

## Minutes

### Salt Spring Island Public Library Board of Directors Meeting 9:30 am Tuesday, October 8, 2013 – Library Program Room

**Present:** Les Brost (Chair), John Wakefield (Vice-Chair), Sally Rycroft (Treasurer), Wayne McIntyre, Stan Shapiro, Scott Howe, Blair Carley, Karen Hudson (Chief Librarian), Christine Arpita (Recording Secretary)

**Absent:** Jacque Harkema, Rita Archer

#### 1. CALL TO ORDER

Meeting called to order at 9:33 am.

#### 2. APPROVAL OF AGENDA

##### ♦ *Motion*

*Moved by Sally; seconded by Wayne:*

*That the agenda be approved as amended. Carried*

#### 3. APPROVAL OF MINUTES

##### (a) Board Meeting - September 10, 2013

##### ♦ *Motion*

*Moved by Scott; seconded by Blair:*

*That the September 10, 2013 Board Meeting Minutes be approved. Carried*

#### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

##### (a) Head Lease Negotiation Update

Wayne will meet with Chief Administrative Officer this week.

##### (b) Clarification of roles & responsibilities of Building Manager

John met with Building manager to discuss. Roles and responsibilities are clarified.

##### (c) Conflict of interest review

Deferred until next meeting.

#### 5. CORRESPONDENCE

##### (a) Letter to Robert McWhirter

Les wrote to Robert, dated September 19 and received a positive reply dated October 1.

##### (b) Letter from Audrey Wild

The placement of "Mobile Market" is referred to the Art Committee. The Chief Librarian will report when action is taken.

##### (c) B.C.L.T.A request

Les and Karen will create a draft and circulate it to the Board for review.

##### (d) Letter from Historical Society

See item 5(a).

##### (e) Letter from Duncan Hepburn – Shared Space information request

The information related to a 3<sup>rd</sup> party should be requested from the Real Estate agent.

♦ **Motion**

*Moved by Stan; seconded by Scott:*

*That Duncan's request be referred to the Executive Committee. Carried*

**Karen asked to defer the Chief Librarian's Report and left the room on Library business**

**7. COMMITTEE AND OFFICERS REPORT**

**(a) Treasurer's Report** – previously circulated.

- Sally presented the financial reports.

- Discussed the need to recognize Salt Spring Island Library Association's contribution to the new Library since title of two properties were given to the CRD in order to proceed with grant applications.

**i Adding CIBC to the financial institution comparative analysis**

CIBC will be invited to make a presentation.

**ii Fundraising Report** – no written report

Stan presented verbal report.

- The fundraising letter will be sent out October 18-19

**Karen returned**

**6. CHIEF LIBRARIAN'S REPORT – previously circulated.**

Karen presented her report.

- The Library has been nominated for the Chamber of Commerce Non-Profit Association of the Year Award

- Karen proposes a \$1000 budget for a one-year anniversary volunteer celebration. Former volunteers will be invited as well.

♦ **Motion**

*Moved by Sally; seconded by Scott:*

*That the Board approve a \$1000 budget for the one-year anniversary celebration. Carried*

♦ **Motion**

*Moved by Stan; seconded by John:*

*That the meeting go "In Camera". Carried*

♦ **Motion**

*Moved by Stan; seconded by John:*

*That the meeting exit "In Camera". Carried*

**7. COMMITTEE AND OFFICERS REPORT**

**(b) Executive Committee Report** – no report.

**(c) Building & Infrastructure Report** – previously circulated.

John presented report.

- On October 2, 2013, the Building Committee met with the CRD, Knappett, and the Architect to review outstanding items and responsibilities of all parties. Ongoing issues include air quality, the bridge, and the Ravens art display.

- John will meet with Josh from the CRD.

**(d) Communications Committee Report** – no report

**(e) Nominating Committee Report**

Scott presented verbal report.

- The Library newsletter will be used to solicit interest within the Volunteers for Board positions

- Board members assuming interim positions may remain until the Annual General Meeting.

**(g) Art Committee Report – no report**

**Due to time constraints, Wayne presented report**

**8. ANY OTHER BUSINESS**

**(a) CRD Report**

Wayne presented verbal report.

- Wayne accepted Woodworks Community Recognition Award on behalf of the CRD for its support of the BC Wood Industry in the construction of the Salt Spring Island Public Library

**Wayne left meeting 11:25 am.**

**7. COMMITTEE AND OFFICERS REPORT**

**(h) Policy Committee Report**

John presented verbal report.

- The committee will meet in November to discuss draft policies.

**(i) Long-term Planning Committee Report – circulated**

Les presented report.

- John will coordinate the December date for the Board's Strategic Planning session.

◆ **Motion**

*Moved by Scott; seconded by Stan:*

*That a budget of \$3500 in total be set for the costs of the Board Strategic Plan and the Business/Operating Plan. Carried*

**8. ANY OTHER BUSINESS**

**(b) Upcoming holidays**

Danielle is away October 20-26. Karen is away October 29-November 1.

**(c) Policy review for Political activities**

Les confirms that Gary Holman's event in the Program room is consistent with the Library's 3<sup>rd</sup> Party Use Policy.

**9. ADJOURNMENT**

◆ **Motion**

*Moved by Les; seconded by John:*

*That the meeting be adjourned. Carried*

Meeting adjourned 11:40 am.

**NEXT REGULARLY SCHEDULED MEETING – 9:30 am, November 12, 2013**

## In Camera Minutes

### Salt Spring Island Public Library Board of Directors Meeting 9:30 am Tuesday, October 8, 2013 – Library Program Room

#### 6. CHIEF LIBRARIAN'S REPORT – continued

- The probationary period for Librarian-designate Danielle Hubbard is completed and she is appointed as Librarian. A new employment contract will be drawn up.
- Discussion about salary increase for the Librarian

#### ◆ *Motion*

*Moved by Stan; seconded by John:*

*To increase the Librarian's salary by \$1000 and that the next monetary review for the Librarian will occur in January 2015. Carried*