

## Minutes

### Salt Spring Island Public Library Board of Directors Meeting 9:30 am Tuesday, January 14, 2014 – Library Program Room

**Present:** Les Brost (Chair), John Wakefield (Vice-Chair), Sally Rycroft (Treasurer), Wayne McIntyre (CRD Director), Stan Shapiro, Blair Carley, Rita Archer, Karen Hudson (Chief Librarian), Christine Arpita (Recording Secretary)

**Absent:** Jacquie Harkema, Scott Howe

#### 1. CALL TO ORDER

Meeting called to order at 9:35 am.

#### 2. APPROVAL OF AGENDA

##### ♦ *Motion*

*Moved by John; seconded by Stan:*

*That the agenda be approved as amended. Carried*

#### 3. APPROVAL OF MINUTES

##### (a) Board Meeting – November 12, 2013

##### ♦ *Motion*

*Moved by Rita; seconded by Sally:*

*That the November 12, 2013 Board Meeting Minutes be approved as amended. Carried*

#### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

##### (a) Head Lease Discussion

The proposed Lease Agreement between the CRD and the Salt Spring Island Public Library Association (previously circulated) was discussed with specific concern regarding the reduction in the length of the agreement term from the previous agreement.

##### ♦ *Motion*

*Moved by Rita; seconded by Stan:*

*Resolved that the Salt Spring Island Public Library Association reject the proposal of the CRD to reduce the primary term of the lease of the new library building from 20 to 10 years and resolved further that, if necessary, the Association invoke the dispute resolution process under the Facilities Development Agreement with the CRD in order to settle the matter. Defeated: five against, Rita Archer in favour. Abstentions: Wayne McIntyre at his own request*

##### ♦ *Motion*

*Moved by Stan; seconded by Blair:*

*The board requests that the CRD representative on the board discuss with the CRD, in conjunction with the chair of the Association, the board's very strong concern that the Lease Agreement's term remains 40 years, in increments of 10, 10, 5, 5, 5 years. Carried: five in favour, Rita Archer opposed. Abstentions: Wayne McIntyre at his own request*

The board will seek clarification from lawyer Jeff Sherrott about the length of the lease term and the possibility of a rent increase.

**Break 10:30 am**  
**Resume 10:43 am**

**(b) Conflict of interest review**

Tabled

**5. CORRESPONDENCE**

**(a) Nancy Brathwaite Letter** – previously circulated

The portion of the letter dealing with electricity usage was referred to the Building Committee.

**(b) Islands Trust – RE: Bridge** – previously circulated

Work on the bridge will commence at the end of this month

**(c) Jacqueline Harkema**

Les read a letter from Jacqueline Harkema dated January 13, 2014 giving notice of her resignation from the board effectively immediately. The board expressed appreciation for her participation and regret for her resignation.

**6. COMMITTEE AND OFFICERS REPORT**

**(a) Treasurer's Report** – previously circulated

Sally presented the draft financial reports for 2013. The draft proposed budget for 2014 was presented for review for approval at the February meeting. Discussion included the following:

- the effect of property assessments on future revenue from the CRD – The Finance Committee will look into this.

- The board's interest in clarification of "off-budget" costs in regard to our requisition – Sally will investigate this.

The board thanked Sally Rycroft and Christine for their work.

**(b) Executive Committee** – No Report

**(c) Building and Infrastructure Report including the Maintenance and Library Project** – previously circulated

John highlighted his report. The board thanked John Wakefield for his work on the Building Committee.

**(d) Communications Committee Report** – No Report

**(e) Art Committee Report** – No Report

**(f) Policy Committee Report** – previously circulated

John highlighted his report. The development of policies is progressing. The board thanks the Art Committee, especially Rita Archer, for their work.

**(g) Long-term Planning Committee Report**

Les presented his verbal report. The Strategic Plan document will be sent out to the board when it is reviewed. A communications package will be available in conjunction with the AGM. Les will participate in the Communications Committee in Jacqueline's absence.

**(h) Fundraising Report** – previously circulated

Stan highlighted his report. In order to raise the Library's profile, there are "stories" which should be told about the library's social function in our community. Blair suggested a publication similar to what the Lady Minto Foundation produced for fundraising.

**(i) Nominating Committee**

Les presented a verbal report. Scott will give recommendations for Nominations at the next meeting. Other members of the board were encouraged to give recommendations as well.

**7. CHIEF LIBRARIAN'S REPORT** – previously circulated

Karen highlighted her report emphasizing successful 2013 patron visits and programs.

**8. ANY OTHER BUSINESS**

**(a) CRD Report**

Wayne presented his verbal report.

**(b) BCLTA convention**

Karen will attend as part of the CLA conference. New board members will be encouraged to attend.

**9. NEXT REGULARLY SCHEDULED MEETING – Feb 11, 2014, 9:30 am.**

**10. ADJOURNMENT – 11:54 am.**

♦ ***Motion***

*Moved by Les; seconded by John:*

*That the meeting be adjourned. Carried.*