

Minutes
Salt Spring Island Public Library Board of Trustees Meeting
9:00 am Tuesday, January 20, 2020
Library Program Room

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

1. CALL TO ORDER

Meeting called to order at 9:02 am.

2. APPROVAL OF AGENDA

♦ **Motion**

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

3. APPROVAL OF MINUTES

i. Regular Meeting November 19, 2019– Circulated

♦ **Motion**

*Moved by Judy; seconded by John:
That the November 19, 2019 Board Meeting Minutes be approved as circulated. Carried.*

ii. Special Meeting October 27, 2019– Circulated

♦ **Motion**

*Moved by Adrian; seconded by Shelagh:
That the Special October 27, 2019 Board Meeting Minutes be approved as circulated. Carried.*

4. BUSINESS ARISING FROM PREVIOUS MINUTES

5. CORRESPONDENCE

- i. Mari Martin**
- ii. Kyla Epstein**

6. COMMITTEE AND OFFICER REPORTS

- i. Finance Committee/Treasurer - Circulated**
 - a. 2019 Draft Financials – Circulated**
Shelagh presented the Financials.

♦ **Motion**

*Moved by Shelagh; seconded by Adrian:
That the 2019 Draft Financials be accepted as presented. Carried.*

ii. Executive Committee – Verbal Report

iii. Building Committee – No Report

iv. Communications Committee – Circulated

Andrea presented the report. Gala invitations were hand-signed by the Communications Committee. The committee will contact Country Grocer to see if they would be willing to donate the services of their van to pick up seniors who may need a ride to the Gala.

a. Annual Communication Plan – Circulated

The plan for 2020 is related to the 60th anniversary celebration.

v. Policy Committee – Verbal Report

Adrian reported that the holiday policy and the job description for the CEO will be presented at the next BOT meeting. The Bylaw changes approved in November need to be advertised in the paper in advance of the AGM. Adrian will follow-up.

ALTERATIONS TO THE BY-LAWS

13. (a) Any new by-law may be made and any by-law herein contained may be amended or rescinded by a resolution passed by two-thirds of the members present at an annual or special general - 5 - meeting of the Association.

(b) Notice of motion to propose any matter referred to in 13(a) above shall be published in a local newspaper at least two weeks prior to the Annual or Special General Meeting in two consecutive issues and the exact wording of the proposed change shall be posted in the Library during such two weeks period. Any such motion may be subject to amendments at the said meeting.

vi. Long Term Planning Committee – Circulated

Judy presented the report. The Strategic Planning will likely occur in early 2021. The Board Strategic Plan should proceed this spring. Judy will contact Daphne about facilitating a spring session in May or June. The Board Development Committee will assist as required. The BOT will review a Governance plan at the next BOT meeting.

a. 2019 Strategic Plan – Circulated

b. 2020 Strategic Plan – Circulated

vii. Board Development Committee – Circulated

Shelagh presented the report.

a. Review January 12 Board Retreat

The Board trustees found the retreat and training useful.

b. Board Self Evaluation – Circulated

Shelagh presented the compiled replies.

c. SharePoint Discussion – Circulated

Shelagh reported that SharePoint was not being used optimally. Board trustees discussed the merits and challenges of using SharePoint. Minutes of committee meetings will include an action item, determining the person who will be responsible for uploading approved minutes on SharePoint. Peter will assist the Board Development Committee in reviewing the structure and nomenclature for the SharePoint system.

d. Review Annual Board Agenda – Circulated

7. CHIEF LIBRARIAN'S REPORT - Circulated

Karen presented the report and explained the structure of on-floor paid and volunteer staff. At least two paid staff are available at all times while the Library is open. In addition to the two Information Technicians hired, Daniela Madrid was hired as auxiliary Information Technician to fill in as necessary. A volunteer database is being established and populated. A half-time paid

volunteer coordinator will likely be necessary in the future. An increase in donations was likely due to the work of the Communication Committee in providing key messages in the media and in the community. The 100 Women Who Care donations will help to cover database and the Indigenous mural costs. Judy and Karen will report on how the Library will spend the donated funds at the next 100 Women Who Care meeting in March. Karen will be away from Feb 10 – 14, 2020.

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

A regional counter petition to extend affordable housing by borrowing \$10,000,000 is currently underway. The CRD's final budget will be approved in March which includes an increase in the Library's funds.

9. ANY OTHER BUSINESS

i. CL Review

The process is almost complete and Karen will be presented with a letter in the near future.

ii. Nominations for the Board

John read from the CV of a prospective board trustee candidate who will be presented at the March 26 AGM.

iii. Board Meetings and Times – Circulated

The Library Act allows for a minimum of 6 BOT meetings a year.

◆ **Motion**

Moved by Adrian; seconded by Judy:

That the Library BOT move from 10 to 6 meetings a year. Carried.

Monthly meetings will continue through March. The six-meeting schedule will be established by the Executive Committee and will commence in April.

iv. Confirm AGM – March 26, 2020 at 3:30 pm.

v. Endowment Fund Draw

◆ **Motion**

Moved by Shelagh; seconded by John:

That 2019 Endowment Fund earnings of \$1463.58 be moved to Operating Funds. Carried.

11. ITEMS FOR UPCOMING AGENDAS

i. Advertise AGM

ii. Review Annual Report

12. NEXT REGULARLY SCHEDULED MEETING – 9:00 a.m. February 18, 2020

13. ADJOURNMENT – 10:20 a.m.

◆ **Motion**

Moved by Adrian; seconded by Donaleen:

That the Board meeting be adjourned. Carried.

14. IN CAMERA

An In-Camera session was held.
The In-Camera session ended 11:12 am.

John Howe and Judy Nurse departed.

15. OUT-OF-CAMERA MEETING CONTINUED

Called to order 11:13 am.

♦ ***Motion***

Moved by Andrea; seconded by Adrian:

That the Board establish an ad hoc committee to assess the short- and long-term functional and space needs of the Library. Carried.

16. ADJOURNMENT – 11:17 am.