

**Gibsons & District Library Association**  
January 12, 2013 Regular Board Meeting Minutes

Board members present: Manjit Kang, Fred Lerner, Lorne Lewis, Wayne Rowe, Kim Wilkinson, Marie Giltrow, Matt Thomson, Sheena Careless, Janet Genders, Donna McMahon, & Tracey Therrien (CL)

1. Held Strategic Planning session with Sue Inglis from 9:00am to 11:00am
2. Call to Order of Regular Board Meeting  
Called to order by the Board Chair at 11:18am
3. Adoption of Agenda  
Moved by J. Genders, seconded by M. Thomson
4. Adoption of Minutes with corrections – Meeting of December 8, 2012  
Moved by S. Careless seconded by J. Genders
5. Business Arising from Minutes
  - Tracey forwarded service population documentation to Libraries & Literacy Branch for review.
  - F. Lerner followed up with L. Lewis regarding bike rack in underground parking garage, L. Lewis has suggested the SCRD use a portion of the Gas Tax fund to fund the bike rack. Waiting for approval.
6. Reports / Ongoing Business
  - a. Chair's Report – no report
  - b. Chief Librarian – written report
  - c. Interlink – no report
  - d. BCLTA – written report.
    - S. Careless will enquire if BCLTA received any feedback from the question posted in the BCLTA newsletter regarding procedures for receiving comments from public.
  - e. Communications – reviewed press release, will make minor revisions and submit to local media outlets.
  - f. Finance – see Budget
  - g. Foundation – no report
    - CL to present library wish list to Library Board for approval before presenting to Foundation.
  - h. Nominations Task Group – still looking for potential candidates
    - AGM scheduled for Feb. 18<sup>th</sup>, reviewed agenda and schedule of events.
  - i. Town of Gibsons – Starting a Strategic Planning process. Planning an Economic Development Forum.

- j. SCRD – Budget process in full swing: lots of demands on services.
- 7. 2013 Budget - Budget presentation to the SCRD scheduled for January 15, 2013
- 8. Communications arising from Agenda Items – Next regular board meeting after AGM scheduled for Saturday March 2<sup>nd</sup> at 10:00am. This meeting will include elections of the Chair and Vice Chair, appointment of board representatives to InterLINK, Library Foundation and BCLTA, the appointment of the accountant and the selection of committees, and a board orientation for new trustees.
- 9. Correspondence – none
- 10. Public Questions – none
- 11. Adjournment – 12:08pm

**Gibsons & District Library Association**  
March 2, 2013 Regular Board Meeting Minutes

Board members present:, Fred Lerner, Lorne Lewis, Kim Wilkinson, Marie Giltrow, Matt Thomson, , Janet Genders, Larry Smith, Marci Beachum Fuller, & Tracey Therrien (CL)  
Guest: Donna McMahon

Regrets: Manjit Kang, Sheena Careless

1. Board orientation presentation by Donna McMahon (past Chair)
2. Call to Order of Regular Board Meeting  
Called to order by Donna McMahon at 11:02 am
3. Adoption of Agenda  
Moved by M. Thomson, seconded by J. Genders
4. Adoption of Jan. 21 2013 minutes  
Moved by J. Genders seconded by K. Wilkinson
5. New Business
  - Election of Chair: M. Thomson nominated Manjit Kang as chair  
Manjit Kang elected as Chair
  - Election of Vice-Chair: F. Lerner nominated Kim Wilkinson and Janet Genders to the positions of CO-Vice Chairs.  
Kim Wilkinson and Janet Genders elected as Co-Vice Chairs
  - Election of Treasurer: M. Thomson nominated Fred Lerner as Treasurer  
Fred Lerner elected as Treasurer.
  - Appointment of Accountant: F. Lerner moved that Esplen & CO. be appointed as the accountant for the library. Seconded by L. Lewis
  - Appointment of Board representatives:  
InterLINK: F. Lerner & L. Smith as alternate  
Library Foundation: M. Giltrow & J. Genders as alternate  
BCLTA: S. Careless & M. Thomson as alternate
  - Selection of Committee  
Finance Committee: M. Kang, F.Lerner & T.Therrien  
Communications: M.Thomson & S. Careless
  - Appointment of signing officers  
M. Kang, F. Lerner & T. Therrien
  - 2013 meeting schedule  
April, 13, May 11, June 8, Sept. 14, Oct. 19, Nov. 16 & Dec. 7
6. Strategic Plan
  - Accepted draft plan
  - Selection of Strategic Work plan Team: K. Wilkinson, M. Beachum Fuller, M.Kang, J. Genders & T. Therrien

