

Minutes

Library Board Meeting – Harbour House Hotel

9:30 a.m. Tuesday, November 13, 2012

Present: Rita Archer(Chair), Peter Sharpe, Scott Howe, Sandra DeAthe, Sally Rycroft, Stan Shapiro, John Wakefield, Duncan Hepburn , Les Brost, Brigitte Peter-Cherneff (Chief Librarian), Karen Hudson (Librarian). Regrets: Wayne McIntyre

1. CALL TO ORDER at 9:32 a.m.

2. APPROVAL OF AGENDA

- **Motion**

That the agenda be approved with two additions. Moved by Les; seconded by Sally. Passed.

3. APPROVAL OF MINUTES – of October 16, 2012 Meeting

- **Motion**

That the minutes of October 16, 2012 be approved. Moved by Peter; seconded by Sandra. Passed

4. CHAIR'S REMARKS

Rita commented that in future all board materials would be distributed at the meeting by the secretary to the Board (Chief Librarian) and so there would be no need for board members to print materials themselves. Thanks were also expressed to Brigitte and Karen for their extraordinary efforts required in relation to preparations for resuming library service in the new building. Lastly, Rita spoke of the need for heightened awareness and attention to the broader issue of board effectiveness. The energies of successive boards have been largely focused on the building project. With the opening of the new library imminent, the board will need to shift its focus to an array of operational issues which will require a broader based approach to delivering the best possible library service.

5. BUSINESS ARISING

- i. Bylaw amendments – Sandra and Les discussed some ideas from the draft governance policies which may be presented to the Board in January 2013. If the governance policies are accepted as presented, one change to the by-laws would be required at the AGM to be held in March. It was agreed that it would not be possible to bring a full scale revision of the by-laws to the 2013 annual meeting (due to the timeframe).
- ii. Art Budget – Peter reviewed the previous Art budget and is suggesting an increase to cover the purchase of the tapestry and various plaques. The overall budget will be approximately \$53,555 (after HST rebate).

- **Motion**

RESOLVED that (a) the resolution as to art funding passed at the Oct 16/12 board meeting (item 5a) be revoked and (b) the Library make a contribution of up to \$34,000 to the project budget to be used for the purpose of art purchases and that the funds come firstly from the Crawley and Hardie bequests and secondly from the Building Fund (General). Moved by Peter; seconded by Duncan. Passed

6. CORRESPONDENCE

- i. A member of the public has called the Board Chair to discuss the availability of wifi in the new library building. He was asked to put his request to make a presentation to the board in writing.
- ii. Rita has been asked to participate in a CRD Economic Development Roundtable.

7. COMMITTEE AND OFFICER REPORTS

a) Finance Committee Report

- i. Treasurer's Monthly Report – Peter reviewed the monthly budget and bank statements. While we remain under budget at the moment, some expenses are still to come. It is currently projected that the library operating budget will be on budget, or slightly under budget at year end.
- ii. Amendment to Facilities Development Agreement – Peter has been working on this in preparation for the facility to be turned over to the Library for operation.
 - Motion

RESOLVED that the Chair, together with any one other board member, have authority to execute and deliver an amendment to the Facilities Development Agreement with the CRD which will provide for access to and interim occupancy of the new library prior to the start of the long term lease, with such amendment to be on such terms as may be acceptable to both the Chair and Treasurer. Moved by Stan; seconded by John. Passed

- iii. Month to Month Lease of Library Annex – Peter has been able to negotiate our lease for the Annex to extend to the end of December, 2012.

- **Motion**

RESOLVED that the Treasurer be given authority to forego recovery from the landlord of such portion of the \$1,000 security deposit for the library annex premises as he may consider advisable. Moved by Les; seconded by John. Passed.

- iv. Endowment Fund – Peter was approached by a Library supporter who indicated that they would like to make a donation to the Library in their will and inquired as to whether the Library had an endowment fund.

- **Motion**

That the fundraising chair undertake an investigation of the establishment of an endowment. Moved by Les; seconded by John. Passed.

- b) **Building Committee Report** – Duncan gave a report on building progress. While progress continues well, the building opening will be better determined by November 20th, 2012.

Communications Committee Report - Les presented the communications strategy to the Board. Les also thanked Karen for her work as a communication liaison. The communications plan leading up to the opening of the new building was accepted by the Board with two amendments and with thanks to the committee for their efforts.

- c) **Fundraising Committee Report** – Stan reported on the progress of the Annual Giving campaign. To date \$7500 has been received.
- d) **Art Committee Report** - Rita presented a written report from the Art committee which was tabled.
- e) **Chief Librarian's Report** – Brigitte presented a written report and presented highlights of the previous month.

8. AOB

- i. Date of Next Board Meeting – December Board meeting will be at the call of the Chair and the next regular Board meeting will be January 8th, 2013.
- ii. Open House prior to Full Service Opening – this idea is under discussion.
- iii. Nominating Committee – the chair asked all board members to consider who might be interested in joining the board. There will be at least 2 vacancies to fill in 2013. Les agreed to chair the board's Nominating Committee and Scott Howe has agreed to be a member. A third member is needed and this has traditionally been a library volunteer who is not currently a board member. Brigitte was asked to identify potential candidates for this third position.

- iv. Archives (in camera) – Duncan Hepburn absented himself from the meeting at this point
 - Motion

That the Board go to an in-camera meeting. Moved by Peter; seconded by Sally. Passed.

Rise and report that the Board approved a sublease for the Archives in the new Library building.

v. Official Opening Ceremony – Rita will provide the CRD contact with a variety of dates in February that suit the library for the official opening. There may be money in the budget to fund a special memento for the volunteers.

- **Motion**

That the necessary liaison for the official opening of the Library between the CRD and the Library Association be the joint responsibility of the Chair, Vice Chair and Chief Librarian with the chair operating as the primary contact. Moved by Peter; seconded by Sally. Passed

9. NEXT MEETING – 9:30 a.m. Tuesday, January 8th, 2013.

10. ADJOURNMENT at 11:50

