

Minutes
Salt Spring Island Public Library Board of Directors Meeting
9:00 am Tuesday, November 18, 2014 – Library Program Room

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

Absent: Janet Clouston

Also Present: Bob Rush, Salt Spring Island Foundation

1. CALL TO ORDER

Meeting called to order at 9:04am.

2. APPROVAL OF AGENDA

♦ **Motion**

Moved by Joan; seconded by Sally:

That the agenda be approved as amended. Carried

3. APPROVAL OF MINUTES – of October 14, 2014

♦ **Motion**

Moved by Rob; seconded by Joan:

That the October 14, 2014 Board Meeting Minutes be approved as amended. Carried

4. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) IslandLink Federation Report – Circulated

Joan presented the report. Karen spoke of strengthening ties with GVPL.

(b) B.C. Hydro Refund – Verbal report

Rob presented an overview of the possible refund process to date. A letter was drafted and sent with the assistance of Brian Lawson, volunteer, requesting clarification from B.C. Hydro in regard to the back-billing invoice of August 2014. A time-frame of one month was suggested as a reasonable period to receive a response. The original letter and the response will be included in the January 2015 Board package.

(c) Jack Avison Exhibition

♦ **Motion**

Moved by Rob; seconded by Joan:

That the agenda be amended to include Item 4.(c) Jack Avison Exhibiton. Carried

In lieu of the Library art sales commission contributing toward the fund, the Library has accepted a Jack Avison painting as part of the Library's permanent art collection.

5. CORRESPONDENCE

(a) Literacy letter of support

Karen reported that the Salt Spring Literacy won the Chamber of Commerce 2014 Non-Profit Organization of the Year award. The Library and Salt Spring Island Literacy have a good collaborative relationship.

6. DELEGATIONS

(a) Delegation: Mr. Bob Rush, Salt Spring Island Foundation

Bob Rush presented a letter of confirmation to Karen Hudson for a \$3000 grant to support the purchase of movable display racks. Karen thanked Bob Rush and the Foundation and promised signage on the display units signifying the Foundation's support.

7. COMMITTEE AND OFFICER REPORTS

(a) Treasurer's Update – Circulated

The Board received the financial update as presented by Sally.

i) Endowment Fund – Circulated

Sally presented the Investment Management Policy, Goals, and Guidelines.

♦ Motion

Moved by Sally; seconded by Rob:

*That the Board accept the **Investment Management Policy, Goals and Guidelines** with the addition of the following in section **The Endowment Fund**, item B. **Roles and Responsibilities**: "6. Including consideration of social, environmental and ethical issues in the management of the fund" and that the document is included in the Salt Spring Island Public Library Governance Policies. Carried*

ii) Asset Reallocation and Renaming – Circulated

Sally presented the suggested reallocation and renaming of funds.

♦ Motion

Moved by Sally; seconded by John: That the following funds be reallocated and renamed:

- A. That \$100,000 be moved from Anonymous Donations and deposited to the Endowment Fund in January 2015 or as soon as possible thereafter,*
 - B. That the Grant Contingency Fund be moved from Restricted Funds to Unrestricted funds and be retitled Reserve Fund, and*
 - C. That the Building Fund be retitled Capital Improvement Fund.*
- Carried*

The Board thanked the Finance Committee for their good work.

(b) Executive Committee Report - Circulated

Sally presented the report.

John clarified the following: in the Annual Board Agenda, under November, the item "review Draft Budget" should be removed.

i) Possible Meeting Date Change

Sally discussed the advantages of moving the Board meeting to the third Tuesday of the month.

♦ **Motion**

Moved by John; seconded by Joan:

That commencing January 2015, the regular Board meetings be changed to the third Tuesday of the month. Carried

(c) Building and Infrastructure Report - Circulated

i) 3-year Capital Plan Proposal

John reviewed the Capital Plan. There should be succession planning for the Building Manager position for the time when the current Building Manger is no longer available.

ii) Video Conferencing Capabilities

The Building Committee is considering this. Wayne reported that the CRD has a system that may be available to the Library. Karen will follow-up.

(d) Communications Committee Report – No report

(e) Policy Committee Report – Circulated

Blair presented a draft of proposed Bylaw amendments for the Board to review in preparation for approval during the January 2015 Board meeting. The Operational Policies are reviewed as necessary.

i) Draft Policy RE: Employment

The discussion was deferred to the January 2015 meeting.

(f) Long Term Planning Committee Report – No Report

Rob will introduce the new (public) representative during the January 2015 meeting.

(g) Nominating Committee Report – No report

8. CHIEF LIBRARIAN'S REPORT – Circulated

Karen presented the report. Karen thanked Danielle for her work on the Salt Spring Island Foundation grant application. The application for the UBC iSchool Co-op Program Special Funding Grant has been submitted. Danielle presented a talk to the Rotary Club giving a new Library update and statistics of Program Room use. Her presentation was well received. The Program Room Operational Policy, Appendix D, has been clarified and is effective immediately. Les and Danielle spoke of the positive feedback in regard to the Wednesday late hours.

9. ANY OTHER BUSINESS

(a) CRD Report – Verbal Report

Wayne presented the report.

10. ITEMS FOR NEXT MEETING

(a) IslandLink Federation Report

11. ADJOURNMENT – 11:00 a.m.

♦ ***Motion***

*Moved by John; seconded by Joan:
That the meeting be adjourned. Carried*

NEXT REGULARLY SCHEDULED MEETING – 9:00 a.m. Tuesday January 20, 2015