- Deadline for adoption of board work plan changed to April 15, 2013

7. Reports / Ongoing Business

- a. Chair's Report – no report
- b. Chief Librarian – written report
- c. Interlink – F. Lerner attended InterLINK meeting on Feb. 26 at which the 2013 budget was adopted and Strategic Plan reviewed. Discussed 2012 lending statistics. 28,000 items lent between Gibsons and Sechelt libraries. Gibsons members borrowed approx. 18,000 items from Sechelt library and Sechelt members borrowed approx. 10,000 items from Gibsons library. In total InterLINK libraries borrowed and lent 4,400,000 items between member libraries.
- d. BCLTA – no report
- e. Communications – Press release submitted to local media
- f. Finance – Received Conveyance letter from Libraries and Literacy Branch: Ministry of Education, outlining the library's provincial grants. The library's Operating Grant is based on population served. The province uses a formula based on population tiers. Because the library's population increased (in 2013 the province included half of the population of Roberts Creek) above the 12,000 tier to 12,323, the per person contribution decreased resulting in a decrease to the library's Operating Grant by \$4,248

Year	Population	Per person \$ contribution	Operating Grant
2012	11,725	\$3.20	\$37,520
2013	12,323	\$2.70	\$33,272

The Resource Sharing Grant increased slightly (\$92) and the Literacy Equity and BC OneCard Grants remained the same.

- g. Foundation – no report
    - Library Foundation AGM scheduled for April 17 @ 5:15am.
  - h. Nominations Task Group – no report
  - i. SCRD – Third round of Budget meetings are being held on March 5<sup>th</sup> & 6<sup>th</sup>
8. Correspondence – Conveyance Letter from Libraries and Literacy Branch Ministry of Education outlining Gibsons & District Library's 2013 provincial funding including Operating Grant, Literacy Equity Grant and Resource Sharing Grant.
9. Public Questions – none
10. Adjournment – 12:08pm

**Gibsons & District Library Association**  
April 13, 2013 Regular Board Meeting Minutes

Board members present: Fred Lerner, Kim Wilkinson, Marie Giltrow, Matt Thomson, Janet Genders, Larry Smith, Manjit Kang, Sheena Careless, & Tracey Therrien (CL)

Regrets: Lorne Lewis, Marci Beacham Fuller, Wayne Rowe

1. Call to Order

Called to order by Board Chair, M. Kang at 10:04am

2. Adoption of Agenda

Moved by J. Genders, seconded by L. Smith

3. Adoption of March 2, 2013 Meeting Minutes with corrections: M. Thomson ~~elected~~  
*nominated* F. Lerner as Treasurer

Moved by K. Wilkinson, seconded by M. Giltrow

4. Reports

a. Chief Librarian's Report: written report.

- Discussed and answered questions about weeding collection and donation of books.
- Requested that CL contact P. Longhi (Regional District Building Inspector), regarding the 2013 library building maintenance budget.

b. Chair's Report: written report.

- M.Kang met with D. McMahon (past chair). D. McMahon passed on all board documents. Discussed concerns of the development of a regional library.
- M. Kang met with Clint Bud and John Hird. They are interested in developing a Cultural Corner in lower Gibsons.
- Reviewed board meeting agenda and report submission format.

c. Interlink: written report.

- InterLink staff wage increases are based on the Vancouver and Burnaby staff CUPE increases.
- Discussion around data mining; many libraries, including Gibsons, use statistics to help with collection development.
- Discussed the ability to borrow audio-visual materials from other InterLink libraries and the limits of Interlibrary loans to books only due to postal rates for audio-visual materials.

d. BCLTA

- BC Library Conference in Richmond May 10 & 11. Trustee

Orientation Program (TOP) session being held May 10<sup>th</sup> and all other trustee workshops held on May 11<sup>th</sup>. There is funding to send two Board members to the conference. M. Kang and M. Giltrow are interested in attending.

- TOP training is available online. Suggested that trustees taking the online training could meet for coffee after the session for discussion.

e. Communications: No report

f. Treasurer/Finance: written report

g. Foundation

- Foundation AGM Wed. April 17<sup>th</sup>. M.Giltrow and CL will attend.

h. Town of Gibsons: No report

i. SCRD: No report

5. Review of the contents of the Board Manual:

- F. Lerner suggested changes and additions to Board manual. F. Lerner will update and distribute to board members.

6. Board Annual Calendar

- Motion: to adopt items as presented. Moved by F. Lerner, seconded by M. Thomson.

7. Advocacy and Communications Annual Plan / Strategic Plan Work Plan

- Strategic Work Plan Team: M. Kang, K. Wilkinson, J. Genders, M. Beacham Fuller, CL to meet on Fri. April 19<sup>th</sup>.
- Communications team to work with Work Plan team to inform public of Strategic Plan and progress of the plan.

8. BCLTA Conference & TOP Training: see BCLTA above.

9. Re-schedule May Board Meeting (conflict with BCLTA Conference)

- M. Thomson sending an online survey to find an alternative May board meeting date.

