

Gibsons & District Library Association

Regular Board Meeting Minutes: Saturday, January 14, 2017

Board members present: Matt Thomson, Rob Martin, Marci Beacham Fuller, Janet Hodgkinson, Janet Genders. Silas White, Lorne Lewis, Sheila Carlson, Robert Flux. Alison Sawyer (left at 10:40 am), & Tracey Therrien, Library Director (L.D).

Regrets: Manjit Kang

Library Foundation: Heather Jeal, Chair in attendance.

1. Call to Order by Vice-Co Chair M. Beacham Fuller: 10:05am
2. Guest Speaker: Don Basham and Janet Crowe from Vital Signs. Presented on the history and contents of the Vital Sign reports of the Sunshine Coast.
3. Adoption of Agenda
Moved by M. Thomson and seconded by L. Lewis CARRIED
4. Adoption of Minutes – December 17, 2016
Moved by R. Flux and seconded by J. Hodgkinson CARRIED
5. Outstanding Action Items from the last meeting:
 - a. M. Beacham Fuller clarified language about professional development in the Board's Goals & Agenda document.
 - b. M.Kang, and M. Thomson met and discussed 2017 Board Strategic Goals & Objectives and presented revised document. Main additions include a community survey to inform strategic planning.

ACTION: Add renovations in Children's Area and change language in the "Focus on the Future" section regarding professional development to not solely focus on Library trends but other topics that relate to libraries such as technology or governance.

 - c. Carried over: M. Kang to pass on J. Stewart's comments re: leadership training to SC Credit Union.
 - d. L.D. sent updated policy document.
 - e. Board members reviewed Section 1 & 2 of document and discussed sections 1 & 2. See notes in Section 8c.
6. Board Development Committee – J Hodgkinson presented committee's concerns about the possible conflict of interest of members up for election also actively recruiting (as one of the tasks of the Board Recruiting and Development Committee). L. Lewis mentioned that though it may not be a conflict of interest more importantly one must be concerned about how it is perceived by others. Considering this the committee decided to change the Terms of Reference to reflect that at least one member of the committee cannot be up for re-election

ACTION: Committee to change TOR and report back to board.
7. Discussion re: Board Representative at CUPE 391 meetings. A board representative should be officially appointed at the first meeting of the board each year. The governance policies will be updated to reflect this.

ACTION: Policy committee to add this change to policies. Changes will be voted upon at February meeting.

8. Committee Reports

- a. Board Development Committee; as per discussion in section 6.
- b. Reconfiguration Committee: L.D reported that West Howe Sound Pulp & Paper has contributed \$2500 towards the renovations in the children's area. She is waiting for all donations to be received before announcing a final total. The L.D. and Young Person's Librarian plan on visiting libraries in the Lower Mainland to tour children's areas to get ideas about layout and shelving options. March is the tentative date for renovations to begin.
- c. Policy Development Committee: A. Sawyer gave background on changes and expressed that the changes reflect the actual practices of the Board. Language was changed to be more positive and future looking. There are still minor changes to be made in sections 3 & 4. The committee will present to the board for their approval at the February board meeting.
- d. Building Maintenance & Funding Review Committee: R. Flux reported on the changes made to the Funding Agreement which was then submitted to the SCR D for review. L. D. reported that a meeting with the committee and the SCR D CAO and CFO will be scheduled soon to review changes. No progress on the Building Maintenance agreement since last meeting.
- e. Finance Committee; R. Flux requested LD to find out when Round 1 of budget presentations are scheduled. L. Lewis and S. White confirmed that the budget process has changed this year and though the Library's budget submission was passed to the next round without any changes it would be beneficial if there was Library Board representation at the Round 1 meetings.

ACTION: L.D. to confirm Round 1 meeting date and time and forward to Board.

- f. Nominations Committee: .S. Carlson & R. Martin. Ad for AGM will be in the Jan. 27th edition of newspaper. Board discussed representation from Roberts Creek. It was decided to broaden the search to all districts within the Library's service area.

ACTION: S. Carlson to forward AGM ad to L.D. to submit to newspaper.

ACTION: L.D. will create and post AGM/call for nomination posters in library, on website and on library social media accounts.

9. Reports

- a. Library Director's Report: written report
 - Financial Report
 - Quarterly statistics update; presented 2016 statistics in comparison to 2015 statistics.
- b. Chair's Report: no report
- c. BCLTA Liaison: no report.
- d. Interlink Liaison: R. Martin, next meeting February. Voting on 2017 budget. Budget was forwarded at December meeting for comments. Please forward comments to R. Martin.

