

Minutes
Library Board Meeting – Library Annex
9:30 a.m. Tuesday, March 13, 2012

Present: Rita Archer (Chair), Les Brost, Doug Robertson, Sandra DeAthe (Vice Chair), Peter Sharpe, Stan Shapiro, Brigitte Peter-Cherneff (Chief Librarian). Regrets: Susan de Stein, Sally Rycroft, Wayne McIntyre (CRD Director), Duncan Hepburn.

1. CALL TO ORDER at 9:36

2. APPROVAL OF AGENDA

- **Motion**

That the agenda be approved as circulated. Moved by Les; seconded by Sandra. Passed

3. APPROVAL OF MINUTES – of February 14, 2012

- **Motion**

That the minutes be approved as circulated. Moved by Les; seconded by Peter. Passed

4. CORRESPONDENCE

- A proposal was received from a local artist regarding a textile display in the new building. Rita has acknowledged the proposal and has let the artist know that it will be sent to the Board's Art Committee for consideration.
- A letter was received regarding a request for a shower in the new building. Duncan has written a response.
- A Letter was also received from Paige McFarland and Rita will draft a response.

5. COMMITTEE AND OFFICER REPORTS

a) Finance Committee

Treasurer's Monthly Report – Peter presented the final 2012 budget. The Board discussed the proposed budget.

- **Motion**

That the 2012 budget be approved as presented. Moved by Peter ; seconded by Sandra. Passed

Peter reported on annual operating budget expenditures to date.

- i. Project Financial Update - Peter reported on the library building project costs to December 31st, 2011. Another meeting regarding the building budget will be scheduled with the CRD shortly. Current spending is on target and another official project budget update (which will report expenditures to the end of March 2012) will be ready for the May board meeting.
- ii. BMO InvestorLine authorized investments and signatories change.

- **Motion**

RESOLVED:

1. That the Association's account established with BMO InvestorLine shall be used for the sole purposes of:

(a) purchasing interest bearing Canadian dollar instruments on behalf of the Association including term deposits, guaranteed investment certificates and investment savings account mutual funds;

(b) redeeming the same in whole or in part and reinvesting some or all of the proceeds in the same manner; and

(c) depositing all un-invested proceeds to an account of the Association maintained with the Association's bank or other financial institution.

2. That all instruments purchased pursuant to this authority must be insured by the Canadian Deposit Insurance Corporation in their entirety.

3. That either or both of Peter Sharpe and Sally Rycroft shall have the authority to establish and operate the account referred to in paragraph 1 and that they be appointed as the Association's "Authorized Trading Officers" for the purposes of dealing with BMO InvestorLine.

4. That the forms of authorizing resolution, certificates and other documents required by BMO InvestorLine be and they are hereby passed, adopted and approved and that any one or two authorized signatories of the Association may sign the same on behalf of the Association.

Moved by Les Brost and seconded by Rita. Passed

b) Building Committee

New Building – Progress Report

- Installation of the Glulam beams is proceeding, with most of the single-storey parts of the structure either complete or nearly so, and the ceiling and roof structures are being added. Detailed discussions in preparation for installation of electrical conduits and the roof sealing layers are being held.

Work to install a the larger water main from Jackson Avenue to the east end of the property is complete, and connection is being made the building itself. Re-paving the disturbed areas of the street will probably be done as part of the overall paving job at the rear of the lot.

Electrical and mechanical rough-in work in the two service rooms and the crawl space continues.

c) Communications Committee

- Stan reported that another update to the community is planned for the end of April.

d) Special Committee on Transitional Operating Strategy – Rita reported on the work of the committee to date. The next meeting will occur on March 20th. Discussions at this meeting will center on communications and staff training for the opening of the new building.

- e) **Chief Librarian's Report** – Brigitte reported that Karen had done a great job in her absence. Highlights of the month include:

- Notification that the Times Colonist Raise a Reader grant in the amount of \$1000 has been awarded to SSI Public Library
- A further grant submission is underway to SSI Foundation with a March 30th deadline.

6. AOB

Proposed Art Budget

- Rita brought forward a motion regarding a budget for art work for the new building.
 - **Motion**
That the Board approves up to \$50,000 in funding for the purchase of art work for the new library building and that the Art Committee is directed to make recommendations to the Board for the purchase of permanent works. Moved by Peter; seconded by Rita. Passed
- Review of Fine Policy – Karen has completed a review of other libraries fine policies. This issue is to be considered at the next Board meeting once staff brings forward a recommendation for the Board's consideration.
- Approval of Grant Application to SSI Foundation - The library plans to submit an application to the SSI Foundation for 10 literacy kits.
 - **Motion**
That the Library Board approves submission of a grant application to the Salt Spring Island Foundation for the purchase of 10 Children's Literacy Kits at an estimated cost of \$200 per kit. Moved by Rita; seconded by Stan. Passed.
- Salt Spring Literacy has asked for a motion of support regarding Canadian Adult Learners' Week
 - **Motion**
That the Library Board expresses its support of Canadian Adult Learners' Week from March 24th – April 1, 2012. Moved by Stan, seconded by Les. Passed.

7. NEXT MEETING – 9:30 am April 10, 2012; Brief Board meeting at 3:00 pm at the United Church in order to approve the financial statements prior to the Annual General Meeting – which will be held at 3:30 p.m. Thursday, March 29, 2012.

8. ADJOURNMENT : moved at 11:08 by Sandra