10. Communications arising from Agenda Items: none

11. Correspondence: none

12. Public Questions: none

13. Adjournment: 11:20am

**Gibsons & District Library Association**  
June 8, 2013 Regular Board Meeting Minutes

Board members present: Fred Lerner, Kim Wilkinson, Maria Giltrow, Matt Thomson, Larry Smith, Manjit Kang, Sheena Careless, Lorne Lewis, Marci Beacham Fuller, Wayne Rowe & Tracey Therrien (CL)

Guest: Shelia Carlson

Regrets: Janet Genders

1. Call to Order

Called to order by Board Chair, M. Kang at 10:00am

2. Introduction of guest, Shelia Carlson. Sheila is interested in joining the library board. At this time the board has 9 members, the maximum number allowed as outlined in the provincial Library Act. Discussion around appointing alternative board members. S. Careless to contact BCLTA and inquire about the possibility of appointing alternative members.

3. Adoption of Agenda

Moved by K. Wilkinson, seconded by M. Thomson

4. Adoption of April 13, 2013 meeting minutes with the addition: Section 7. M. Beacham-Fuller

Moved by S. Careless, seconded by M. Beacham Fuller

5. Action item from last meeting: SCRD library building maintenance budget.

- The library building maintenance budget is \$10,000 at which approximately ½ has been spent to date on plumbing repairs. Future expenses may include netting off the roof to deter Seagulls from nesting there. A pest control company has been contacted by the regional district and is reporting directly to the district.

6. Took photo of library board for library website.

7. Reports

a. Chief Librarian's Report: written report.

b. Chair's Report: written report.

c. Interlink: written report.

- Discussion on World Languages program. Gibsons doesn't have a large enough English as a second language population to warrant the library participating in the program. Important to remind community members that they have access to books in other languages through the Interlibrary loan program.

d. BCLTA

- BC Library Conference held in Richmond on May 10 & 11. BCLTA honored Donna McMahon (former Gibsons & District Public Library Board Chair) at the conference with a Super Trustee Award. Donna's acceptance speech can be viewed on the BCLTA website. A press release highlighting

Donna's accomplishments was submitted to the Coast Reporter and appeared in the May 24<sup>th</sup> edition.

e. Communications:

- Developed the contents for a Board brochure, highlighting the library's values, vision and mission.
- As a goal of the strategic plan is to raise the awareness of the library through the development of a marketing, promotion, and communications plans. It was decided to consult a graphic designer to help the library create a design that we can use on promotional templates: brochures, posters, business cards.

f. Treasurer/Finance: written report

g. Foundation

- Foundation AGM held on Wed. April 17<sup>th</sup>. M.Giltrow and CL attended.
- Foundation looking for board members, including the position of treasurer.
- Foundation interested in helping support the re-configuration of the library's interior layout.

h. Town of Gibsons:

- Aquifer report complete, a copy at the library for public consultation
- The Chamber and the lower Gibsons merchants have organised a free shuttle bus between lower and upper Gibsons. The shuttle will run on weekends throughout the summer.

i. SCRD:

- Attended the Federation of Canadian Municipalities conference in Vancouver.

8. Strategic Plan Work-plan:

- Goal 1.1 – Raise awareness of the Library  
Requested funding to hire an external graphic designer to develop marketing material templates and a new logo.  
Motion: Designate up to \$3,000 from the Special Project Fund to hire a graphic designer to develop a new logo and marketing material templates"  
Moved by F. Lerner, seconded by M. Thomson
- Goal 1.3 – Reach-out & expand partnerships: Board cross-engagement with the SCRD and Town of Gibsons.  
Larry Smith appointed to review SCRD and Town of Gibsons' meeting agendas and minutes and attend meetings deemed relevant to library business.



9. Appointed Centennial Celebration Committee

- M. Giltrow, M. Beacham-Fuller, J. Genders, Sheila Carlson and staff members T. Therrien and L. Kennedy.

Motion: to designate up to \$10,000 from the Special Project Fund towards centennial celebration activities.

Moved by K. Wilkinson seconded by S. Careless

10. The appointment of a Nominations Committee was postponed until the September board meeting. Discussion on the importance of demystifying and clarifying the roles of Chair, Vice-Chair, Treasurer etc. in order to help with succession planning.
11. Annual Board Self Evaluation: Manjit provided a board evaluation template. Asked members to complete sections A, B, C & E. Section D reflects on your personal performance and doesn't need to be shared with others. Please remember that the evaluation is for 2012. Send completed forms to Manjit, who will compile the results and share them at the next Board Meeting.
12. Communications arising from Agenda Items: none
13. Correspondence: none
14. Public Questions: none
15. Adjournment: 11:47 am

**Gibsons & District Library Association**  
Regular Board Meeting: Saturday September 7, 2013

Board members present: Maria Giltrow, Wayne Rowe, Larry Smith, Janet Genders, Kim Wilkinson, Manjit Kang, Fred Lerner, Matt Thomson, Marci Beacham Fuller, Tracey Therrien (CL)

Regrets: Sheena Careless

1. Call to Order

Called to order by Board Chair M. Kang at 10:02 am

2. Adoption of Agenda

Moved by K. Wilkinson, seconded by J. Genders

3. Adoption of June 8, 2013 meeting minutes with a correction: Board members present: Maria Giltrow

Moved by J. Genders seconded by M. Giltrow

4. Action Items from the Last Meeting:

- a. Formally approved motion to designate \$3000 instead of \$2500 for hiring the graphics designer. This motion was previously approved by email in June.