Gibsons & District Library Association

10. Foundation Liaison: Heather Jeal, Library Foundation Chair. Updated board on the upcoming activities of the Foundation; focus on growing membership. Library Foundation will have an information booth at a Family Literacy event in Roberts Creek January 20th. Membership drive in the Library and around town in February – theme is Love Your Library. Grow Your Library will track and recognize donations by adding donors name to a donation tree in the Library.

ACTION: R.Martin to attend event in Roberts Creek with information about the board and nomination packages.

- a. Town of Gibsons – S. White new Town of Gibsons Liaison.
 - b. SCRD – L. Lewis reported on the director's focus on Budget process for the month of January.
11. Reminder: Annual Agenda Items this month:
- a. Board and Library Director Performance evaluation: L.D. review complete. L.D. thanked the board for their comments. Example of Board Evaluation was distributed for Board review.
 - b. Library Director salary review: completed.
 - c. Present budget to SCRD ("Round 1"): scheduled for Jan. see section 8e
12. Communications arising from Agenda Items: none
13. Correspondence: none
14. Public Questions: none
15. Adjournment: 12:02 pm

Next board meeting Saturday February 18th at 10:00am in the Library

Regular Board Meeting Minutes: Saturday, February 25, 2017

Board members present: Matt Thomson, Rob Martin, Marci Beacham Fuller, Janet Hodgkinson, Manjit Kang, Janet Genders, Lorne Lewis, Robert Flux & Tracey Therrien, Library Director (L.D).

Regrets: Silas White, Sheila Carlson & Alison Sawyer

1. Call to Order by Chair at 10:05 am.
2. Guest: Ted. McNicol attended meeting to learn more about the board. Ted has submitted a nominations form for the upcoming trustee elections. He shared his professional background experience and why he would like to join the board.
3. Adoption of Agenda with addition: 3a. AGM Agenda
Moved by M. Beacham Fuller and seconded by J.Genders **CARRIED**
 - a. AGM Agenda: M. Kang reviewed AGM agenda and asked if there were any additional items to add.

Gibsons & District Library Association

4. Adoption of January 14, 2017 Minutes with corrections

Moved by R. Martin and seconded by J. Genders

CARRIED

5. Outstanding Action Items from the last meeting:

- a. M. Beacham Fuller clarified language about professional development in the Board's Annual Goals & Objectives document.
- b. M. Kang passed on J. Stewart's comments re: leadership training to SC Credit Union.
- c. Carried over – to add renovations in Children's Area and change language in the "Focus on the Future" section regarding professional development to not solely focus on Library trends but other topics that relate to libraries such as technology or governance.

ACTION: M. Beacham Fuller to make changes.

6. Board Decision Required:

- a. Disposition of 2016 Operating Surplus

MOTION: That the 2016 Operating Surplus be moved to the Community Survey Fund.

Moved by R. Flux and seconded by L. Lewis

CARRIED unanimously

MOTION: To create a Children's Area externally restricted fund to include all contributions received from donors specifically designated to the Children's Area renovations.

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

CARRIED unanimously

MOTION: to do an inter-fund transfer from the Equity fund to Law Matters and Story Telling Project to zero-out those funds.

Moved by L. Lewis and seconded by M. Beacham Fuller

CARRIED unanimously

7. Summary of Annual Board Self-Evaluation Results: M. Kang distributed the summary. Board discussed results and comments and agreed that it was a useful tool and in the past it has helped the board identify areas for improvement.

ACTION: In-coming Chair to change "staff" to "Library Director" in Section A point 4.

8. Committee Reports

- a. Board Development Committee: J. Hodgekinson updated language in Development Committee Terms of Reference (ToR)

MOTION: to approve changes to the Development Committee Terms of Reference as discussed at Jan. 2017 Library Board meeting.

Moved by M. Thomson and seconded by R. Martin

CARRIED

ACTION: J. Hodgekinson to forward changes to M. Beacham Fuller to update Board Manual

- b. Nominations Committee: R. Martin reported that the committee rec'd two completed

Gibsons & District Library Association

nomination forms.

ACTION: R. Martin to forward the names of nominees to M. Kang to include in AGM Agenda

- c. Policy Development Committee: M.Kang reported that the committee is close to completing the review and recommended revisions. A draft will be presented to the board in the coming months for approval.
- d. Funding & Building Maintenance Review Committee: R. Flux reported that the SCRD has made minor changes to the Funding agreement draft submitted by the committee. The committee has requested that the SCRD consider re-instating two points and is waiting for a reply.

MOTION: to accept draft Funding Agreement as presented subject to requested changes to the SCRD.

