

MINUTES: Regular Board Meeting January 10, 2015

Board members present: Rob Martin, Marci Beacham Fuller, Sheila Carlson, Maria Giltrow, Janet Hodgkinson, Manjit Kang, Jeremy Valeriotte, Matt Thomson, Larry Smith, Lorne Lewis and Tracey Therrien: Library Director (LD).

Regrets: Janet Genders

1. Call to Order by Chair M. Kang at 10:05 am.
2. Introduction and welcome to newly appointed Town of Gibsons liaison to the library board: Jeremy Valeriotte.
3. Adoption of Agenda with additions: Future guests and library partners.
Moved by M. Beacham-Fuller and seconded by S. Carlson CARRIED
4. Adoption of Minutes.
Moved by M. Beacham-Fuller seconded by L. Smith CARRIED
5. Action items from last meeting: none.
6. Reports
 - a. Library Directors Report: written report.
In addition to the written report:
 - Reminder of Retirement Celebration for Maureen and Stu Young being held at the library on Wednesday January 14th between 3-5pm. □
Jocelyn Stewart a current staff member, has been appointed as a Technical Assistant filling one of two current vacant positions. Her position has been posted and interviews will take place in the upcoming weeks
 - I. Financial Report: LD, written report.
 - b. Chairs Report: M. Kang
Met with L.D to discuss budget presentation. L.D is unavailable for presentation on February 4, 2015. M. Kang will present, he invited other board members to attend as well. L.D. will prepare talking notes for M.Kang.
 - c. Interlink Report: L. Smith.
 - No January meeting. L. Smith commented on the number of InterLink board members that are leaving the board in 2015, all of which have served eight years, the maximum number of years allowed on the board.

- With their departure goes years of experience and knowledge.
- Discussion on the Intellectual Freedom presentation sponsored by InterLink and BCLA. A link to the presentation was sent to Gibsons Library Board members.
- d. BCLTA: No report.
- e. Communications Committee: M. Thomson reported that the Communications Committee was originally formed when the library conducted a Community Survey, more recently there has been little need for the committee. In 2014 the Committee was temporarily disband; M. Thomson recommends that the Communications Committee not be re-instituted, rather it could be called upon on an ad-hoc basis.
- f. Recruiting & Development:
- J. Hodgkinson provided two documents for board members: Library Board Vacancy Matrix & Board Knowledge Matrix. Discussion on the value of these documents and keeping them updated. Board members were asked to complete the Knowledge Matrix worksheet before the February board meeting. J. Hodgkinson will compile the results and present at February meeting.
 - S. Carlson reported that an advertisement announcing the AGM and call for trustees was placed the first week in January. Discussion on the need of placing an advertisement 6 weeks before the AGM. Board members agreed that placing an advertisement closer to the date might be more affective. S. Carlson will check board bylaws and the Library Act for guidance and will report back at February meeting.
- g. Foundation: M. Giltrow.
The Foundation is planning on applying for a Gaming Licence in order to fundraise for the library. Discussion around board members helping the Library Foundation with fundraising events. It was made clear that though it would be considered a conflict of interest if Library board members became Foundation board members (or vice-versa), library board members could volunteer their time to help the foundation with fundraising.
- h. Town of Gibsons: J. Valeriote, no report.
- i. SCRD: Lorne Lewis has been appointed as the Sunshine Coast Regional District (SCRD) library liaison. This is L. Lewis' third year in this role. L. Lewis reported on the number of new SCRD directors and the absence of female representation. He encouraged board members and all residences to contribute through comments and attendance at public meetings ensuring that all voices and perspectives are heard and represented at the SCRD level.

7. 2015 Annual Goals & Objectives.
 - a. Monthly review of key statistics indicating use and trends in Library services and programs: L.D.
 - Reviewed provincial trends, 2009 – 2013. Similar to provincial trends, the Gibsons & District Public Library's (GDPL) physical circulation statistics are declining, in comparison to the increase in circulation of ebooks and downloadable audiobooks. The number of library visits along with programming numbers and participants are also increasing.
 - L.D will provide a comparison between 2013 & 2014 Gibsons & District Public Library statistics, including numbers on circulation (physical and online), programming, and library visits at the February board meeting. This data will provide board members with a better understanding of how community members are using the library and its services. L.D. will continue to provide library-usage statistics throughout the year.
 - b. R&D Committee: Board Training, mentorships.
 - Discussion around the need of additional orientation materials (beyond the orientation power point presentation normally reviewed at the first board meeting after the AGM). Others expressed the need of knowing clearly what is expected of new board members.
 - It was decided that after the board meeting, board members would draft a list of items to be included in an orientation.
8. Reconfiguration Committee: L.D
 - L.D. met with consultant after forwarding comments on draft report from committee members and select staff members. Consultant is incorporating comments into final report. L.D will ask consultant to present final report at February board meeting.
 - Several of the recommendations in the report have been incorporated into daily operations including the removal of the video collection, inter-filling the reference collection, replacing the online public catalogues computers with tablets and heavy weeding in the adult non-fiction area.
9. Board & L.D. Performance Evaluation:
 - M. Kang distributed the Board Evaluation Form. Asked that board members complete and forward to him prior to the February board meeting. He will compile results and present at meeting.

All trustees to fill out Section A, B, C & E. Section D is optional and you may choose to keep this to yourselves. L.D to fill out sections B & C.
 - M.Kang and L.D. will meet on Jan. 23 to complete the L.D. evaluation.

10. Guest Speakers and Library partners: J. Hodgkinson
J. Hodgkinson asked board members for ideas of future Guests to board meetings. The origins of this agenda item was discussed and revealed that the purpose of having a guest was to help board members understand more clearly how the library works and what services and programs are offered. It can be difficult to invite staff members that do not normally work on Saturdays as it would require them coming in for an extra shift. Library partners could also be considered as guests such as Capilano University, School District, Christianson Village and Sunshine Coast Credit Union.
11. Guest Speaker: Ian Kellough-Pollack, library Youth Intern Computer Tutor. Ian reported on his role as a computer/tech. tutor in the library.
12. Confirmed date of next Board Meeting: February 21, 2015
13. Communications arising from Agenda; none
14. Correspondence: none
15. Public questions: none
16. Adjournment: 12:05 pm

Next regular board meeting February 21, 2015, at 10:00am in the library

MINUTES: Regular Board Meeting February 21, 2015

Board members present: Sheila Carlson, Maria Giltrow, Janet Hodgkinson, Jeremy Valeriotte, Matt Thomson, Larry Smith, Janet Genders, Lorne Lewis and Tracey Therrien: Library Director (LD).