Moved by F. Lerner seconded by M. Thomson

- b. Reviewed summary compiled by M. Kang of Board Self-Evaluation Results for 2012 – 2013. Evaluation template can be used for yearly board self evaluation process.

5. Reports (attached or appended to this agenda)

- a. Chief Librarian's Report: written report  
b. Chair's Report: written report

M. Kang and T. Therrien met and reviewed proposed performance review questionnaire. T. Therrien's one year anniversary is Oct. 1<sup>st</sup> and the new form will be used at her performance review.

c. Interlink:

Next InterLINK meeting Sept. 24<sup>th</sup>. InterLINK board members were invited to attend vendor demonstrations (Sept. 4<sup>th</sup> & 5<sup>th</sup>) of Direct Patron Request software. T. Therrien attended Sept. 5<sup>th</sup> demonstrations. The demonstrations were a learning opportunity; to view and better understand how the software would allow InterLINK libraries to offer Direct Patron Requests to their members. Because this process is part of the feasibility study only, no official evaluation took place. Only after the InterLINK board has reviewed the feasibility study and agreed to proceed with the implementation of Direct Patron Requests will an official evaluation take place.

d. BCLTA:

M. Thomson reported for S. Careless.

- BCLTA distributed their summer bulletin which included the Research Planning and Governance Survey Results. M. Thomson reported on points from the Executive Summary

and commented that the work done by the GDPL Board on board evaluation, strategic planning, board orientation and training ranked higher than the average reported in the summary.

- BCLTA has a new director Ann Carlsen.

e. Communications:

Graphic designer produced 18 logo designs, after meeting with the logo committee and the designer, three designs were chosen. The designer has re-worked these designs and is meeting with the committee on Sept. 9<sup>th</sup> to choose a final design. The committee focused on modern designs while keeping in mind the importance of simplicity and accessibility for all library members.

f. Treasurer/Finance: written report

g. Foundation: no report

h. Town of Gibsons:

Telus will be installing a fibre optic system in Gibsons.

i. SCRD:

- L. Lewis will enquire on the progress of the bike rack which is to be installed in the library underground parking.
- Budget process begins in November.

6. Strategic Plan Workplan

- Goal 1.1 – Raise awareness of the Library
  - See section 5 e: Communications Report
- Goal 1.3 – Reach Out, expand partnerships
  - Cross-engagement with the SCRD & Town of Gibsons
    - Nothing to report at this time

7. Centennial Celebration:

- Committee reviewed preliminary plans. Three major events are planned one in the spring to launch the celebrations, one in the summer in conjunction with the Sea Cavalcade and one in October during Canada Library Month.

8. Preparations for the annual budget review and submission

- Struck Finance Committee: M. Kang, F. Lerner, K. Wilkinson and T. Therrien

9. Communications arising from Agenda Items: none

10. Correspondence:

- Letter from library patron expressing her gratitude for the library providing proctoring service, allowing her to complete her diploma courses in Gibsons rather than travelling to Vancouver.

11. Public Questions: none

12. Adjournment: 11:40 am

**Gibsons & District Library Association**  
Regular Board Meeting: Saturday October 19<sup>th</sup>, 2013

Board members present: Sheena Careless, Larry Smith, Janet Genders, Kim Wilkinson, Manjit Kang, Marci Beacham Fuller, Tracey Therrien (CL)

Regrets: Maria Giltrow, Wayne Rowe, Fred Lerner, Matt Thomson, Lorne Lewis

1. Call to Order by Board Chair M. Kang at 10:00 am
2. Guest Speaker Heather Evans-Cullen Children's/youth librarian spoke about her role at the library and the different children and youth programs offered throughout the year. Heather also expressed her desire to reconfigure the youth area in the library to better utilise the space.
3. Adoption of Agenda  
Moved by J. Genders, seconded by M. Beacham Fuller
4. Adoption of September 7, 2013 meeting minutes with a corrections.  
Moved by K. Wilkinson seconded by S. Careless.
5. Action Items from the last meeting:
  - a. Lorne: Progress on the bike rack to be installed in the library underground parking. CL reported that the bike rack had been installed. Signage is needed to notify library users that a new bike rack is located in the parkade. The library will cover costs for signs; one at the outdoor bike rack and one underneath the existing Library Parking sign.
  - b. Kim: Online TOP training has been scheduled for Saturday Nov. 30<sup>th</sup> between 9am – 12 noon at the library. Coffee/tea and snacks provided.
6. Reports (attached or appended to this agenda)
  - a. Chief Librarian's Report: written report
  - b. Chair's Report: written report