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

CARRIED

- e. Finance Committee: M. Kang reported on round 2 budget meeting. There were no questions from SCRD directors and the budget was moved forward as presented to round 3. Round 3 takes place mid-March

9. Reports (attached or appended to this agenda)

- a. Library Director's Report – Written report.
 - Financial Report; no report, waiting for 2016 year-end financials.
- b. Chair's Report – M. Kang reported on his work with the Finance and Policy development committees.
- c. BCLTA Liaison – M. Kang reported on a recent letter from the BCLTA to provincial government regarding rural schools. The letter included GDPL's partnership with School District 46.
- d. Interlink Liaison – R. Martin reported that there has been no meetings since Dec. 2016. Next meeting scheduled for Feb. 28th, 2017. InterLINK trustees now have the option to attend meetings via teleconferencing.
- e. Foundation Liaison – S. Carlson Foundation liaison absent. No recent correspondence from Foundation to Library.
- f. Town of Gibsons – no report.
- g. SCRD – L. Lewis reported on the upcoming budget meetings.

10. Reminder: Annual Agenda Items this month:

- a. Identified committee requirements for the coming year

Gibsons & District Library Association

- b. Update Board Manual – this is ongoing with the work of the Policy Development Committee.

11. Communications arising from Agenda Items: none

12. Correspondence: none

13. Public Questions: T. McNicol asked if the Board in the past held all candidates' debates for provincial elections. Discussion about the "Meet & Greet" events held at Library for local government elections.

14. Adjournment 11:20 am

Next regular Board Meeting Saturday March 11th, 2017 at 10:30 (to follow AGM) in the Library.

Regular Board Meeting Minutes: Saturday, March 11, 2017

Board members present: Rob Martin, Marci Beacham Fuller, Janet Hodgkinson, Ted McNicol, Janine Young, Lorne Lewis, Robert Flux, Alison Sawyer, Sheila Carlson & Tracey Therrien, Library Director (L.D).

Regrets: Matt Thomson

1. Call to Order by LD at 11:15 am.

2. Presentation: Board Orientation – Donna McMahon (former Trustee 2005 – 2013)

3. Adoption of Agenda with additions – 4e, Signing Authority

Moved by J. Hodgkinson and seconded by R. Martin

CARRIED

4. New Board Business:

a. Election of Chair

M. Beacham Fuller nominated M. Thomson.

Motion to elect M. Thomson as Chair moved by S. Carlson seconded by A. Sawyer

CARRIED UNANIMOUSLY

b. Election of Vice Co-Chairs

M. Beacham Fuller nominated R. Martin & J. Hodgkinson nominated M Beacham Fuller.

Motion to elect M. Beacham Fuller and R. Martin as Co Vice-Chairs moved by S. Carlson seconded by J. Hodgkinson

CARRIED UNANIMOUSLY

Gibsons & District Library Association

- c. Appointment of 2014 Board representatives
 - i. InterLINK: R. Martin and A. Sawyer as alternate
 - ii. Library Foundation: S. Carlson
 - iii. BCLTA: J. Hodgkinson and M. Thomson as alternate
 - iv. CUPE Local 391: J. Hodgkinson and T. McNicol

- d. Appointment of accountant – Nelson Alvarez
Moved by S. Carlson and seconded by L. Lewis **CARRIED**

- e. Signatories
Moved by S. Carlson to remove M. Kang as a signing authority and replace with M. Thomson, seconded by R. Martin **CARRIED**

ACTION: S. Carlson to contact M. Thomson and arrange a date to complete paperwork at bank.

- 5. Adoption of Regular Board Meeting minutes of February 25, 2016 with corrections
Moved by J. Genders and seconded by R. Martin **CARRIED**

- 6. Reviewed Trustee Resources and Expectation – included in new trustees Welcome Package.

- 7. Annual Board Agenda
 - a. Review updated Annual Board Agenda

ACTION: Board members to review agenda and discuss at April board meeting. Agenda found online (library website) in Board Manual.

- b. Reviewed 2017 Board Goals and Objectives.

- 8. Selection of Committees
 - a. Board Development: J. Hodgkinson, M. Beacham Fuller, & J. Young
 - b. Reconfiguration:
Motion to dissolve Reconfiguration Committee, moved by L. Lewis, seconded M. Beacham Fuller **CARRIED**
 - c. Finance: R. Flux & M. Thomson
 - d. Policy Development: M. Beacham Fuller, A. Sawyer, R. Martin

- 9. Scheduling of Board Meetings: Next meeting scheduled for Saturday April 8 at 10am.
Discussion about the day and time of board meetings. LD suggested meetings be held on Tuesday or Thursday evenings as Saturday mornings conflict with family library programming.