Regrets: Rob Martin, Marci Beacham Fuller, and Manjit Kang

1. Call to Order by Co Vice-Chair M. Thomson at 10:05 am.
2. Guest Speaker: Maria Giltrow. M. Giltrow spoke about her position with Welcoming Communities as the Sunshine Coast Settlement Worker for new immigrants. She also spoke about the role the library plays (offering meeting space for groups and one-on-one tutoring and promoting the services) in helping Welcoming Communities offer services to new immigrants in Gibsons and surrounding areas.
3. Adoption of Agenda.
Moved by L. Lewis and seconded by J. Genders CARRIED
4. Adoption of January 10/15 Minutes with corrections
Moved by J. Hodgkinson and seconded by L. Lewis CARRIED
5. Action items from last meeting: none.
6. Reports
 - a. Library Directors Report: written report.
 - Financial Report: LD, no report, waiting for 2014 year-end financial report from accountant.
 - L.D. discussed her meeting with the accountant to review the draft yearend financial report. Due to the resignation of the library's Outreach Community Coordinator in Feb. 2014, the library will have a small surplus in 2014. L.D suggested that the Board consider placing this surplus into an internally restricted fund to be used only for operational emergencies, such as computer or equipment failure or unexpected HR expenses (benefits, extended sick leaves etc.).

Motion:
That any 2014 operating fund surplus be transferred to the internally restricted Special Projects fund or to a newly established internally restricted fund pending a recommendation from the accountant. These funds would be used for operational emergencies.
Moved by L. Lewis and seconded by J. Genders CARRIED
 - b. Chairs Report: M. Kang, written report.
 - c. Interlink Report: L. Smith.

- No January meeting. February meeting is scheduled for Feb. 24th. Agenda includes the election of the executive, and a review of a decision made at a past board meeting regarding a retirement package for an InterLink staff member

- d. BCLTA: M. Thompson. Forwarded latest BCLTA newsletter

- e. Recruiting & Development:
 - J. Hodgkinson reminded trustees to complete and forward (to her) the knowledge matrix presented at the Jan. board meeting.

 - J. Hodgkinson attempted to complete the Trustee Orientation Program (TOP) training online via the BCLTA website. She found the material to be dated and quality of video poor. She contacted the BCLTA director to inquire about the online beta version. The reply from BCLTA gave no clear answer as to the timeline of the availability of an updated version. In addition, recent in-person TOP training in the lower mainland has been cancelled and hosting a TOP training session at a library requires a minimum of 10 participants; currently only three Gibsons Board members have yet to take the training. Inviting Sechelt and Powell River board members to take the training with Gibsons was discussed. J. Hodgkinson will contact Sechelt's Chief Librarian to inquire how many board members may be interested in taking the training.

 - J. Hodgkinson, found a link on the BCLTA website to WebJunction an online training website for library workers, trustees and volunteers. There are many interesting workshops for trustees including advocacy, strategic planning and fundraising. She thought the Foundation members might also be interested in these workshops.

 - S. Carlson received an inquiry about becoming a board member. She explained that currently there are no vacancies but suggested that the Library Foundation may be in need of new members. S. Carlson asked if M. Giltrow could contact this person to inform them about the Library Foundation and its role.

- f. Foundation: M. Giltrow.

The Foundation has decided to continue investing their funds independently and not join the Sunshine Coast Community Foundation. They have plans for fundraising events (applying for a BC Gaming Licence) and participating in community events to raise their profile. M. Kang attended a Library Foundation meeting and expressed the Library Board's support for the foundation. M. Giltrow will forward a copy of the Library Reconfiguration Report to the Library Foundation.

- g. Town of Gibsons: J. Valeriote, reported that the street light in front of the library building has now been fixed.
 - h. SCRD: L. Lewis reported that the library's proposed budget passed. All directors were in favour of providing benefits to eligible library staff.
7. Presentation of final Reconfiguration Report: Sandy Cameron, Cameron Consulting Services.
Sandy presented the final report and answered questions from the board.
The Reconfiguration Committee will meet to discuss report and feasibility of completing recommendations.
8. Communications arising from Agenda; none
9. Correspondence: An invitation from the Sunshine Coast Regional District to participate in Sechelt Nation and Sunshine Coast Regional District Community to Community Forum – March 27, 2015.
10. Public questions: none
11. Adjournment: 12:05 pm

Next regular board meeting March 14 at 11:00am in the library, preceded by the AGM at 10:00am

Regular Board Meeting March 14th 2015

MINUTES

Board members present: Janet Genders, Lorne Lewis, Manjit Kang, Marci Beacham Fuller, Larry Smith, Rob Martin, Sheila Carlson, Maria Giltrow, Janet Hodgkinson, Jeremy Valeriote, and Tracey Therrien, Library Director (LD).

Regrets: Matt Thomson

Guest: Donna McMahon

1. Call to Order by LD at 10:50 am.
2. Board Orientation: Donna McMahon
3. Adoption of Agenda:
Moved by M. Beacham Fuller and seconded J. Genders CARRIED
4. New Board Business
 - a. Election of Chair
J. Genders nominated Manjit Kang, seconded by S. Carlson CARRIED
 - b. Election of Vice Co-Chairs
M. Beacham Fuller nominated Matt Thomson & M. Giltrow nominated Marci Beacham Fuller seconded by J. Genders CARRIED
 - c. Appointment of 2014 Board representatives
 - i. InterLINK: L. Smith and R. Martin as alternative
 - ii. Library Foundation: M. Giltrow and J. Genders as alternative
 - iii. BCLTA: M. Thomson
 - d. Appointment of accountant – Nelson Alvarez
Moved by M. Kang and seconded by L. Lewis CARRIED
 - e. Selection of Committees
 - i. Board Recruitment and Development: M. Beacham Fuller, S. Carlson, & J. Hodgkinson.

The actions of this committee will also include a joint staff and board social gathering. Ideas discussed was a BBQ at Chaster Beach. A staff person will join the committee to organize event.

- ii. Finance Committee: M. Kang & J. Genders
 - iii. Reconfiguration Committee: M. Beacham Fuller, M. Giltrow, J. Genders, & R. Martin
 - iv. Communications Committee: Decided to disband committee, revisit in the future if needed.
 - f. Board Meeting 2015 schedule: April 11, May 9, June 13, Sept.12, Oct.17, Nov.14, & Dec.5
 - g. Board Contact List: L.D will distribute updated contact list and ask board members to verify contact information.
5. 2014 Board Self-Evaluation Summary: Manjit.
- a. Received 8 responses, discussed summary and individual comments.
6. Trustee Resources and Expectations; M. Kang reviewed Trustee duties and expectations including supporting documentation (Board Manual, Library Act, Strategic Plan, Funding Agreements, Annual Board Agenda) and where to find documents on the library website.
7. Annual Board Agenda:
- a. Reviewed Annual Board Agenda; will make amendments to Agenda at April meeting. After agenda is finalized updated version to be added to website.
 - b. Reviewed Annual Board Goals and Objectives; previously approved and added to website.
8. Reports:
- a. Library Director: written report
9. Correspondence: none
10. Public Questions: none

11. Adjournment: 12:20 pm

Next regular board meeting Saturday April 13, 2015, at 10:00am in the library

Regular Board Meeting April 11, 2015

MINUTES

Board members present: Janet Genders, Manjit Kang, Marci Beacham Fuller, Larry Smith, Rob Martin, Maria Giltrow, Janet Hodgkinson and Tracey Therrien, Library Director (LD).