Fred Lerner has resigned from the Board. He will remain available throughout the preparation of the 2014 budget (Oct. 2013 to Feb. 2014) and will continue as a signing authority until a new treasurer has been appointed. At the November board meeting we will thank Fred for his time spent on the board. CL will purchase card and inform Libraries & Literacy that he is resigning. L. Smith will take over Fred's role as InterLINK representative.

c. Interlink:

L. Smith attended the October meeting; board members reviewed the Direct Patron Request feasibility study (summary was distributed to Gibsons & District board members). Some InterLINK trustees expressed concern over the possible increase in costs in providing this service. InterLINK board members approved the recommended next step of investigating the possibility of using the current interlibrary loan software to support Direct Patron requests. InterLINK board members were asked to discuss the implementation of Direct Patron requests with their individual library boards and report on their board's opinion at next meeting.

Motion: That the Gibsons & District Library Board advise their InterLINK representative to vote in favour of the Direct Patron

Request proposal.

Moved by J. Genders seconded by M. Beacham Fuller

d. BCLTA:

S. Careless forwarded October BCLTA ebulletin and email regarding the province-wide public consultations and recommendations on the next provincial budget. The email contained talking notes on the value of public libraries. It was noted that these talking notes will be useful for the Gibsons & District Public library's upcoming budget process with the SCRD. Additionally, M.Kang reminded board members of the newly released REFLECTIONS 2012 BC Public Library Goals and Initiatives Report and commented on the valuable information about public libraries contained in the report.

e. Communications:

Reviewed new library logo and additional promotional material, i.e. business cards, brochures and poster templates.

Motion: To approve the library logo as presented.

Moved by M. Beacham Fuller seconded by J. Genders

Recommended that the Communications Committee prepare a press release about the newly adopted library logo and to canvass board members on what contact information they would like on their business cards, once information is collected order cards and include major strategic goals on back of card. CL to write about new library logo in the next Local Newspaper library article.

CL to inform staff of new logo.

f. Treasurer/Finance: written report

Waiting for invitation from SCRD to discuss 2014 budget process.

g. Foundation:

M. Kang reported for M. Giltrow. John McNiven has resigned as Foundation chair along with the other three board members. Judy Campbell is now the chair and five new trustees have been appointed. Bert Reeves the former treasurer has been advising the new board.

CL presented the library's wish list: \$5,000 for plans to reconfigure current library laid-out to better utilise the space. It was accepted.

M. Kang will invite new foundation to attend November library board meeting as a guest.

It was suggested that it would be a good idea for board members to have name tags or to introduce themselves to guests. T. Therrien to make name tags.

h. Town of Gibsons: no report

i. SCRD: no report

7. Strategic Plan Workplan

- Goal 1.1 – CL update on branding strategy and new website
  - see Communications report 5.e. New website is scheduled for

December 2014

- Goal 1.3 – Reach Out, expand partnerships
    - New monthly article in the Local Newspaper
8. Centennial Celebration:
- J. Genders reviewed the three planned events:
    - Open house in March to include cake, a library history timeline display, games, a list of the top 100 books over the last 100 years, and attendees/staff encouraged to come in costume as favourite author or fictional character. Launch short story writing contest
    - Float in Sea Cavalcade parade, and fundraising event “Dinner on the Deck” raffle for a chance to win dinner for two on the library deck on the night of the fireworks
    - October event during library month, CBC personality, lego building contest (build a library of the future) and announce winners of short story writing contest.

Committee will start recruiting volunteers in January. Finance Committee requested a dollar amount for the celebrations to include in the library’s budget proposal to the SCRD

9. Preparations for the annual budget review and submission
- Waiting for invitation to meet with SCRD. At this preliminary meeting the Finance Committee meets with SCRD Chief Financial Officer and Directors from the Town of Gibsons and Areas D, E and F, to review budget process prior to presenting the proposed library budget.
10. Succession Planning:
- a. Appointment of a Nominations Committee: J. Genders and M. Beacham Fuller  

M. Giltrow, & M. Kang terms are due 2014. M. Kang reported he would like to stand again. J. Genders to contact M. Giltrow. J. Genders to contact Shelia Carlson and ask if she is still interested in becoming a board member, if so she will take F. Lerner’s place on the board. K. Wilkinson reminded the nominations committee that instructions and a timeline outlining the nomination process is available. Two board members announced that they may not be able to continue in 2014, and will inform the nominations committee of their decision in the near future. All board members to think about potential board members and communicate to nominations committee.
  - b. It was noted at a past meeting that demystifying and clarifying roles such as Chair, Vice-Chair, Treasurer etc, may encourage other trustees to take on these roles. At the Nov. board meeting M. Kang will talk about the role of Chair.

