

Minutes

Library Board Meeting

April 12, 2011

Present: Rita Archer (Chair), Sandra DeAthe (Vice-Chair), Duncan Hepburn, Sally Rycroft, Stan Shapiro, Chris Gadsby, Peter Sharpe, Susan de Stein, Doug Robertson, Brigitte Peter-Cherneff (Chief Librarian).

Regrets: Garth Hendren, CRD Director

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1. CALL TO ORDER AND INTRODUCTION OF NEW BOARD MEMBERS – Meeting called to order at 9:32 a.m.

2. APPROVAL OF AGENDA –

- **Motion**

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

3. ELECTION OF OFFICERS – The chair called for nominations for the positions of Chair, Vice-chair and Treasurer.

- Chair – Duncan nominated and Sandra seconded the nomination of Rita Archer as Chair. *Passed*
- Vice-chair – Peter nominated and Sally seconded the nomination of Sandra DeAthe as vice-chair. *Passed.*
- Treasurer – Sandra nominated and Stan seconded the nomination of Peter as treasurer. *Passed.*

4. APPROVAL OF MINUTES – of March 8, 2011.

- **Motion**

That the minutes of March 8th be approved. Moved by Peter; seconded by Susan. Passed

5. CORRESPONDENCE - none

6. COMMITTEE AND OFFICER REPORTS

a) Finance

- Treasurer's Monthly Report – Peter reviewed the monthly financial reports.
- Amended 2011 Budget – the juvenile collection budget was increased by \$830 at the special Board meeting on March 29th, 2011.
- Updated Project Budget – Peter reviewed analysis of the detailed costs for the library building project with the Board.
- Update on CRD/SSIPLA Agreement – Peter updated the Board on the agreement. The most recent version of the agreement will be sent to the Board for their information.

b) Building Committee

- New Building
 - Progress Report – Mandatory bidder's site visit and meeting will be held April 27th.
 - Project Schedule- now appears that the recommendation for the General Contractor hiring can be ready for the June 8th, 2011 meeting of the CRD Board.
- Temporary Facility
 - Progress Report – Site preparation is now underway; electrical RFQ is being prepared.
 - Shelving Contract – Shelving contract has been finalized and the date for the delivery of the shelving (and subsequently the move to the temporary facility) should be determined shortly.

c) Communications Committee

- i. Next Progress Report to the Community. We will issue a progress report to the community when we have a move date into the temporary facility; the report will appear in the Driftwood and on our website.

- d) **Chief Librarian's Report** – Brigitte submitted a written report and reviewed the highlights for the Board.

7. AOB

- **Volunteers Appreciation Tea** – A date for the volunteer tea is to be established for mid-May. Brigitte will check with the caterer and All Saints by the Sea regarding availability.
- **2011 Annual giving campaign** – would like to do more serious fundraising in the 2011 year. The Board will establish a working group to look at the options for 2011.

- 8. NEXT MEETING** – Tuesday, May 10th, 2011 – 9:30 a.m. at the Library Annex (108 Jackson Ave)

- 9. ADJOURNMENT** – Meeting adjourned at 11:25 a.m.