

Minutes
Salt Spring Island Public Library Board of Directors Meeting
9:30 am Tuesday, March 21, 2017 – Library Program Room

Present: David Holt (Chair), Wayne McIntyre (CRD Director), Blair Carley, Liesbeth Leatherbarrow, Joan Watterson, John Wiskel, Arthur Black, Shelagh Bannister, Ken Lee, Karen Hudson (Chief Librarian), Christine Arpita (Recording Secretary)

Absent: Susan Martin

1. CALL TO ORDER

Meeting called to order at 9:33 am.

2. APPROVAL OF AGENDA

♦ **Motion**

Moved by Joan; seconded by Blair:

That the Agenda be approved as amended. Carried.

3. APPROVAL OF MINUTES

i. Regular Meeting February 21, 2017

♦ **Motion**

Moved by Blair; seconded by Joan:

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

ii. Special Meetings February 17, 2017 and March 9, 2017

♦ **Motion**

Moved by Liesbeth; seconded by Blair:

That the February 17, 2017 Special Board Meeting Minutes be approved as amended. Carried.

♦ **Motion**

Moved by Blair; seconded by Liesbeth:

That the March 9, 2017 Special Board Meeting Minutes be approved as amended. Carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES – None

5. CORRESPONDENCE

i. To SS Literacy – CALP Grant – Circulated

ii. From SS Literacy – SS Foundation Grant – Circulated

Both letters show the strong mutual support in the Library's relationship with SS Literacy. They will take 4 old Library computers when they are replaced. The Building Committee will decide what to do with the remaining redundant computers.

6. COMMITTEE AND OFFICER REPORTS

i. Finance Committee/Treasurer – No Report

ii. Executive Committee – No Report

a. Appointment of Executive

The Board acknowledged Sally Rycroft, grateful for her excellent service over the years on the Executive. She will continue on as a community member on the Finance Committee.

Chair: Blair nominated David Holt for the position of Chair. There were no other nominations so David was elected by acclamation.

Vice-Chair: Wayne nominated Blair Carley for the position of Vice-Chair. There were no other nominations so Blair was elected by acclamation.

Treasurer: Liesbeth nominated Shelagh Bannister for the position of Treasurer. There were no other nominations so Shelagh was elected by acclamation.

iii. Building Committee – Verbal Report

David presented the report. John Wakefield's last meeting was on March 10. The fire capacity for the meeting and program rooms were worked out. Rob Bartram is investigating security companies. David will be the liaison with Wayne in order to communicate changes in relation to the CRD-owned building. The electric car charger project may proceed as it is possible for the CRD to get funding and a local electrician has offered to do some of the work pro bono. There is a need for an asset management plan for future building capital expenses. The Library received the unused extra shelving originally purchased by the CRD. It will be inventoried.

iv. Communications Committee – No Report

v. Policy Committee – No Report

Orientation binders were given to the new board members.

a. Electronic File Storage

Blair presented an orientation to the SharePoint file-sharing site. Using the system would ensure that the corporate memory stays with the Library.

vi. Long Term Planning Committee – Verbal Report

Joan reported that the action plan for the Strategic Plan was finalized.

vii. Ad hoc CL Review Committee – Verbal Report

Liesbeth reported that the Chief Librarian passed the review. The process worked well and will start earlier next year. The Board thanked Sue and Liesbeth for their work on this process.

7. CHIEF LIBRARIAN'S REPORT – Circulated

Karen presented the report. The Japanese Garden Society art show and events were a highlight. The Library's neutral space for such events is a great community asset. Karen will be away from April 12 – 28 and Nikky will present the Strategic Plan Review at the next Board meeting.

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

Wayne presented the following highlights: The CRD grant vault work was completed with good results. The referendum for incorporation will take place September 9. The Harbour Walk steering committee hired a project manager to examine the boardwalk's infrastructure for structural soundness. The CRD is about to approve the budget. There is a restructuring of the CRD and so that health and housing are combined. A hydrology study is being conducted on Drake Road housing project.

♦ **Motion**

Moved by Wayne; seconded by Liesbeth:

That the sentence from the February 21, 2017 Board Meeting Minutes, Item 8, C.R.D.'s Director's Report, "The Ganges Sewer System will undergo major upgrades resulting in water availability for agricultural uses." be replaced by "The Ganges Sewer System will undergo major upgrades and may increase water availability for applications such as agriculture." Carried.

9. ANY OTHER BUSINESS

i. Board Evaluation – Verbal Report

David presented the results from the returned confidential evaluations. Board roles and liabilities were discussed.

ii. Duncan's Party – Verbal Report

Duncan Hepburn's party will be held Saturday May 6 from 2-4 pm. The Library is providing napkins and is assisting with coffee and tea.

iii. Code of Conduct

All Board Members signed the *Declaration of Commitment to the Board of Directors' Code of Conduct*. They will be kept in a secure location in the Library.

iv. Grant Application to Salt Spring Island Foundation – Circulated

♦ **Motion**

Moved by Joan; seconded by Ken:

That the board of Salt Spring Island Public Library Association supports the application of \$10,400 to replace 13 public computers in 2017. Carried.

v. Committee Chairs

Deferred until the April BOD meeting. A draft of the Committee Roster will be circulated to board members.

vi. Photo of the Board

A photo is requested for the newsletter circulated to volunteers. Deferred.

10. ITEMS FOR UPCOMING AGENDAS

i. Board Committee appointments

ii. Review Quarterly Financials

iii. Review Strategic Plan

iv. Governance Policy Evaluation – Review and Revision

v. CRD Requisition orientation

- vi. First Nations Acknowledgement
- vii. Annual Communication Plan

11. NEXT REGULARLY SCHEDULED MEETING – 9:30 a.m., Tuesday, April 18, 2017.

12. ADJOURNMENT – 11: 25 a.m.

♦ ***Motion***

Moved by John; seconded by Wayne:

That the Board meeting be adjourned. Carried.

Liesbeth, Arthur and Wayne departed 11:28 a.m.

13. IN CAMERA

An In Camera session commenced at 10:30 a.m.