Regrets: Matt Thomson, Lorne Lewis, Sheila Carlson and Jeremy Valeriote,

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

2. Guest: Darren Smith.

Darren volunteered in the past at the library through Capilano University offering computer basic training. He was at the Board Meeting to talk about the TelusWise program. This program provides information to the public about Internet and smartphone safety. The program teaches people how to protect themselves when using the Internet, He is interested in doing a session at the library and will contact the Library's Outreach Coordinator to work out the details. Darren ensured the board that this program did not include selling or promoting Telus products and that it was purely an educational program.

After Darren left the Board reviewed the library's Programming Sponsorship policy to ensure that TelusWise program did not contravene this policy. The board felt that it did not. The L.D. reminded the board that the Outreach Coordinator uses this policy when selecting and evaluating potential library programming.

3. Adoption of Agenda:

Moved by J. Genders and seconded M. Giltrow

CARRIED

4. Adoption of March 14, 2015 Minutes with corrections

Moved by M. Beacham Fuller and seconded by J. Genders

CARRIED

5. Action Items from the Last Meeting: None

6. Reports

- a. Library Director's Report: in addition to the written report, reviewed the 2014 Provincial Library Grant report completed by the LD
- b. Financial Report: received Provincial Operating Grant, the grant decreased slightly between 2014 and 2015. M. Kang will enquire with the Province as to why.
 - Statistics Report; reviewed comparison of circulation, library visits and programming statistics between 2013 and 2014
- c. Chair's Report – M. Kang updated Board members on the meeting that he and the L.D. attended at the Sunshine Coast Regional District (SCRD) office regarding the library building audit. The audit report suggested approximately \$750,000 in building repairs are needed. A joint meeting is scheduled for April 20th with staff and directors of the SCRD, plus Town of Gibsons representatives and the Library reconfiguration committee (LRC) members. This meeting will include a review of the Library's Reconfiguration report. The LRC is meeting prior to April 20th to discuss the possibility of aligning the building repairs with some of the recommendations in the reconfiguration report.

All board members are welcome to attend the meeting. A representative from the Library Foundation is also planning on attending.
- d. Interlink – L. Smith, announced that he will be leaving the board when a replacement is found. Due to changing circumstances he is no longer able to dedicate enough time to the board. He enjoyed learning about the library and how it is run. He also enjoyed his time on the InterLink Board and found it interesting.

The board thanked Larry for his time and commitment he gave to the board.

R. Martin will move from alternate to the primary Gibsons Library representative on the InterLink board. R. Martin attended the last InterLink meeting and at that meeting discussion focused on the Governance Policy project proposal. Concern regarding the tender process, and the project timeline.

e. BCLTA – M. Thomson: no report.

M. Beacham Fuller is arranging Trustee Orientation Program (TOP) training provided by BCLTA in Sechelt on May 30th. Board members from Powell River, Sechelt and Gibsons will be attending. J. Hodgkinson will update list of board members that have completed the TOP training to ensure that all members have completed the training.

M. Kang announced his interest in putting his name forward as a BCLTA director. He expressed concern over the time commitment and hoped to receive support from the GDPL board.

- f. Recruiting & Development Report – J. Hodgkinson and M. Beacham Fuller met and discussed the development of a welcome package for new board members. Discussion regarding possible board candidates to replace L. Smith. Recruitment committee will meet with potential candidates.
- g. Foundation – M. Giltrow: The Foundation Chair contacted M. Giltrow to ask what specific items the Foundation could fundraise for. In order to obtain a gaming licence for a raffle, specific items must be identified. It was suggested that the Foundation fundraise for recommended items such as seating and shelving from the reconfiguration report. M. Giltrow will report back to the Foundation
- h. Town of Gibsons: J. Valeriotte, no report.
- i. SCRD: L. Lewis , no report

7. Annual Board Agenda

- a. Reviewed 2015 Board Goals and Objectives (Previously Approved)
- b. Reviewed and updated Annual Board Agenda. M. Kang will forward updated to document to M. Beacham Fuller to format and add to the Board Manual. Manual will then be updated on website.

8. Communications arising from Agenda Items: None

9. Correspondence; letter from SCRD announcing the approval of the Library's proposed budget in full.

10. Public Questions: none

11. Adjournment: 11:40

Next regular board meeting Saturday May 9, 2015, at 10:00am in the library

Regular Board Meeting May 9, 2015

MINUTES

Board members present: Manjit Kang, Larry Smith, Rob Martin, Maria Giltrow, Janet Hodgkinson, Matt Thomson, Lorne Lewis and Tracey Therrien, Library Director (LD).

Regrets: Janet Genders, Marci Beacham Fuller, Sheila Carlson and Jeremy Valeriotte,

1. Call to Order by Co Vice-Chair M. Thomson at 9:30 am.

2. Adoption of Agenda:

Moved by M. Kang and seconded by J. Hodgkinson

CARRIED

3. Adoption of April 11, 2015 Minutes with corrections

Moved by R. Martin and seconded by J. Hodgkinson

CARRIED

4. Action Items from the Last Meeting:

- a. Updated Annual Board Agenda to be posted on website
- b. M. Kang wrote letter to Libraries Branch regarding the decline in GDPL's Provincial Library Operating Grant

5. Reports

- a. Library Director's Report: written report
- b. Financial Report: Reviewed library financial statements to March 31, 2014. Discussed requirements for the Statement of Financial Information; a mandatory report that must be completed and submitted to Libraries Branch by May 15th each year.
- c. Statistics Report: reviewed library circulation and programming statistics Jan.to Apr. 2015 & 2014
- d. Chair's Report
 - M. Kang reported on his presentation to the directors of the Sunshine Coast Regional District (SCRD) at a special meeting on April 20th regarding the library's reconfiguration project. The meeting's focus was on the recent SCRD library building audit and the recommended repairs, including the replacement of the roof. Because the library is considering reconfiguring the library's current layout to gain more space, the SCRD directors requested SCRD staff to investigate the possibility of adding a second story (for office space only) and or the possibility of enclosing the balcony and extending the roof line to accommodate this.

