

**Minutes**  
**Salt Spring Island Public Library Board of Directors Meeting**  
**9:00 am Tuesday, November 17, 2015 – Library Program Room**

**Present:** Les Brost (Chair), John Wakefield (Vice-Chair), Sally Rycroft (Treasurer), Wayne McIntyre (CRD Director), Blair Carley, Robert James, , Joan Watterson, David Holt, Karen Hudson (Chief Librarian), Christine Arpita (Recording Secretary)

**Absent:** Janet Clouston, Liesbeth Leatherbarrow

**1. CALL TO ORDER**

Meeting called to order at 9:04 am.

**2. APPROVAL OF AGENDA**

♦ **Motion**

*Moved by John; seconded by David:*

*That the Agenda be approved as amended. Carried.*

**3. APPROVAL OF MINUTES – of October 20, 2015**

♦ **Motion**

*Moved by John; seconded by David:*

*That the October 20, 2015 Board Meeting Minutes be approved as amended. Carried.*

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

i. Chamber Non-Profit Event

Karen spoke of this year's successful Chamber non-profit networking breakfast event.

The Library will host the 2<sup>nd</sup> annual breakfast event on February 25, 2016.

ii. Library Development Plan, Board Development Plan and Goals

Karen will create a doodle poll to establish a time for a Board review session.

♦ **Motion**

*Moved by John; seconded by Blair:*

*That a review session for current Board members be scheduled in January or February 2016 and that an expanded orientation session for new Board members be scheduled in April 2016. Carried.*

iii. Board Renewal

Board members stated their intentions for upcoming term:

**5. CORRESPONDENCE**

Correspondence containing legal counsel was circulated but not included in the package.

♦ **Motion**

*Moved by Rob; seconded by David:*

*That the letter containing legal counsel be included in the next meeting's agenda and board package. Carried.*

**6. COMMITTEE AND OFFICER REPORTS**

**i. Finance Committee/Treasurer – September Financial Update – Circulated**

Sally presented the report. The setting up of the Endowment will be completed by the end of the year.

**a. Review of Draft 2016 budget – Circulated**

The budget will be ready for approval at the next meeting.

**ii. Executive Committee – Circulated.**

**a. Need for conflict resolution policy**

The conflict resolution policy will be integrated into the overall conflict resolution policy that is under review.

**b. Need for a Director's Code of Conduct**

The development of the Code of Conduct is in process.

**iii. Building Committee – Circulated**

John presented the report. A risk identification and remediation process needs to be established both internally in the Library and with conjunction with the CRD. Wayne will meet with the CRD to discuss the planters outside in order to expedite the process and to clarify responsibility. Les will draft a letter as soon as possible to the CRD stating the Board's concern about the slowness of engagement.

♦ **Motion**

*Moved by John; seconded by Blair:*

*That the staff work with the CRD to acquire the design and plans for the patio fencing, and confirm that the building inspector or the engineer stamped and/or signed off on the original building plans, and that the staff take measures as required to mitigate any risk in relation to the planters. Carried.*

**iv. Communications Committee – Verbal Report**

**a. A.G.M. Keynote Speaker**

A keynote speaker is not necessary for the A.G.M. as the Library's meetings are quite well attended. The Provincial Librarian will be invited to the meeting and may speak.

**v. Policy Committee – Circulated**

Blair presented the report.

♦ **Motion**

*Moved by Blair; seconded by Sally:*

*That the Governance policies be approved as circulated. Carried.*

♦ **Motion**

*Moved by John; seconded by Rob:*

*That the Operational policies are reviewed as circulated. Carried.*

**vi. Long Term Planning Committee – No report**

*The C.R.D. Director's Report is next.*

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

Wayne presented his verbal report centred on the Salt Spring Island Incorporation Study. Information can be found at <http://www.ssiincorporationstudy.com/>

*Wayne departed at 10:46 am*

*Rob departed at 10:50 am*

**7. CHIEF LIBRARIAN'S REPORT – Circulated**

Karen presented the report.

**i. Saturday Hours – Circulated**

Staff will conduct interviews with the public to get feedback on a possible reduction in hours on Saturday commencing in January. Karen will run an ad on the Salt Spring Exchange and in the Driftwood to stating the need for Saturday volunteers.

**ii. Volunteer Survey – Circulated**

**iii. Hiring Process – Verbal report**

Forty applications were received for the Librarian's position with three applicants proceeding to the shortlist. The Librarian will be hired in December 2015 and will start in January 2016. Danielle will finish at the Library on the third week of January 2016.

**8. ANY OTHER BUSINESS - none**

**9. ITEMS FOR UPCOMING AGENDAS**

**i. 2016 budget approval**

**10. NEXT REGULARLY SCHEDULED MEETING – 9:00 a.m., Tuesday January 19, 2016**

**11. ADJOURNMENT – 11:10 a.m.**

♦ **Motion**

*Moved by Sally; seconded by Joan:*

*That the Board meeting be adjourned. Carried.*