11. Communications arising from Agenda Items: none

12. Correspondence: none

13. Public Questions: none

14. Adjournment: 11:55 am,

*Next meeting Saturday November 16<sup>th</sup> at 10:00am*

**Gibsons & District Library Association**  
Regular Board Meeting Minutes November 16<sup>th</sup>, 2013

Board members present: Sheena Careless, Larry Smith, Janet Genders, Kim Wilkinson, Manjit Kang, Marci Beacham Fuller, Maria Giltrow, Lorne Lewis, Emanuel Machado for Wayne Rowe and Tracey Therrien (CL)

Regrets: Matt Thomson

Guests: Sheila Carlson, Rob Martin

1. Call to Order by Board Chair M. Kang at 10:00am.

2. Welcome to guests Rob Martin and Sheila Carlson.

3. Adoption of Agenda

Moved by K. Wilkinson and seconded by J. Genders.

CARRIED

4. Appointment of new Trustee, Sheila Carlson, filling vacancy of recently resigned trustee Fred Lerner.

Motion: Appoint Sheila Carlson as trustee for the duration of Fred Lerner's term.

Moved by J. Genders and seconded by S. Careless.

CARRIED

5. Adoption of Minutes: Meeting of October 19<sup>th</sup>, 2013.

Moved by M. Beacham Fuller and seconded by M. Giltrow.

CARRIED

6. Guest Speaker: Tammie Leslie, staff member. Discussed roles and duties, including circulation, collection maintenance, DVD/CD maintenance, shipping Interlibrary loans and InterLINK materials and Health & Safety Officer.

K. Wilkinson suggested the board send thank-you cards to guest speakers. She will follow up with cards to our past guest speaker, Tammie and any future guest speakers.

7. Action Items from (and since) the last meeting:

a. CL - Signage for new bike rack has been installed along with additional signage in the parkade regarding parkade hours and a caution for slippery surface.

b. Communications – S. Careless has collected business-card contact

information from all but two board members. Communications committee will forward to graphic designer along with information for the back of business cards which will include library's mission or values or strategic directions.

- c. After a year of many changes including new policies and procedures the CL has suggested a dinner out for staff members as a holiday staff appreciation event. K. Wilkinson will purchase cards for staff and board members will sign at next meeting. CL Suggested a board & staff BBQ could take place in spring or summer.
- d. Board – Change the title of “Chief Librarian” to “Library Director”. After some consideration and research, the CL requested that her title be changed from Chief Librarian to Library Director a title that emphasis a role of team leader.

Motion: That the title of Chief Librarian is changed to Library Director moving forward and that all policy documents and manuals are updated to reflect that change.

Moved by L. Lewis seconded by M. Beacham Fuller

CARRIED

- e. Introduction of a “Low Barrier Card” for community members without a permanent address and for others who face barriers due to their financial situation or those with physical or mental health issues. CL presented proposal and recommendations.

Motion: That the GDPL Community Card recommendation be adopted as presented.

Moved by J. Genders seconded by M. Beacham Fuller

CARRIED

## 8. Reports (attached or appended to this agenda)

- a. Chief Librarian's (Library Director's) Report: written report.
- b. Chair's Report – written report
  - Sunshine Coast Regional District (SCRD) pre-budget meeting went well. Round one and two will take place in January and February. SCR D requested a 0% increase for 2014. The library's proposed 2014 budget included an overall increase of 0.4%. This minimal increase was possible by reducing the budget in several areas to allow for increases in personnel, utilities and a slight increase in programming. Personnel increases are mandated through the union agreement and the utilities increase is due to a proposed BC Hydro hike in rates. The SCR D budget committee had few questions but asked for further information regarding the Centennial Celebration budget, which will be addressed at next budget meeting.
  - M.Kang, J.Genders, and Lib. Director attended a meeting addressing the future of Gibsons Cultural Corner (Library, Arts Building & Museum). Discussion included the creation of one building to house all agencies in



addition to other cultural groups, updating/renovating Arts Building, and collaborating through shared programming/space amongst the three agencies. M. Kang connected with Chair of Museum and arranged a meeting. That meeting included a discussion about the Museum's reference library. It was decided that a future meeting with interested library and museum trustees along with the Lib. Director can be arranged to discuss the museum's reference library.