- M. Kang sent a letter to Libraries Branch regarding the continual decline in GDPL's provincial operating grant. The grant is based on service populations.
 - M. Kang has put his name forward as a candidate for a British Columbia Library Trustee Association (BCLTA) trustee. Elections will take place on May 23 at BCLTA's AGM in Richmond.
- e. Interlink – R. Martin has replaced L. Smith as GDPL's InterLink representative. InterLink held a special governance meeting on May 9 the same day as the GDPL board meeting. As R. Martin had information to present to the GDPL board regarding the reconfiguration committee he sent his regrets to InterLink.
- L. Smith reminded the board that M. Burris, InterLink Executive Director, is available to attend a board meeting to provide information on the role of InterLink. R. Martin to follow-up on invitation.
- f. BCLTA – M. Thomson forwarded latest BCLTA newsletter; discussion regarding article on Vancouver Public Library's new Inspiration Lab. He will find out if and how board members can vote in absentia for the BCLTA trustee elections.
- g. Recruiting & Development Report – J. Hodgkinson
- 10 board members (from Gibsons, Sechelt and Powell River) have confirmed their attendance at the Trustee Orientation Program training session on May 30th in Sechelt.
 - J. Hodgkinson and M. Beacham-Fuller have spoken with two people whom have inquired about becoming a GDPL trustee in the past. One is no longer interested, though he works in Gibsons he now lives in Vancouver. The other may still be interested but she is expecting and needs to consider the time obligation. The committee has **one other person** they plan on approaching. L. Lewis mentioned another potential candidate; the committee will contact.
 - Reviewed Trustee Guidelines & Agreement documents. **Committee will do a line-by-line review/revision of document and submit to Board before the next meeting for comments.**
 - Foundation – M. Giltrow: Five foundation members attended the meeting at the SCRD where M. Kang presented the library reconfiguration report. They were interested in the plans for repairing the building. M. Giltrow informed the Foundation on specific items identified in the reconfiguration report that the Foundation may consider fundraising for. The next foundation meeting is scheduled for late May.
- h. Town of Gibsons: J. Valeriotte, no report.

- i. SCRD: L. Lewis; discussion regarding Federal Government's current practices of informing local and provincial governments about potential environmental hazards in the waters of the coast including Howe Sound. Local governments (municipalities, regional districts and First Nations) are coordinating to improve current situation.

Discussion on funding for proposed library building repairs.

6. Reconfiguration Committee Project: R. Martin

- a. Committee met on April 24th to review the April 20th special meeting details with the SCRD.
- b. The committee decided that all but one of the consultant's recommendations (the enclosure of the balcony) would not have any bearing on the SCRD's proposed building repairs and as such they could move forward with reviewing the recommendations and creating a plan to implement them. Discussion about hiring a Project Manager to oversee the renovations (enclosing a portion of the foyer) and dealing directly with vendors (carpet, shelving and circulation/reference furniture) would be the most effective approach. The committee will meet again to develop a job description for the project manager to develop a better understanding of the scope of the position. The committee received approval from the Board to move in this direction.
- c. Terms of Reference for this committee were developed and distributed to Board members for approval.

Motion: Adopt Reconfiguration Committee Terms of Reference as presented.

Moved by L. Lewis and seconded by M. Kang

CARRIED

7. Respectful Workplace Policy: L.D. presented Respectful Workplace Policy for board review and discussion. Minor amendments were suggested. L.D. will bring back to Health & Safety Committee for review and will bring back final draft to June board meeting for approval.

8. Communications arising from Agenda Items: None

9. Correspondence; letter from SCRD inviting GDPL board to April 20th meeting regarding library building repairs and reconfiguration.

10. Public Questions: none

11. Adjournment: 11:20

Next regular board meeting Saturday June 13, 2015, at 10:00am in the library

Regular Board Meeting June 13, 2015

MINUTES

Board members present: Manjit Kang, Larry Smith, Rob Martin, Maria Giltrow, Sheila Carlson, Jeremy Valeriotte, Lorne Lewis and Tracey Therrien, Library Director (LD).

Regrets: Janet Hodgkinson, Matt Thomson, and Marci Beacham Fuller,

1. Call to Order by Chair M. Kang at 10:30 am.
2. Guest: no guest was scheduled for meeting. Board discussed if this portion of the agenda is still considered applicable and whether it should continue to be part of the regular Agenda. Board agreed that it was of value and if guests are not available, it could be used as an opportunity for Board members to share something about themselves, or an interesting library related topic.
3. Adoption of Agenda:
Moved by M. Giltrow and seconded by J. Genders CARRIED
4. Adoption of May 9, 2015 Minutes with corrections
Moved by L. Lewis and seconded by R. Martin CARRIED
5. Action Items from the Last Meeting:
 - a. Trustee Guidelines & Agreement documents. Committee will do a line-by-line review/revision of document and submit to Board before the next meeting for comments; deferred to September meeting.
6. Reports
 - a. Library Director's Report: in addition to her written report, the L.D highlighted the BC Libraries Cooperative promotional video and discussed their services and membership.
 - b. Financial Report: Reviewed library financial statements to April 30, 2015. c. Chair's Report
 - M. Kang; was elected to the British Columbia Library Trustees Association (BCLA) at the BCLA conference in May. The primary role of BCLA is advocacy and developing and delivering the Trustee Orientation Program. The board is made up of diverse members representing small (rural) to large (urban) public libraries.
 - Attended a special meeting of the SCR D directors regarding the replacement of the library roof. SCR D staff will engage an architect and engineer to

develop plans for the replacement, taking into consideration the possibility of closing in the deck and developing light storage or small office space in a mezzanine like area.

- SCRD encouraged the Library Board to apply for a newly announced federal government infrastructure grant for the library reconfiguration project. The SCRD are also applying to help cover the costs of the repairs to the library building as identified in the Facilities Audit.
- d. Interlink – R. Martin attended the May meeting which focused on the governance review being done by InterLink staff and board.
- e. BCLTA – M. Thomson, no report. Four Gibsons & District Public Library (GDPL) trustees attended the Trustee Orientation Program (TOP) training session recently held on the Coast. Trustees from Sechelt and Powell River also attended. R. Martin commented on the value of the program and suggested that the sooner new board members attend the training the better as it gives a good overview of the role of public library trustees.
- f. Recruiting & Development Report – S. Carlson
- Alison Sawyer has been recruited as the newest GDPL trustee. Allison was unable to attend the June meeting but did take the TOP training with other GDPL members. She is looking forward to meeting all board members at the September meeting.
 - Committee working on Trustee Guideline booklet and hand-out for new trustees
 - Discussion around the importance of succession planning and the need to identify a new chair. M. Kang has two years remaining on the board and would like to step down as chair before the end of the two years. By doing so he would be available to provide help and or guidance to the new chair.
 - M. Kang thanked L. Smith for his time spent on the board, and presented a gift on behalf of the library for his services.
- g. Library Foundation: M. Giltrow. Foundation has committed \$35,000 towards the library reconfiguration project.
- h. Town of Gibsons: J. Valeriotte, no report.
- i. SCRD: L. Lewis; discussion regarding Economic Development meeting/workshop he attended in Salmon Arm.
7. Reconfiguration Committee Project: R. Martin
- a. Committee is focusing on completing the federal government Canada 150 infrastructure program grant application. If successful the grant would provide 50% of the project's cost (to a maximum of \$500,000). The committee is investigating if

submitting a joint application with the SCRD, encompassing both the outside repairs and the reconfiguration plan, would be a stronger application and looked upon more favourably by the funders.