ACTION: Trustees to consider changing meetings to a Tuesday or Thursday evening. Discuss

Gibsons & District Library Association

preference at April meeting and set dates for the reminder of the year.

10. Update Board Contact List.

ACTION: L.D. to update list and forward to Board members. Board members to update their Library Board email list to include new members and remove past members.

- Discussion about developing Board business cards.

ACTION: L.D and R. Martin to discuss design and bring recommendation to the Board.

11. Reports

a. Library Director's Report & Financial Report.

12. Communications arising from Agenda Items: none

13. Correspondence: LD presented a letter addressed to the Board.

ACTION: LD to forward letter to M. Thomson and ask that her reply to letter.

14. Public Questions: none

15. Adjournment 12:15pm

Next regular Board Meeting Saturday March 11th, 2017 at 10:30 (to follow AGM) in the Library.

Regular Board Meeting Minutes: Saturday, April 8 2017

Board members present: Rob Martin, Marci Beacham Fuller, Janet Hodgkinson, Ted McNicol, Janine Young, Lorne Lewis, Alison Sawyer, Sheila Carlson, Matt Thomson & Tracey Therrien, Library Director (L.D).

Regrets: Silas White, Robert Flux

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

2. Guest Presentation: Sandy Middleton Sunshine Coast Literacy Coordinator.

3. Adoption March Meeting Minutes with corrections.

Moved by M. Beacham Fuller and seconded by L. Lewis

CARRIED

Gibsons & District Library Association

4. Adoption of Agenda with additions – 4e, Signing Authority

Moved by M. Beacham Fuller and seconded by T. McNicol

CARRIED

5. Outstanding items form March Meeting

- Signing Authority: M. Thomson is now on the signing authority list along with S. Carlson & the LD.
- Trustee Contact list updated and distributed.
- Trustee business card development: R. Martin will contact LD to discuss
- Letter from public: M. Thomson wrote letter of response.

6. Board meetings: Board meetings will remain the second Saturday of the month (excluding July & August) start time is now 8:45am to 10:45am.

Dates for the next seven meetings are: May 13, June 10, Sept. 9, Oct. 14, Nov. 4, Dec 9 & Jan. 13, 2018

7. Committee Reports:

- a. Board Development: discussion on guest speakers and the objective of having speakers.

ACTION: Committee to send ideas along with criteria for potential guests to Board for feedback.

- b. Finance: letter of 2017 GDPL budget submission approval from the SC Regional District.
- c. Policy Development, A. Sawyer: committee has finished the revisions.

ACTION: M. Beacham Fuller will send revisions to Board for their review prior to vote to adopt at May board.

- d. Lease and Funding Agreement, A Sawyer: SC Regional District Directors have approved changes to Lease Agreement and the adoption of the Funding Agreement. Documents will need to be signed by Library Board once forwarded from the SC Regional District.

8. Reports

- a. Library Directors Report including financials to Feb. 28, 2017: written report.
- b. Chair's report
- c. BCLTA, J. Hodgkinson: reviewed the Trustee Learning Survey: on BCLTA website. TOP training sessions April 21st and BCLTA Conference April 22nd.
- d. InterLink, R. Martin: last meeting included audit information and introduction of new trustees and formation of committees. R. Martin on the Governance & Planning Committee.
- e. Foundation, S. Carlson: meeting scheduled for May
- f. Town of Gibsons, S. White sent regrets.
- g. SCR D, L Lewis: SCR D budget process complete.

Gibsons & District Library Association

9. Annual Board Agenda
 - a. Reviewed updated Annual Board Agenda
 - b. Review Strategic Objectives; is the board staying on task.

ACTION: Board members to review Strategic Objectives and send comments to M. Thomson for May meeting.

Community Consultation Committee struck. Committee members are: M. Thomson, J. Hodgkinson, S. Carlson, & J. Young.

ACTION: M. Thomson to forward past survey documentation to committee for review.

10. Correspondence:
 - a. Budget approval letter from SC Regional District.

11. Public Questions: none

12. Adjournment 11:50 am

Next regular Board Meeting Saturday May 13, 2017 at 8:45am in the Library.

Minutes Regular Board Meeting: Saturday May 13, 2017

Board members present: Rob Martin, Marci Beacham Fuller, Janet Hodgkinson, Ted McNicol, Lorne Lewis, Alison Sawyer, Sheila Carlson, Silas White, Robert Flux, Matt Thomson & Tracey Therrien, Library Director (L.D).