- M. Kang met with new Library Foundation Chair, Judy Campbell. Judy is attending December board meeting as guest.
  - M. Kang met with Donna McMahon and Dorothy Riddle. They are proposing the creation of a Centre for Life Long Learning in Gibsons. Questioned if library is interested in proposal and exploring the idea further. A strategic direction identified in the library's latest plan includes advancing the position of the library as "The Learning Place" in the community, Donna McMahon organizing a workshop to investigate further and will invite library representation.
- c. InterLINK – L. Smith. No report. Next meeting in December. L. Smith will inform InterLINK board that F. Lerner has resigned.
  - d. BCLTA – S. Careless. Two emails both forwarded to board members. There is now a login section on the BCLTA website with resources for board members. M. Kang has created password and distributed it at meeting.
  - e. Communications – S. Careless. Lib. Director will forward press release from Local Newspaper to communications committee to adapt and submit to Coast Reporter. Business cards for board members to be completed soon along with Strategic Directions pamphlet.
  - f. Treasurer/Finance – N/A
  - g. Foundation – Maria. Foundation is completing the transition of signing authorities. Once completed a meeting will follow.
  - h. Town of Gibsons – E. Machado. Update on the installation of fibre optics (Telus) in the community and the possibility of the entire lower Gibsons area becoming a wireless access zone or alternatively focusing that zone to civic buildings only in lower Gibsons.
  - i. SCRD – L. Lewis. Reported that SCRD Budget Committee content with library submission and meeting. Committee appreciates the work that the library's finance committee does to prepare for meeting. L. Lewis indicated that he would like to purchase Centennial swag to distribute to local volunteers; the Centennial is an excellent opportunity to promote the library. L. Lewis suggested Chasters as a venue for a staff/board BBQ, a date must be decided on soon as they book-up fast.

## 9. Treasurer Position

- a. Appointment of new Treasurer. No board members at this time interested in position. As this is a new position (since the 2013 AGM) it was decided to continue without a Treasurer, the Lib. Director will give monthly financial updates at board meetings, until an interested board member is appointed.
- b. Change signing authority.

Motion: That Sheila Carlson is granted signing authority for the Gibsons & District Public Library, replacing Fred Lerner.

Moved by S. Careless seconded by K. Wilkinson

CARRIED

Current members with signing authority: M. Kang, T. Therrien and S. Carlson.

10. Centennial Celebration Committee update - S. Carlson and J. Genders working on library historical timeline. Chosen book bags, waiting for graphic artist to complete Centennial logo to add to book bag and other promotional materials

11. Succession Planning

- a. Nominations Committee update. K. Wilkinson, J. Genders and M. Beacham Fuller meeting after board meeting to discuss nominations schedule.
- b. The Chair's Role – M.Kang. Reviewed Chair's job description and M. Kang added personal interpretation of role; the time commitment, the importance of not taking too much on and delegating tasks, opportunities (being invited to a variety of meetings and meeting civic leaders), and viewing the role as a learning opportunity.

Discussed the idea of inviting interested board members to chair a meeting; giving members a hands-on experience of the Chair's role.

12. Communications arising from Agenda Items – none.

13. Correspondence

- Letter from Sunshine Coast Community Foundation. M. Kang will forward the letter to the Library Foundation and inform the Sunshine Coast Community Foundation.
- Thank You email from Phil Murray, for the library offering exam invigilation services and complementing the staff.

14. Public Questions – None

15. Adjournment – 12:02 pm

*Next meeting Saturday December 7, 2013 at 10:00 am*

**Gibsons & District Library Association**  
Regular Board Meeting Minutes December 7th, 2013

Board members present: Sheila Carlson, Kim Wilkinson, Manjit Kang, Marci Beacham Fuller, Maria Giltrow, Wayne Rowe, Matt Thomson and Tracey Therrien (L.D.)

Regrets: Larry Smith, Janet Genders, Sheena Careless & Lorne Lewis

Guests: Fred Lerner, & Judy Campbell

1. Call to Order by Board Chair M. Kang at 10:00am.

2. Welcome to guests

- Fred Lerner, former GDPL trustee.  
M. Kang presented F. Lerner with a card and book and expressed the board's appreciation for the work F. Lerner did during his six years on the board. During that time F. Lerner was the treasurer, on the finance committee, and instrumental in establishing the Library Building Maintenance plan with the Sunshine Coast Regional District.
- Judy Campbell, Chair of the Library Foundation.  
Judy is the newly elected chair of the Foundation. Along with her there are 5 new board members. Judy is a former teacher and expressed how important reading has been to her throughout her life and career. The new board has established goals for the coming years and they include updating the website, recruiting new members; targeting young families, raising the profile of the foundation, and increasing the assets. She also thanked Maria Giltrow, the liaison from the GDPL board for her support and Bert Reeves the former foundation's treasurer for his assistance.

The GDPL board thanked Judy and the foundation for the donation of \$5,000 towards a plan to reconfigure the current library space.

3. Adoption of Agenda

Moved by M. Thomson and seconded by S. Carlson

CARRIED

4. Adoption of Minutes: Meeting of October 19<sup>th</sup>, 2013.

Moved by M. Beacham Fuller and seconded by M. Thomson.

CARRIED

5. Action Items from (and since) the last meeting:

- a. L.D. – Forwarded new logo press-release to Communications Committee.
- b. K. Wilkinson – purchased thank-you cards for former guests and she also made staff appreciation cards. She asked that each trustee sign the cards before leaving the meeting.