- b. The Committee may need to seek Board approval to spend a portion of the available capital reserves and seeks board approval to accept email approvals during the months of July and August when the board does not meet.

Motion: That email approvals by the Board until the September meeting be allowed in regards to accessing funding from the capital reserves specifically for the reconfiguration project.

Moved by J. Genders and seconded by R. Martin

CARRIED

- c. Library Policy Development: M. Kang & L.D.
 - a. Respectful Workplace Policy: L.D. has requested that one or two board members be present at the next Health and Safety meeting to discuss the Union's revisions to the proposed Respectful Workplace Policy presented to the committee in April. Three board members volunteered. L.D. will provide the meeting date when confirmed.
 - b. Development of Policy Manual: Discussed examples of policy manuals from other BC public libraries. It was decided to form a committee to review GDPL's policies and develop a similar manual to the examples provided. Committee will be formed at September meeting.
- d. Correspondence; letter of support from the SCRD for GDPL's Canada 150 grant application.
- e. Public Questions: none
- f. Adjournment: 12 noon.

Next regular board meeting Saturday September 12, 2015, at 10:00am in the library

Regular Board Meeting September 12, 2015

MINUTES

Board members present: Manjit Kang, Sheila Carlson, Janet Hodgkinson, Matt Thomson, Marci Beacham Fuller, Jeremy Valeriote, J. Genders, Lorne Lewis and Tracey Therrien, Library Director (LD).

Regrets: Rob Martin, Maria Giltrow and Alison Sawyer

1. Call to Order by Chair M. Kang at 10:05 am.
2. Guest: no guest was scheduled for the meeting. Board discussed possible future guests, including a School District, Capilano University, Museum and Sunshine Coast Festival of the Written Word Arts representative. The LD mentioned new staff members whom work on Saturdays for possible future guests also.

ACTION: M. Beacham Fuller will contact the Muesum Director and J Hodgkinson will contact Capilano University to schedule their attendance at future board meetings.

3. Adoption of Agenda

Moved by M. Beacham Fuller and seconded by J. Genders CARRIED

4. Adoption of May 9, 2015 minutes with correction.

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

5. Action Items from the Last Meeting:

- a. Trustee Guidelines & Agreement documents. Reviewed and adopted. Decided that each board member would sign at the first board meeting of the year. The document will be adapted to include room for all board members to sign a signal copy.

ACTION: M. Beacham Fuller will adapt document.

- b. Respectful Workplace Policy. S.Carlson and J.Genders commented on the productive meeting with Union representatives which resulted in the minor adjustments to the policy. Further discussion on the role of board members in the policy and how this should be reflected in the Trustee Guidelines & Agreement document.

Motion: Adopt Respectful Workplace Policy as presented and adapt Trustee Guidelines & Agreement to reflect the role of the Board in the policy.

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

- c. Development of Policy Manual; J. Genders, M.Kang, M. Beacham Fuller and the L.D. formed the Policy Manual Committee.

6. Reports

- a. Library Director's Report: highlighted the summer children and youth activities and Word on the Water event celebrating Literacy Month.
- b. Financial Report: Reviewed library financial statements to July 31, 2015. Bookkeeping duties have been moved from the accountants (Alveraz & Co.) and now will be done in the Library by a contract bookkeeper. Benefits of having the monthly finances completed in the Library include cost savings and better access.
- c. Chair's Report
- M. Kang; met with LD to discuss September agenda items. Attended BCLTA meetings.
- d. Interlink – R. Martin – no report. The LD spoke to the development of the InterLink Governance policies and a Strategic Plan.
- e. BCLTA – M. Thomson, no report. As M. Kang is a BCLTA trustee it was decided that he will take on the role of BCLTA Liaison. He reported that the BCLTA has hired a new Executive Director and the trustees have been working with the BC Library Association and the Association of BC Public Library Directors developing an information package for the new Minister of Education whom they will meet at the upcoming Union of BC Municipalities conference.
M. Kang invited board members to submit articles to the BCLTA newsletter.
- f. Recruiting & Development Report – J. Hodgkinson
- Reviewed Trustee Welcome Package: included in package is a welcome letter, Trustee Guidelines & Agreement, and knowledge matrix documents. The agreement and knowledge matrix documents will need to be completed prior to attending their first meeting. Each new trustee will be assigned a mentor. A. Sawyer's mentor is J. Hodgkinson.
 - A list of board committees and liaisons to external organizations with a brief description of their roles will be included in the package.
 - The board thanked the members of the Recruiting & Development Committee for completing the welcome package and expressed the value of the package for new trustees.

ACTION: Chairs of each committee (see list below) shall email J. Hodgkinson or S. Carlson with the description of the committee and its Terms of Reference. If Terms of Reference have not been developed please develop and email. Liaisons will also send a description of their roles.

Finance Committee: M. Kang - Chair, J. Genders, & LD

Library Foundation Liaison: M. Giltrow, J. Genders alternate.

InterLINK Liaison: R. Martin, _____alternate

BCLTA Liaison: M. Kang

Board Recruitment & Development: J. Hodgkinson, M. Beacham Fuller, S. Carlson

Reconfiguration Committee: R. Martin – Chair, J. Genders, M. Kang, M. Giltrow, M. Beacham Fuller & LD

- g. Library Foundation: M. Giltrow. No report. LD reported on the Library's 2015 wish list for the Foundation. She presented preliminary conceptual drawings of outdoor signage for both the front and back of the building.
Library Foundation AGM Saturday September 19th at 10:00am at the Library.
 - h. Town of Gibsons: J. Valeriote, no report.
 - i. SCRD: L. Lewis; discussed Library roof and SCRD water issues.
7. Establishing a Liaison with the School Board/District – M. Kang. The new BC school curriculum was introduced earlier in the month; the focus is on individualized learning for students. The new curriculum offers an opportunity for further collaborations between the Library and the School District (SD). The board decided to explore the idea of inviting a SD board or staff representative to act as a liaison on the Library Board.

ACTION: LD will investigate best practice with LD from West Vancouver Public Library as their Board has a strong relationship with their local SD board.

8. Building issues: LD reported on the roof issues which have escalated not only due to the most recent rains but because of the damage caused by the seagulls. The SCRD has approved a plan to repair the roof, they have yet to inform the Library on the progress of that plan nor any plans to deter the return of the seagulls next spring.

