m., Tuesday July 19, 2016

12. ADJOURNMENT – 10:30 a.m.

♦ Motion

Moved by Gail; seconded by Susan:

That the Board meeting be adjourned. Carried.

13. IN CAMERA SESSION

Library staff left the meeting.