A card was also passed around for Peter Longhi the former SCRD Chief Building Official.

## 6. In Camera

- a. Library Director's Annual Performance Review
- b. Receipt of Formal Notice to Bargain.
- c.

## 7. Reports

- a. Library Director's Report: written report.
  - o Financial Report: written report.  
Comments about format, LD will include percentages to make report clearer.
- b. Chair's Report
  - o M.Kang, met with J. Campbell from Library Foundation. M. Kang has invited Library Foundation Board members to January board meeting. Topics for discussion with Foundation may include the reconfiguration project, the role of the GDPL board, and the Strategic Plan,
  - o Visited banks to arrange signing authorities. Will connect with S. Carlson and L.D. next week to confirm dates and time to sign paper work at both banks.
- c. InterLINK – L. Smith.
  - o Attended Dec. meeting, informed InterLINK board that F. Lerner has resigned. The InterLINK Board received the proposed 2014 InterLINK Operating Budget and passed a motion to authorize its onward transmittal to member library boards. Next InterLINK meeting Feb. 2014. Review InterLINK budget at Jan./2014 GDPL board meeting.
- d. BCLTA – M Thompson.
  - o Two emails both forwarded to board members.
- e. Communications – M. Thomson.
  - o New logo press-release sent to Coast Reporter.
  - o Reviewed contact information on board business cards. L.D. to forward corrections to graphic artist. Will order 50 cards per person.
- f. Foundation – see guest J. Campbell above.
- g. Nominations – AGM scheduled for Feb. 24<sup>th</sup> @7pm
- h. Town of Gibsons – W. Rowe.
  - o Reported on the proposed Rogers' Cell Tower. The community has turned down the proposal from Rogers. The cost to replace the tower will be paid for through taxes.
  - o Official Community Plan is undergoing a review.
- i. SCRD – No report.

## 8. Annual Board Agenda

- a. Reviewed agenda distributed by M.Kang.  
Motion to adopt agenda as presented  
Moved by K. Wilkinson and seconded by M. Thompson

CARRIED

M. Beacham Fuller will update board manual with new agenda.

9. Succession Planning

- Initial discussion about developing a succession plan; what should it contain, what roles do we need to fill, it should be an ongoing process, it must contain a list of roles associated tasks and time commitment, formalise current skill set in order to know what skills to look for, does BCLTA have a template?

10. Communications arising from Agenda Items – none.

11. Scheduling 2014 board meetings: Jan 11<sup>th</sup>, Feb. 8<sup>th</sup>. Remainder will be scheduled at Jan. meeting.

12. Correspondence – none

13. Public Questions – None

14. Adjournment – 12:02 pm

*Next meeting Saturday January 11th, 2014 at 10:00 am*

Gibsons & District Public Library

February 18th 2013  
Annual General Meeting

Board Members Present: Wayne Rowe (Town of Gibsons representative), Manjit Kang (Vice-Chair), Lorne Lewis (SCRD representative), Kim Wilkinson, Janet Genders, Keith Reynolds, Matt Thomson, Maria Giltrow, Sharon Careless and Donna McMahon (Chair). Tracey Therrien (Chief Librarian)

8 members of the public including two staff and three Library Foundation members

1. CALL TO ORDER

Called to order by the Board Chair at 7:05pm

2. ADOPTION OF AGENDA

*Moved by, Janet Genders seconded by Matt Thomson*

CARRIED

3. RECEIPT OF AGM 2011 MINUTES

*Moved by Matt Thomson seconded by Keith Reynolds*

CARRIED

4. REPORTS

4.1 2011 Annual Financial Statement – Report by Manjit Kang

*Moved by John McNevin, seconded by Kim Wilkinson that the Annual Financial Statement as presented be accepted by the membership.*

CARRIED

4.2 Report of the Chief Librarian – Tracey Therrien

*Moved by, Sheena Careless seconded by Kim Wilkinson the report of the Chief Librarian be accepted by the membership.*

CARRIED

4.3 Report of the Board of Trustees - Donna McMahon

*Moved by, Janet Genders seconded John McNevin by that the report of the Board Chair be accepted by the membership.*

CARRIED

4.4 Report from the Nominations Task Group – Maria Giltrow

*Moved by Keith Reynolds, seconded by Matt Thomson that the report from the Nominations Task Group be accepted by the membership.*

CARRIED

5. ELECTION OF TRUSTEES FOR 2013

*Moved by Marie Giltrow, seconded by Lorne Lewis that Matt Thomson, Marcia Beechum-Fuller, Janet Genders, Larry Smith, and Kim Wilkinson be appointed to the Board for a two year term by acclimation. CARRIED*

6. PUBLIC QUESTIONS; none

7. ADJOURNMENT at 7:40 pm

Moved by Lorne Lewis