Due to the recent flood and other building maintenance issues Board members questioned who is in charge when the LD is away. It was decided that in case of an emergency if the LD cannot be reached that the Library Board Chair would be the next in line followed by the Vice Chair.

ACTIONS:

LD to communicate with SCRD and arrange a meeting to include herself, M.Kang and SCRD staff in order to express our concerns and to provide an opportunity for SCRD staff to answer our questions regarding the roof repairs and request to review the Tenders by contractors in order to provide feedback as the tenants of the building.

LD will ensure that staff are aware of how to contact the Board Chair and Vice-Chair in case of an emergency when the LD cannot be reached.

9. Reconfiguration Committee Project: LD

Representatives from Jonathan Morgan & Company Limited toured the library. The goal of their visit was to review and discuss the reconfiguration report. They spent a couple of hours taking photos, measuring and asking questions. They have started working on a design proposal, which could take up to several months. This aligns with our project timeline outlined in our Canada 150 grant application. Still no news on the application, it could take up to 30 weeks for any notification on the success of our application.

10. September Annual Agenda Items:

- a. Review annual budget and five year financial plan: decided to move to October as Finance committee normally meets with SCRD in November to start budget discussion.

ACTIONS: LD will present preliminary budget to Finance committee prior to October Board meeting which then will be reviewed by Board at the October Board meeting. M. Beacham Fuller will change month from September to October in Board Manual.

- b. Develop Board's Annual Goals and Objectives: review at October Meeting.

ACTION: each board member to review and bring ideas forward for discussion at October meeting.

11. Board meeting dates: October 17th, November 21st & December 12th.

ACTION: M. Beacham Fuller to change dates in Welcome Letter.

12. Communication arising from agenda: none

13. Correspondence; letter from BC Library's Branch informing the Board of a mistake in the provincial operating grants. The Library will be receiving an additional \$5,880.

14. Public Questions: none

15. Adjournment: 12 noon.

Next regular board meeting Saturday October 17th, 2015, at 10:00am in the library

Regular Board Meeting October 17, 2015

MINUTES

Board members present: Manjit Kang, Sheila Carlson, Janet Hodgkinson, Matt Thomson, Marci Beacham Fuller, Alison Sawyer, Janet Genders, Maria Giltrow and Tracey Therrien, Library Director (LD).

Regrets: Rob Martin, Lorne Lewis, & Jeremy Valeriote

1. Call to Order by Chair M. Kang at 10:00 am.
2. Guest: Jane Davidson, Sunshine Coast Festival of the Written Arts. Jane gave an overview of the history and mission of the Festival including information on the importance of the community outreach program which includes bringing authors into Sunshine Coast classrooms and producing the annual anthology of student writing.
3. Welcome and introductions to Alison Sawyer, new trustee.
4. Adoption of Agenda
Moved by M. Beacham Fuller and seconded by M. Thomson **CARRIED**
5. Adoption of September 12, 2015 minutes with corrections.
Moved by M. Thomson and seconded by J. Genders **CARRIED**
6. Action Items from the Last Meeting:
 - a. Trustee Guidelines document. Document was signed by all board members present. Questions regarding storing physical board documentation was discussed. A secure spot will be identified in the Library.
ACTION: M.Kang will forward box of board documentation to M. Beacham Fuller, who will sort and organize.

b. Committee Terms of Reference & Liaison Job Descriptions.

Documentation has been forwarded to J. Hodgkinson. Terms of Reference for each committee will be reviewed by board at November meeting.

ACTION: LD will send Terms of Reference with November board package. R. Martin to forward InterLink liaison job description to J. Hodgkinson.

c. First Draft 2016 budget (see item 7b).

7. Reports

- a. Library Director's Report: written report. Highlighted the Word on the Water event and the shared staff training session with Sechelt and Powell River public libraries.

Financial Report: Reviewed library financial statements to August 30, 2015.

b. Chair's Report

- M. Kang and LD met with SCRD to discuss roof and other building repairs. See 8.a.

c. BCLTA – M. Kang.

- i. Reported on the planning session which included a presentation from Mari Martin the new Director of the Libraries Branch. The branch continues to focus on the facilitation of shared services (InterLibrary loans, SITKA), fulfilling the Ministry of Educations mandate of job readiness and launching the new BC school curriculum which emphasis individualised learning and expanding learning opportunities outside of a traditional classroom setting.
- ii. Latest BCLTA Bulletin was forwarded to GDPL Board. This month's issue includes the results of the BC Library Director's salary survey, which can be accessed on the BCLTA website. M. Kang also mentioned the training opportunities available on the website including the newly updated online version of the TOP training.

d. InterLink: R. Martin, no report.

- e. Library Foundation: M. Giltrow. Foundation held AGM in September. The chair stepped down and two Co-Chairs were elected. The Foundation accepted the Library's request for funds to purchase and install outdoor signage.

f. Town of Gibsons: J. Valeriotte, no report.

g. SCRD: L. Lewis; no report..

8. Committee Reports.

- a. Board Development Committee – Succession Plan; M. Beacham Fuller. In 2017 M. Thomson will run for chair and two vice-chairs will be elected to reduce the chair's workload. M. Beacham Fuller is intending to stand for co-vice chair. She requested other board members to consider sharing the position with her. Until then, M. Thomson will shadow M. Kang in his role of chair. This plan was put into place to improve the transition from one chair to the next.

- b. Finance Committee: 2016 Draft Budget. Budget was presented and reviewed by Board. Library revenue was down due to the proposed elimination of non-member fees for public computers. Expenses were up by approximately 1% primarily due to negotiated wage increases. Waiting for invitation from SCR D to discuss proposed budget.

L.D presented survey results from 25 BC Public Libraries regarding public computer policies. Of the 25 surveyed, one library charged fees for non-members and additional time.

Motion: To eliminate non-member public computer fees, effective immediately.

Moved by J. Genders and seconded by M. Thomson

CARRIED

Motion: To eliminate the fee for additional computer time pending 2016 budget approval.

Moved by M. Giltrow and seconded by M. Thomson

CARRIED

- c. Reconfiguration Committee: L.D. Updated on the progress of the library design firms proposed design. Trades people have been in the library to prepare quotes. Will have proposal in November.
- d. Policy Development Committee: Met to develop Terms of Reference. A. Sawyer joined committee.

9. Building issues: M.Kang. Overview of meeting with SCR D. As the owners of the building, the SCR D is responsible for the repairs to the roof and other parts of the building that are required, and is working to get them completed by November. GDPL is working closely with the SCR D throughout this process and both parties are trying to ensure minimal disruption while the repairs are completed. Barring any unforeseen circumstances, the Library is expected to stay open while the repairs are being done.

