Minutes
Salt Spring Island Public Library Board of Directors Meeting
9:00 am Tuesday, May 21, 2019
Library Program Room

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

1. **CALL TO ORDER**
   Meeting called to order at 9:00 am.

2. **APPROVAL OF AGENDA**

   - ***Motion***

   Moved by Judy; seconded by Peter:
   That the Agenda be approved as amended. Carried.

3. **APPROVAL OF MINUTES**
   i. **Regular Meeting April 16, 2019** – Circulated

   - ***Motion***

   Moved by John; seconded by Peter:
   That the April 16, 2019 Board Meeting Minutes be approved. Carried.

4. **BUSINESS ARISING FROM PREVIOUS MINUTES**
   Andrea is now the chair of the Communications Committee.

5. **CORRESPONDENCE**
   i. **Island Savings email** – Circulated
   Judy spoke to email correspondence with Jeff Knutson, branch manager, regarding shared values and possible future support by ISCU.
6. **COMMITTEE AND OFFICER REPORTS**
   i. **Finance Committee/Treasurer** – Circulated
   Shelagh presented the report. The investments for the operational funds will be finalized soon.
   ii. **Executive Committee**
   iii. **Building Committee** – Circulated
   David presented the report. The E-bike charging station will be in front of the building and will not block access. RCMP presence on Salt Spring Island was discussed. The CRD and Chamber of Commerce have communicated concerns to the RCMP. The issue of security cameras has not been resolved. Rob Bartram has been communicating with Prices Security for options.

   - ***Motion***

   Moved by Shelagh; seconded by Judy:
   That the Building Committee provide information to the Board so that the security camera issue can be resolved. Carried.

iv. **Communications Committee** – Circulated
Andrea presented the report. The content of the 60th anniversary poster will reflect the library's key messages, as well patrons' experiences. Information gathered for the poster may also prove helpful for future strategic planning. The Gala celebration will be Saturday Feb 22, 2019 with and evening dance and day-time events for children and youth.

v. **Policy Committee**
   a. **Governance Policy Evaluation**
      Tabled until June meeting

vi. **Long Term Planning Committee**
   a. **Strategic Planning Proposal** – Circulated
      Judy presented the proposal. The current Operational Strategic Plan is ongoing until 2021. The Board Vision Strategic Plan will be developed in the fall.

- ***Motion***

Moved by Judy; seconded by Adrian:
That Daphne Wood be hired for the Board Vision Strategic Plan development. Carried.
Abstained: Peter

Judy will clarify the process with Daphne Wood.

vii. **Board Development Committee** – Circulated
   a. **Tip of the Month** – Circulated
   Shelagh presented the report.

7. **CHIEF LIBRARIAN'S REPORT** - Circulated
Karen presented the report. Board members were asked to attend the Volunteer Appreciation lunch on Sunday June 2, noon – 1 pm at the Sailing Club.

8. **C.R.D. DIRECTOR'S REPORT**
Gary spoke to the following highlights: The possibility of supporting library air conditioning through New Horizons Federal grant or by Gas Tax funding is being explored; Gary and Karen are communication with Mary Martin in regard to possible rural status.

9. **ANY OTHER BUSINESS**
   i. **Board Self-evaluation**
   This has been moved to January.
   ii. **SharePoint Site Maintenance**
   Peter will contact Blair. Shelagh will assist Peter with SharePoint maintenance.
   iii. **IslandLink** – No Report
   iv. **Code of Conduct Declaration**
   Shelagh handed out the *Declaration of Commitment to the Board of Directors' Code of Conduct* to all Board members to sign.

10. ITEMS FOR UPCOMING AGENDAS

i. **Governance Policy Evaluation, Review & Revision, including: Mission and Goals**
ii. **SharePoint Site Maintenance**
iii. **Budget Review**
iv. **Review Strategic Plan**
v. **Review Second Quarter Financials and Multi-year Financial**
vi. **Set Date for Annual Board Retreat**
vii. **Board Self-Evaluation**
viii. **Anniversary Gala – Feb 22, 2020**

11. NEXT REGULARLY SCHEDULED MEETING – 9:00 a.m., Tuesday, June 18, 2019.

12. ADJOURNMENT – 10:04 a.m.

- ***Motion***

Moved by Adrian; seconded by John:
That the Board meeting be adjourned. Carried.

13. IN CAMERA

An In Camera session was held.