

## Minutes

### Salt Spring Island Public Library Board of Directors Meeting 9:30 am Tuesday, March 11, 2014 – Library Program Room

**Present:** Les Brost (Chair), John Wakefield (Vice-Chair), Stan Shapiro , Blair Carley, Rita Archer, Karen Hudson (Chief Librarian), Christine Arpita (Recording Secretary)

**Absent:** Sally Rycroft (Treasurer), Wayne McIntyre (CRD Director)

#### 1. CALL TO ORDER

Meeting called to order at 9:34 am.

#### 2. APPROVAL OF AGENDA

##### ♦ *Motion*

*Moved by Rita; seconded by Blair:*

*That the agenda be approved as amended. Carried*

#### 3. APPROVAL OF MINUTES

##### (a) Board Meeting – February 11, 2014

##### ♦ *Motion*

*Moved by John; seconded by Blair:*

*That the February 11, 2014 Board Meeting Minutes be approved as amended. Carried*

#### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

##### (a) 2014 Budget Adjustment – Previously circulated

Rita presented the report in Sally's absence.

##### ♦ *Motion*

*Moved by Rita; seconded by John:*

*That the 2014 Salt Spring Island Public Library budget be adjusted to reflect amortization in the amount of \$101,868.46. Carried*

##### (b) 2013 Year-end Financial Statements for Review & Approval – Previously circulated

Rita presented the report in Sally's absence. Jean Elwell and Sally Rycroft will clarify the official Financial Statements at a Special Board Meeting Monday March 24, 2014, 9:30am. The Financial Statements will be approved at that time.

#### 5. CORRESPONDENCE

##### (a) Scott Howe

Scott Howe submitted a letter of resignation as of March 7, 2014. Les will send a letter in reply.

## 6. COMMITTEE AND OFFICER REPORTS

### (a) Treasurer's Report – Circulated

Rita presented the report in Sally's absence.

#### ♦ *Motion*

*Moved by Rita; seconded by Les:*

*That the February 2014 Treasurer's report be accepted. Carried*

### (b) Executive Committee – No Report

### (c) Building and Infrastructure Report – Previously circulated.

John presented his report with the following additions: Thank you to the Library staff for keeping the library open and functioning during the cold and snowy weather in February; weather conditions prevented the work on the bridge and it will commence at the earliest opportunity; installation of CCTV to discourage vandalism will be considered; Brian MacDonald of the CRD is retiring and John will write a thank-you letter.

### (d) Communications Committee - No report

### (e) Art Committee – No Report

### (f) Policy Committee – Previously circulated

John presented his report. Approval of the Operational Policies will be deferred until the March 24, 2014 meeting.

### (g) Long-term Planning Committee – Previously circulated

Karen presented the report. The following amendments will be made to the Strategic Plan: The dates will be changed to 2014 – 2017, and that the Strategic Goal "Sustainable Operational Funding" will be changed to "Sustainable Operational and Capital Funding"

#### ♦ *Motion*

*Moved by Rita; seconded by John:*

*That the Strategic Plan be approved as amended. Carried*

### (h) Nominations Committee Report –Verbal report

Les presented the report. Four candidates for the Board will be presented at the March 27 AGM.

## 7. CHIEF LIBRARIAN'S REPORT – Previously circulated

Karen presented her report. An official letter of thanks was sent to Country Grocer outlining how the grant was spent. Les, on behalf of the Board, commended Karen for her excellent work in successfully guiding the library through the busy 10 month transition period.

**8. ANY OTHER BUSINESS**

**(a) CRD Report - Wayne** – No report

**(b) Bylaws Revisions for AGM** – Previously circulated  
John presented the Bylaw revisions for the AGM.

♦ **Motion**

*Moved by John; seconded by Rita:*

*That the Schedules "A & B" to the Bylaws of the Association entitled "BOARD COMMITTEES & PERMANENT COMMITTEES" be presented to members of the Association at the Annual General Meeting for amendment according to the Resolution prepared by the Policy Committee. Carried*

**(c) BCLTA Conference**

The BCLTA Conference is in May 2014. Les will attend.

**(d) Thanks to Rita and Stan**

Rita and Stan were thanked for their exemplary years of service as Board members.

**9. ADJOURNMENT – 11:20 a.m.**

♦ **Motion**

*Moved by Les; seconded by John:*

*That the meeting be adjourned. Carried.*

**NEXT SPECIAL BOARD MEETING – 9:30 a.m., March 24, 2014**

**NEXT REGULARLY SCHEDULED MEETING – 9:30 a.m., April 8, 2014**

**ANNUAL GENERAL MEETING – 3 p.m., March 27, 2014**

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### Salt Spring Island Public Library Board of Directors Meeting 9:30 am Tuesday, March 24, 2014 – Library Program Room

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

**Absent:** Wayne McIntyre (CRD Director), Blair Carley

#### 10. CALL TO ORDER

Meeting called to order at 9:34 a.m.

#### 11. APPROVAL OF AGENDA

♦ **Motion**

*Moved by Sally; seconded by John:  
That the agenda be approved. Carried*

#### 12. BUSINESS ARISING FROM PREVIOUS MINUTES

**(c) 2013 Year-end Financial Statements for Review & Approval** – Previously circulated  
Jean Elwell, Accountant, clarified the Financial Statements.

♦ **Motion**

*Moved by Sally; seconded by Rita:  
That the Financial Statements for the Salt Spring Island Public Library as of December 31,  
2013 be approved. Carried*

**(d) Policy Committee – Operational Policies** – Previously circulated  
Rita suggested amendments for sections 11.1 and 11.5.

♦ **Motion**

*Moved by John; seconded by Rita:  
That the Operational Policies are received as amended. Carried*

#### 13. ADJOURNMENT – 10:47 a.m.

♦ **Motion**

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

**NEXT REGULARLY SCHEDULED MEETING – 9:30 a.m., April 8, 2014**

**ANNUAL GENERAL MEETING – 3 p.m., March 27, 2014**