10. Boards Annual Goals & Objectives. M.Kang. Reviewed annual goals; many have been accomplished. Work needs to continue on policy review and development, which the newly formed Policy Committee have been tasked with.

Future goals were discussed including the possibility of officially forming a relationship with the School District (SD). The new BC school curriculum provides an opportunity for GDPL to

broaden its relationship with the SD. L.D reported on her conversation with West Van. Public Library and their relationship and the partnerships developed with their local School District.

Motion: To formally pursue developing a relationship with our local School District.

Moved by J. Genders and seconded by M. Giltrow

CARRIED

ACTION: As both the Sechelt and Gibsons public libraries are located within the same School District, M.Kang will contact Sechelt Public Library chair to discuss a joint meeting with the School District chair.

Discussed the library's capacity of working more closely with the School District at current staffing levels. It was purposed to increase the youth librarian's hours by two hours weekly at a cost of approximately \$3000 per year. L.D. will modify the existing draft budget to reflect this change and distribute for board review at November meeting.

11. Annual Agenda Items for this month:

- a. Finalize budget; a revised draft budget will be distributed to board members for discussion at November board meeting. An approved proposed budget will then be presented to the SCR D at the first round of budget meetings in November.
- b. Appointed Nominations Task Group: M. Thomson and J. Hodgkinson
Discussed agenda for AGM including the adoption of changes to the Bylaws. A special meeting must be advertised for this purpose. It was decided that the meeting could be held immediately after the AGM and the advertising for the AGM could include the special meeting.

A. Sawyer provided feedback on the newly developed Trustee Welcome Package.

12. Appointment of trustee:

MOTION: To appoint Alison Sawyer to the Gibsons & District Public Library Board of Trustees.

Moved by J. Hodgkinson and seconded by S. Carlson

CARRIED

13. Communications arising from Agenda items; none.

14. Correspondence; none.

15. Public Questions: none

16. Adjournment: 12 noon.

Next regular board meeting Saturday November 21st 2015, at 10:00am in the library

Regular Board Meeting November 21, 2015

MINUTES

Board members present: Manjit Kang, Sheila Carlson, Janet Hodgkinson, Marci Beacham Fuller, Janet Genders, Rob Martin, Lorne Lewis and Tracey Therrien, Library Director (LD).

Regrets: Jeremy Valeriotte, Matt Thomson, Maria Giltrow, and Alison Sawyer,

1. Call to Order by Chair M. Kang at 10:05 am.
2. Guest: Keely Park. Keely shared the duties of her role as a circulation clerk at the library and answered questions from the Board.
3. Adoption of Agenda
Moved by M. Beacham Fuller and seconded by J. Genders *CARRIED*
4. Adoption of October 17, 2015 minutes with corrections.
Moved by J. Hodgkinson and seconded by M. Beacham Fuller *CARRIED*
5. Action Items from the Last Meeting:
 - a. Developing relationship with S.D. 46: M. Kang met with S.D. 46 Board Chair and Sechelt Public Library Chair – details in Chair report.
 - b. Terms of Reference & Liaison Job Descriptions. Reviewed committees' Terms of References. Moving forward each newly appointed committee will create a Terms of Reference outlining the goals of the committee; to be reviewed by all board members. Missing InterLink liaison job description.
ACTION: J. Hodgkinson to forward an example of job description to R. Martin who will then create and forward InterLink liaison job description to J. Hodgkinson.
6. Board approval required:

a. Motion: To approve first draft of the 2016 budget for submission to the SCRD – “Round 0”.

Moved by J. Genders and seconded by M. Beacham Fuller

CARRIED

7. Reports

a. Library Director’s Report: in addition to the written report the L.D. spoke about Surrey Public Library’s recent Literacy Day report that highlighted the monetary value of a library membership. She also provided information on an upcoming free presentation on Google.

ACTION: L.D. to forward the Surrey Public Library report and information on the Google presentation (professional development opportunity).

b. Financial Report: Reviewed library financial statements to September 30, 2015

c. Chair's Report

M. Kang met with S.D. 46 Board Chair, Betty Baxter to discuss opportunities for the Library to help support the new BC school curriculum. Ms. Baxter discussed the school district’s recent strategic plan, highlighting the goal of building community partnerships. Expanding the existing relationship between the S.D. and library was well received; Ms. Baxter will discuss this with school district administrators and encourage them to connect with our L.D. M. Kang also met with Sechelt Public Library’s new board Chair Ann Hopkins to discuss the partnership with S.D. 46 as the district covers the entire lower coast. The Sechelt Public Library supports this initiative; both libraries will move forward with initiative.

d. BCLTA – M. Kang.

- o BCLTA hiring for an Executive Director.
- o News from the Ministry of Education; Ramona Soares has joined the ministry and the Libraries portfolio as the new ADM of Partner Relations.
- o J. Hodgkinson inquired about professional development opportunities through BCLTA.

ACTION: M. Kang will forward link to Board Source an agency dedicated to professional development for board members.

e. InterLink: R. Martin. Attended a strategic planning session. This session followed a strategic planning meeting of InterLink Library Directors, their input will be incorporated into the InterLink Board’s session outcomes. A strategic planning committee will oversee the plan which consists of InterLink trustees and Library Directors.

f. Library Foundation: M. Giltrow. no report.

g. Town of Gibsons: J. Valeriotte, no report.

- h. SCRD: L. Lewis. The Sunshine Coast Regional District has a new Chief Administrative Officer – Janette Loveys. Ms. Loveys has worked in Regional District governments and has a strong background in community engagement. An example of a recent community engagement event was the GIS Day held at the Regional District Office. L. Lewis suggested this might be an event that could also be hosted at the Library.

ACTION: L.D to forward information to the Library's Outreach Coordinator.

8. Committee Reports.

- a. Board Development Committee: Must set date for Annual General meeting. After date is set, create and place advertisement. Prior to the AGM (on the same day) hold special meeting to change bylaws. The advertisement must also include the special meeting.
- b. Finance Committee: Will present approved draft at meeting with Regional District on December 3rd at 9:30am. The Regional District's Treasurer advised that building maintenance agreement between the Regional District and the Library will also be discussed. The L.D. conducted a survey on library building maintenance agreements between other BC Public Library Associations and local governments. She will have a summary ready for the meeting.
- c. Reconfiguration Committee: L.D. Updated on the progress of the library design firms proposed design which will be ready by Nov. 23rd. Committee will then set date for next meeting and presentation of proposal.
- d. Policy Development Committee: Must set date for next meeting.

ACTION: M. Kang will canvass members to set date for meeting.

- 9. 2016 Board Annual Goals & Objectives. M.Kang. Reviewed and discussed document M. Kang prepared. Some additions and corrections were suggested including a record management plan for board documents.

ACTION: M. Kang will make changes and forward to trustees for approval at December board meeting.