Regrets: Janine Young

1. Call to Order by Chair at 08:47
2. Guest Speaker: none
3. Adoption of Agenda
Moved by L. Lewis and seconded by R. Flux CARRIED
4. Adoption of Minutes – April 8, 2017
Moved by M. Beacham Fuller and seconded by L. Lewis CARRIED
5. Committee Reports
 - a. Board Development & Recruitment Committee: J Hodgkinson

Gibsons & District Library Association

- Reported on the development of mentorship guidelines and feedback from trustees on guidelines. Questioned where the documents should live. To discuss with committee.
- Reported on committee discussion to dissolve the Board Development and Recruitment Committee and establishing two committees: Board Development & Recruitment.

ACTION: committee to make recommendation to Board at June meeting.

- Possible future guest speakers sent to Board for comments. Discussion about objective of having guest speakers.

ACTION: committee to articulate the learning outcomes of a guest speaker (connected to library service or board governance/advocacy).

- b. Policy Development Committee: presented revised policy for approval.

MOTION: to adopt revised GDPLA revised governance policy manual

Moved by A. Sawyer and seconded by J. Hodgkinson

CARRIED

- c. Lease & Funding Committee: presented to board for approval.

MOTION: to direct the GDPLA Chair to sign the Sunshine Coast Regional District and Gibsons Public Library Association 2017 funding agreement.

Moved by A. Sawyer and seconded by R. Flux

CARRIED

ACTION: committee to meet in September to discuss future funding agreements.

Discussion regarding Lease Agreement and need to clarify insurance (liability) responsibilities between the Sunshine Coast Regional District and GDPLA.

ACTION: L.D. to speak with GDPLA insurance broker, the SCR D and to write a letter to the SCR D regarding the slipping hazard in the underground parking.

MOTION: to direct the GDPLA Chair to sign the Sunshine Coast Regional District and Gibsons Public Library Building Lease Agreement.

Moved by A. Sawyer and seconded by R. Flux

CARRIED

- d. Finance Committee: no report

- e. Survey/Community Consultation Committee: M. Thomson. Discussion on survey versus community consultations. Proposed timeline: September Request for Proposal, survey completed by December and results compiled by spring 2018.

ACTION: Committee to meet and discuss desired outcomes. .

6. Reports

Gibsons & District Library Association

- a. Library Director's Report – written report.
 - Financial Report
 - Quarterly statistics update (May, September and January meetings only)
- b. Chair's Report: met with LD and Chair of the Sechelt Public Library.
- c. BCLTA Liaison – J. Hodgkinson. Having difficulty signing up for BCLTA newsletter.

ACTION: LD to follow-up with BCLTA about newsletter distribution.

- T. McNicol reported on the Trustee Orientation Program training and the BCLTA conference he attended in April.

- d. Interlink Liaison – R. Martin. Next regular board meeting in later in May. First Governance meeting scheduled then also.
- e. Foundation Liaison – S. Carlson attended meeting in April. Foundation Executive invited to attend GDPLA June board meeting as special guest. Discussion on how GDPLA board can help support the Foundation. Will discuss at June meeting and follow up by December.

ACTION: LD to prepare library “wish list” (list of items to be purchased with Foundation’s yearly donation) and submit to Foundation prior to June meeting.

Reports (con’t)

- f. Town of Gibsons – S. White reported on budget process and updates on the George Condominium project and the garden project at the Arts Building
- g. SCRD – L. Lewis reported on the Sunshine Coast Economic Agency.

7. Reminder: Annual Agenda Items this month:

- a. Annual Meeting of Sechelt and Gibsons board chairs

8. New Business:

- a. Library BBQ: L.D. proposed a Library Vol. BBQ in June to replace the annual Vol. Tea that takes place in December. A BBQ in the evening would allow more volunteers, board members and staff to attend.
- b. Advocacy: M. Thomson. Proposed a special meeting/event for all elected officials (Town of Gibsons, SCRD and School Board) at the Library to highlight Library services and to share information on community survey and updates on Strategic Planning.

ACTION: LD to propose date (Oct. 2017) at June meeting.

- c. Strategic Plan: M. Thomson reminded board that the current Strategic Plan ends in 2018. The results from the proposed survey will provide guidance in the development of a new strategic plan.

Gibsons & District Library Association

- d. Library Trustee Business Cards: R. Martin suggested that Trustees have Library Business cards. Rather than having individual Trustees names on the cards it could have Trustee plus room to write the trustees name on the card. The back side of the card could have facts about the library.

ACTION: L.D. to enquire about costs for cards.

