

Minutes

Library Board Meeting Tuesday, December 14, 2010 – 9:30 a.m.

Present: Susan de Stein, David Hart, Sandra DeAthe (Vice Chair), Stan Shapiro, Rita Archer (Chair), Peter Sharpe, Duncan Hepburn, Brigitte Peter-Cherneff (Chief Librarian).

Regrets: Doug Robertson, Garth Hendren.

1. CALL TO ORDER at 9:35

2. APPROVAL OF AGENDA

- **Motion**

- That the agenda be approved as amended; Moved by David; seconded by Duncan. Passed.

3. APPROVAL OF MINUTES – of November 9, 2010

- **Motion**

- That the minutes of November 9th be approved with an amendment. Moved by Peter; seconded by Duncan. Passed

4. CORRESPONDENCE –

- A generous bequest has been left to the Library by Tilly Crawley. Rita will contact Betty Maryon to express the Board's thanks.
- Letter of termination for the lease at 125A McPhillips has been received.

5. COMMITTEE AND OFFICER REPORTS

a) Finance

- Treasurer's Monthly Report
 - Peter reviewed the budget to November 30th. The fall campaign has raised \$13,700 as of November 30th.
- Budget Update re: New Building (no report at this time).
- Update on CRD/SSIPLA Agreement
 - updated draft has been received from the CRD. Fine tuning of the agreement is underway and Peter continues to work with Brian McDonald at the CRD to finalize the agreement.
- Update on Contribution Agreement with Building Canada Fund (BCF)
 - the agreement has been redrafted to make the CRD the recipient of the grant (on behalf of the Library). Several issues are still being worked out in the wording of the agreement, and these changes have been forwarded to the CRD who will negotiate the changes with the Building Canada Fund
- Librarian's Hours of Work
 - It was agreed that Karen's four day work week be extended to the end of March 2011.
- Requirement to set the General Building Fund cost for year end
 - for accounting purposes we need to set an amount for this fund for year end.
- **Motion**
 - Moved that the General Building Fund be set at \$39,000. Moved by Peter; seconded by Duncan. Passed.

- GST/HST update
 - Peter has talked to the CRA and the issue remains unresolved. Our accountant will look into the issue on our behalf.

b) Building Committee

i. New Building

- Progress report and working Notes – Duncan reviewed the most recent changes to the building design (sprinklers now required; radiant floors have been eliminated due to cost; geothermal testing is complete and report should be received shortly).
- Status of work re: preparation of detailed drawings – 50% drawings were reviewed in detail; completion by Feb 28th for working drawings.
- Termination of McColl leases – termination at the end of January will be desirable.

ii. Temporary Facility

- Progress report – The Islands Trust has approved the TUP and the setback at the last meeting. We may be required to apply for a development permit for the temporary structure due to the size of the temporary building. A heritage development permit is now required for the consolidation of 125 McPhillips and 129 McPhillips lots. Trailer bids have been received and a successful bidder has been selected. Lease for the temporary land is being reviewed by the owner of the property.
- Possible rental of temporary building – Phoenix School. The space would be very helpful to the Library. Brigitte will follow-up with the owner of the property.
- Draft Operational Plan for Temporary Library Building – Brigitte has distributed this by email.

c) Communications Committee

- i. Progress Report on Building Project – web site, Driftwood. Brigitte submitted a letter to the editor regarding the progress on the building and the temporary library site.
- ii. Update on 2010 Annual Giving Campaign – Stan reported on the results of the annual campaign. More analysis will take place in January.

d) Chief Librarian's Report

- Brigitte submitted her Librarians report to the Board, and commented on the highlights. Tentative date for Norma Keech's going away party will be January 14th, 2011.
- We have been notified that \$1000 has been granted to the Library by the *Times Colonist Raise a Reader Fund*

6. AOB

- Grant applications – Towns of Tomorrow grant may be available early in January 2011. At this time there does not seem to be fit between our project and the grant.
- Karen will start working on summer student grants in January 2011.

7. NEXT MEETING – Tuesday, January 11, 2011 – 9:30 a.m.

8. ADJOURNMENT: Peter moved adjournment at 11:45 am.