- 10. Annual General Meeting. Date set for Saturday March 12th. On the same day a special meeting will be held prior to the AGM to pass bylaw changes and following the AGM will be the first Board Meeting of the new board. Suggested start time for the day is 10:00am. :

- 11. January and February board meeting dates: Confirmed dates – Sat. January 9th and Sat. February 13th.

12. Annual Agenda Items for November:
 - a. Review draft budget – completed
 - b. Present budget – scheduled for Dec. 3rd.

13. Communications arising from Agenda items; none.

14. Correspondence; none.

15. Public Questions: none

16. Adjournment: 11: 50 am

Next regular board meeting Saturday December 12 2015, at 10:00am in the library

Regular Board Meeting December 12, 2015

MINUTES

Board members present: Manjit Kang, Sheila Carlson, Janet Hodgkinson, Marci Beacham Fuller, Janet Genders, Rob Martin, Maria Giltrow, Matt Thomson, Alison Sawyer and Tracey Therrien - Library Director (LD).

Regrets: Jeremy Valeriotte & Lorne Lewis

1. Call to Order by Chair M. Kang at 10:05 am.
2. Guest: Matthew Lovegrove, Curator of the Sunshine Coast Museum & Archives. Matthew gave an overview of the museum history and its future plans.
3. Adoption of Agenda
Moved by M. Thomson and seconded by J. Genders **CARRIED**
4. Adoption of November 21, 2015 minutes.
Moved by J. Genders and seconded by S. Carlson **CARRIED**
5. Action Items from the Last Meeting:
 - a. InterLink job description – R. Martin will complete and forward to J. Hodgkinson.
 - b. Exploring GIS day at Library – LD reported that the Library's Outreach Coordinator is arranging a program with SCRD staff, event will take place in February or March.
 - c. Policy Development Committee meeting – M. Kang will canvass members to set date. Focus of the meeting is to develop policy regarding the term of the Chair.

6. Board approval required:

Motion: To adopt the Board 2016 Annual Goals & Objectives as presented.

Moved by M. Thomson and seconded by M. Giltrow

CARRIED

7. Reports

Library Director's Report: written report. Discussion about InterLibrary Connect a new service being adopted in January 2016; will allow Gibsons Library members direct access to the collections of 23 BC public libraries. LD reported on being accepted into the Library Leadership Excellence and Development Program and requested that half the tuition fee be covered by the Library.

Motion: That \$1,000 from the Special Project fund be used to pay for half the tuition fee for the Library Leadership Excellence and Development Program that the L.D. is attending in January 2016.

Moved by S. Carlson and seconded by J. Genders

CARRIED

a. Financial Report: Reviewed library financial statements to October 31, 2015

b. Chair's Report

- Finance Committee (M. Kang, J. Genders and LD) presented 2016 budget to Sunshine Coast Regional District (SCRD) directors and staff. The Sechelt Public Library presented their budget at the same meeting. The agenda also included recommendations to review the Lease agreement between the SCR D and the Library, including the building maintenance agreement and the development of a Funding Service Agreement between the SCR D and the Library. M.Kang raised the question with the SCR D directors, why a Service Funding Agreement is needed as the funding bylaw and the Library Act already outline the funding structure and services of a public library.

ACTION: L.D will follow up with SCR D staff regarding the Lease, Building Maintenance and Funding Service agreements to be sure the Library input is incorporated into the proposed agreements. A. Sawyer has volunteered to review the three documents once presented to the Library from SCR D staff.

- Discussion regarding a Library Kiosk in upper Gibsons. The board supports pursuing this idea. Things to consider would be location, ease of access, parking, staffing and canvassing the needs of community members. The

reconfiguration project takes precedence this year but researching this project can start in the summer of 2016.

- c. BCLTA – M. Kang.
 - Interviews are complete for the Executive Director position – new Director may start in January.
 - BCLTA executive will meet with the new ADM of Partner Relations at the Ministry of Education. .
 - Latest BCLTA bulletin was forwarded to GDPL board.
- d. InterLink: R. Martin. No meetings in December, next meeting scheduled for January when the budget will be presented.
- e. Library Foundation: L.D. reported that the Foundation presented the yearly donation to the Library. This year the donation is \$5000 which will go towards outdoor Library signage.
- f. Town of Gibsons: M. Thomson reported that Town of Gibsons Library representative Jeremy Valeriotte has temporarily relocated to the Lower Mainland until April and may no longer be able to continue in this role.

ACTION: L.D. will contact Town of Gibsons and inquire as to when they will assign a new representative.

- g. SCR: No report.

8. Committee Reports.

- a. Board Development Committee: J. Hodgkinson researched the Vantage Point website and forwarded in-person training opportunities to the Board. Online opportunities will be available in the New Year. J. Hodgkinson was asked for feedback regarding the proposed online topics sessions; she believes the sessions would be of value to the GDPL board.
 - Guest speakers; discussed possible speakers for January – March 2016.
ACTION: J. Hodgkinson will contact D. McMahon regarding board orientation presentation in March and M.Kang will contact a School District representative for either January or February.
- b. Finance Committee: see Chair report.
- c. Reconfiguration Committee: R. Martin reported on the design and budget proposal submitted by JM&C. As the committee has yet to receive information on the Canada 150 Grant they decided to proceed with establishing a budget that does not include the amount requested in the grant. Without the grant only a portion of the project proposal can be completed. The committee must prioritize the proposal and develop

a corresponding budget. Funding for this project will come from the Library Foundation and GDPL's capital reserve fund. JM&C is requesting that a letter of intent be drawn in order to move forward with the project; the committee proposes that this happen after the Board approval of the budget.

ACTION: Reconfiguration committee to develop and present budget at January 2016 board meeting.

- d. Policy Development Committee: Discussion on changing bylaw regarding the posting of announcements for trustee nominations.

Motion: To change bylaw 1.1.2 – 1 from placing a notice of nominations opportunity in the newspaper two months prior to the AGM to six weeks.

Moved by S. Carlson and seconded by J. Genders

CARRIED

- e. Nominations Work Group – M. Giltrow is considering not standing for another term as a trustee. She will confirm her decision at the January Board Meeting.

ACTION: J. Hodgkinson will prepare a notice of nominations opportunity to be placed in the local newspaper by January 12th. S. Carlson will forward last years' announcement to J. Hodgkinson.

Discussion about the potential new trustee and what type of skills would be an asset to the Board. I.e. financial or fundraising.

9. Reminder: Annual Agenda Items this month: M. Kang
 - a. Completed review and adoption of Board's Annual Goals and Objectives
 - b. Staff appreciation; a staff meal has been arranged.

10. Communications arising from Agenda items; none.

11. Correspondence; none.

12. Public Questions: none

13. Adjournment: 12:05 pm

Next regular board meeting Saturday January 9 2015, at 10:00am in the library