- e. M. Beacham Fuller announced that due to her new job she can no longer continue on the Board. She will remain on the board until a replacement is found.

9. Communications arising from Agenda Items: none

10. Correspondence: none

11. Public Questions: none

12. Adjournment 10:47

Next board meeting Saturday June 10th, 2017 at 08:45

Minutes Regular Board Meeting: October 14, 2017

Chair: Rob Martin

Board members present: Rob Martin, Robert Flux, Silas White, Sheila Carlson, Janine Young, Janet Hodgkinson, Heather Evans-Cullen, Alison Sawyer, Ted McNicol

Regrets: Matt Thomson, Lorne Lewis

Guests: Sandy Buck, Stewart Stinson, Mieke Kang, Joyce Bradbury

1. Call to Order by Chair at 8: 49

2. Visitor Sandy Buck :

There was a presentation by Sandy Buck with regard to her concerns about the children's area renovations.

ACTION: The bylaw regarding patrons requesting board time will be reviewed at the November 4th board meeting

3. Adoption of Agenda

Moved by Robert Flux and seconded by Sheila Carlson

CARRIED

Gibsons & District Library Association

4. Adoption of Minutes – September 9, 2017

Moved by Robert Flux and seconded by Janet Hodgkinson CARRIED

5. Committee Reports

a. Board Development & Recruitment Committee:

J. Hodgkinson introduced Joyce Bradbury from Roberts Creek as a potential board member.

b. Appointment of Joyce Bradbury to the GDPL Board:

Moved by Janet Hodgkinson and seconded by Sheila Carlson CARRIED

Thanks to J. Young and J. Hodgkinson for recruiting.

7. Recruitment proposal:

J. Hodgkinson presented a recruitment proposal. It was suggested that the nominations task force be shifted out of bylaws into policies.

c. Motion to provide notice to amend bylaws pursuant to part 10 by removing 1.1, 2.1 and 2.2. .

Moved by Alison Sawyer and seconded by Janet Hodgkinson CARRIED

ACTION: At November 4 board meeting there will be three readings in one meeting, and the board will be asked to pass the amendment.

d. Recruitment and Board Development Committee Membership

J. Young, J.Hodgkinson, T. McNicol and J. Bradbury are now the members of this committee. T. McNicol and J. Hodgkinson are the recruitment team.

8. Policy Development Committee:

The policy manual and governance policies need to be finalized.

ACTION: Interested GDPL board members, please contact A. Young or R. Martin if interested in participating on this committee. There will be a review of the policy manual and governance policies by A. Sawyer and R. Martin. Once finalized, the

Gibsons & District Library Association

materials will be posted on the website.

9. Lease & Funding Committee:

R. Flux clarified that this is an annual committee

There was consensus to relook at this committee when the next strategic plan is in place.

10. Finance Committee:

H. Evans-Cullen, M. Thomson and R. Flux will be on finance committee. H. Evans-Cullen gave update on SCR D budget meeting she attended on October 11 and handed out the September budget breakdown. The SCR D has requested GDPL's 2018 budget proposal be submitted by November 10.

ACTION: LD will be have up to date actuals for 2017 ready for submission Nov. 10. LD will work with finance committee to develop the GDPL 2018 budget request for the SCR D by Nov. 10.

11. Survey/Community Consultation Committee:

It was decided to put the community survey on hold for now. The RFP has not yet gone out. LD will sit on this committee.

12. Reports

a. Library Director's Report

H. Evans-Cullen provided an update on programs, services and building maintenance.

ACTION: H. Evans-Cullen will deliver the media release announcing her as the new LD by October 15, 2017.

b. Chair's Report –No Report

c. BCLTA Liaison – J. Hodgkinson has not yet received bulletins. R. Martin will forward the bulletins he receives.

d. Interlink Report – R. Martin

Gibsons & District Library Association

LLEAD program has historically been an executive training session. Costs associated with travel etc. have made it challenging for smaller libraries to participate. GDPL was one of the only smaller public libraries who had someone attending LLEAD sessions.

There is movement towards providing program funding to smaller members of Interlink. Interlink is open to suggestions from smaller public libraries. The Interlink board is going to perform a self-evaluation.

- e. Foundation Liaison – S. Carlson and M. Kang

AGM is today. The Library Director's wishlist is on hold until new LD and staff have a chance to review and revise. 11:00 am start to AGM.

- f. Town of Gibsons – Silas White

The Town has been working on developing charging stations for electric cars to be located in parking spots below Holland park. A proposal is in the midst for an organics collection program. There will be a public engagement session about this on Oct. 25 at GPAG. Silas will give a report at this, and will mention the new LD.

