

Draft Minutes

Salt Spring Island Public Library Board of Directors Meeting 9:30 am Tuesday, July 9, 2013 – Library Program Room

Present: Les Brost (Chair), John Wakefield (Vice-Chair), Wayne McIntyre, Stan Shapiro, Jacquie Harkema, Rita Archer, Scott Howe, Sally Rycroft (Treasurer), Karen Hudson (Chief Librarian), Danielle Hubbard (Librarian), Christine Arpita (Recording Secretary)

Regrets: Blair Carley

1. CALL TO ORDER

Meeting called to order at 9:35 am

2. APPROVAL OF AGENDA

♦ **Motion**

*Moved by Stan; seconded by Rita:
That the agenda be approved. Carried*

3. APPROVAL OF MINUTES

(a) Board Meeting, June 11, 2013

♦ **Motion**

*Moved by Sally; seconded by John:
That the June Board Meeting Minutes be approved. Carried*

(b) Special Email Meeting June 22, 2013

♦ **Motion**

*Moved by Rita; seconded by Jacquie:
That the Special Email Meeting Minutes be approved as amended with the addition of “advised” in the first sentence to read “At a June meeting of the Building Committee, SSIPL Directors present were advised by the CRD representative ...” Carried*

4. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Update on Librarian recruitment (Karen) & Introduction of new Librarian

Karen described the recruitment and current duties of Danielle Hubbard. Danielle introduced herself and then excused herself from the rest of the meeting.

(b) Update on AED Device

Library has taken delivery, paid for by an anonymous donor. Janet Rothwell will oversee training. Karen will inquire about an IslandLink grant and a group rate for training.

(c) Pride Parade Update

Karen has followed up. Janet of Chamber of Commerce heads it up. Insurance coverage is a key item.

(d) Board Vacancy – Status of Nominating Committee

♦ **Motion**

*Moved by Jacquie; seconded by Stan:
That a Nominating Committee be established. Carried*

There was a discussion about advertising for Board members. The chair then asked for nominations to the Nominating Committee:

John nominated Scott Howe; Sally nominated Roz Hobs; Sally nominated Jacquie Harkema.

♦ **Motion**

*Moved by Les; seconded by Stan:
That nominations close. Carried*

5. CORRESPONDENCE - none

6. COMMITTEE AND OFFICER REPORT

(a) Treasurers Report – previously circulated

- Sally presented her report. Future reports will contain projected deficit or surplus.
- Hourly wages and contracts: Future reports will have two separate accounts for these items.
- John and Sally presented Archives Rental Cap proposal.

♦ **Motion**

Moved by Stan; seconded by Wayne:

That the Archives rental be limited to \$1000 in 2013, \$3000 in 2014, and \$5000 from 2015 until December 31, 2017. Carried

(b) Executive Committee – no report

(c) Building & Infrastructure Report – previously circulated

John presented report. Budget adjustment related to lighting and artwork.

(d) Communications Committee – no report

(e) Art Committee Report – previously circulated

(f) Policy Committee Report – verbal report

Committee to meet next week and report back in September

(g) Long-term Planning Committee Report – no report

7. CHIEF LIBRARIAN'S REPORT – previously circulated

Karen presented her report. Other details:

- Eco-living Tour August 11, 10am- 1 pm
- Personnel contracts and job descriptions being finalized

8. ANY OTHER BUSINESS

(a) CRD Report – no written report.

Wayne presented verbal report.

(b) Community Celebration

Since the passing of the Motion Dated June 22, 2013 (Special Report On E-Mail Meeting), the Federal government wants to participate and suggests dates August 6 or 7, 2013. Wayne will draft memo for CRD involvement. Last year's plans can be revisited and revitalized.

♦ **Motion**

Moved by John; seconded by Stan:

That the E-mail meeting Motion be amended to read "that the Salt Spring Island Public Library Association hold a low-key, Salt Spring-focused Community Library Celebration, subject to the consultation and confirmation of the CRD, on August 6, 2013." Carried

9. NEXT REGULARLY SCHEDULED MEETING – SEPT 10, 9:30 AM

10. ADJOURNMENT – Meeting adjourned 11:20 am.