Jeremy Valeriotte is now The Town of Gibsons' SCRD rep.

ACTION: H. Evans-Cullen will send S. White copies of the Environmental Forum poster for the library event on sustainable living coming up in November.

- g. SCRD – L. Lewis

No report

11. Reminder: Annual Agenda Items this month:

ACTION: Election Plans will be on agenda for November.

12. Guest Stewart Stinson from Gibsons Public Art Gallery

S. Stinson gave a brief talk about GPAG and the potential for collaboration with library in regards to its fine arts collection, programming, and efforts to build understanding and presence of the Squamish Nation in Gibsons.

ACTION: LD and S. Stewart will meet to explore future collaborative efforts between GPAG and GDPL.

13. Correspondence

- a. J. Hodgkinson noted that previous board member M. Fuller will no longer be

Gibsons & District Library Association

archiving files and taking care of board manual. The topic of how to appropriately archive board files will remain on the agenda for future meetings.

14. New Business

- a. Advocacy/ meet and greet with local government reps.

Stakeholder Networking Advocacy Committee: SNAC group.

J. Hodgkinson, J. Young, J. Bradbury, R. Martin, S. White and T. McNicol will be on this committee. An event will be planned in November or December to introduce the new LD to the community and create a networking opportunity.

15. Public Questions: no questions were asked.

16. Adjournment at 10: 45 am by Chair.

Chair Present: M. Thomson

Board members present: J. Young, J. Bradbury, A. Sawyer, T. McNicol,

Staff Present: LD Heather Evans-Cullen

Regrets: R. Flux, S. Carlson, J. Hodgkinson, L. Lewis, S. White

1. Call to Order by Chair at 8:52 a.m.

.

2. Adoption of Agenda:

Agenda amended to change board development and recruitment committee to two committees. Motion to adapt by J. Young, seconded by T. McNicol.

3. Adoption of Minutes:

Change made to line 7a in minutes to show board development and recruitment committee as 2 committees. 7b in minutes shall read Motion to provide notice that there will be 3 readings in one meeting to amend bylaws. Change to Line 2 Action: Concerns expressed by Sandy buck to be reviewed, not the bylaw. Line 13 to be moved to Policy Committee Report. Moved by J. Young, seconded by T. McNicol.

4. Committee Reports

- a. **Recruitment Committee:**

Gibsons & District Library Association

Action Item from last meeting. Motion to amend bylaws pursuant to part 10 by removing 1.1, 2.1 and 2.2. There will be three readings at one meeting.

1. Motion to delete from the bylaws 1.1 Nomination Task force terms of reference, 2.1 procedures for appeals for library actions or decisions, and 2.2: administrative fairness checklist. It is agreed that this is 3 readings. Motion to amend the bylaws by deleting these three items moved by A. Sawyer, seconded by T. McNicol.
2. Motion to change the nominations task force group to a committee called the recruitment committee which must have at least 2 people who are not up for re-election next term. Moved by A. Sawyer and seconded by T. McNicol.
3. The terms of reference of the recruitment committee are to be added to the library board manual section 10 board committee and liaison terms of REFERENCE. Motion by J. Young, seconded by A. Sawyer.
4. Motion to make the Nominations task force terms of reference a stand alone document and the Nominations committee will be added to section 3.7's standing committee list. Moved by J. Young and J. Bradbury.

J. Young and J. Hodgkinson are on recruitment committee.

T. McNicol, J. Hodgkinson, and J Bradbury on board development committee.

Motion for appointments by T. McNicol, seconded by J. Young.

b. Policy Development Committee:

1. The procedure for appeals is to be added as Appendix L of the governance policy, and add a sentence to section 5. 8. Moved by T. McNicol, seconded by J. Young.

Action: Put the selection of policy development committee on January agenda

c. Lease and Funding Committee:

R. Flux and A. Sawyer on this committee. This is an annual committee which means it meets when lease is up.

Gibsons & District Library Association

Action: Put this on agenda when R. Flux is present.

d. Finance Committee:

LD, M. Thomson and R. Flux are on finance committee.

Action: LD will be giving a draft of the SCR D 2018 budget submission to M. Thomson and R. Flux before Thur, Nov. 9, and finance committee will meet prior to submission deadline of Nov. 10, 2017.

5. Survey/Community Consultation Committee:

Action: Meeting on Friday morning with members J. Young, M. Thomson and LD. to discuss and design a process for strategic planning.

6. SNAC: Stakeholder Networking Advocacy committee:

Objective of this committee is to create and host a networking event to introduce LD and engage stakeholders. J. Young, A. Sawyer, J. Hodgkinson, T. McNicol, LD and J. Bradbury on this committee.

Action: J. Bradbury, LD, J. Hodgkinson and A. Sawyer to meet.

7. Reports

a. **Library Director's Report:** LD provided financial, statistical and program report. Report is attached.

b. **Chair's Report –**

Succession plan for chair has adjusted with recent shifts in board membership.

Action: Agenda in Dec. to include new vice- chair.

c. **BCLTA Liaison –**

No report

Gibsons & District Library Association

- d. **Interlink Liaison** : J. Bradbury offered to be Interlink liaison.

LD will let Michael Burriss from InterLINK know about J. Bradbury.

- e. **Foundation Liaison** – No report
- f. **Town of Gibsons** – No report
- g. **SCRD** – No Report

8. **Reminder: Annual Agenda Items this month:**

- a. SCRd round 0

9. **Communications arising from Agenda Items**

- a. SNAC
- b. Sandy Buck has been communicated with regarding her concerns by M. Thomson and LD.

AGM in late February: . Up for re-election: S. Carlson, R. Flux and A. Sawyer.

Action: Bylaws need to include changes made

10. **Correspondence**

11. **Public Questions**

12. **Adjournment at 10:25**

Minutes Regular Board Meeting: January 13, 2018
8:45-10:45 a.m.

Chair Present: M. Thomson

Board members present: J. Young, S. White, S. Carlson, T. McNicol, L. Lewis, J. Bradbury, R. Flux, J. Hodgkinson,

Staff Present: H. Evans-Cullen

Regrets: A. Sawyer

1. Call to Order by Chair at 8:52

2. Adoption of Agenda:

Motion to adopt agenda by R. Flux, seconded by T. McNicol.

3. Adoption of Minutes:

Motion to adopt minutes by J. Hodgkinson, seconded by T. McNicol.

Outstanding Action: Selection of policy development committee on January agenda

4. Recruitment Committee Report:

M. Farmer has been recruited as new potential board member
J. Hodgkinson and R. Flux ready to step down from this committee in the future.

5. Board Development Committee Report

T. McNicol, J. Hodgkinson and J. Bradbury are on this committee. This group wants to implement board development training in the future.

ACTION: Janet will be revising terms of reference for both the board development and the recruitment committee.

ACTION: Request for this committee to find a chair

6. Policy Development Committee

ACTION: A. Sawyer has sent the updated board governance policies to staff member J. Stewart. LD will revise these to reflect changes motioned from last meeting, and the updated policies will be posted on the library website.

7. Lease and Funding Committee:

The SCRD has not requested for GDPL to meet in Dec. The January presentation to the SCRD regarding GDPL's 2018 request will take place on January 23 at 9:00 a.m.

ACTION: All board members to review SCRD budget submission; a motion to accept

Gibsons & District Library Association

the submission will take place at the January board meeting.

8. Survey Consultation Committee:

J. Young, M. Thomson and LD concluded that alternatives to the type of community survey conducted for the last strategic plan should be explored. Options include a service evaluation that measures impacts and involves partners and stakeholders.

ACTION: The selection process for a consultant will take place in January/ February 2018.

9. Chair Report:

Current priorities are working on the community survey process and preparing for the SCRD presentation.

10. BCLTA Report:

No current communication

ACTION: LD to communicate with BCLTA around connecting with board.

11. InterLINK Report:

Revised agreement for Interlink has been developed and sent to all 18 member libraries for review. LD has a copy. InterLINK sends thanks to R. Martin for his work on this revision.

ACTION: LD to bring the revised InterLINK agreement to January board meeting.

ACTION: LD to look at how GDPL could benefit from New to BC program, and report back at January board meeting.

12. LD Director's Report:

LD report was distributed. It was noted that the library will play a large part in informing and assisting the public with the upcoming referendum on electoral reform.

Motion by J. Hodgkinson to make public computers at the library free of charge, seconded by T. McNicol.

ACTION: Recruiting a non voting youth member of the board to be considered during the strategic planning process.

13. Foundation Report:

The foundation is still going with H. Jeal as Chair.

ACTION: LD to contact H. Jeal and offer the Library Foundation a page on the GDPL website.

14. Town of Gibsons Report:

S. White dropped off 2 compost buckets for the library to use. Industrial, wildlife resistant composter is located near Holland park. This composting project ties in well with the SCR D composting project.

ACTION: LD and GDPL Staff will look at implementing educational component on how to compost with a display in the library and a potential workshop.

15. SCR D Report:

L. Lewis gave an update on the CNLA.

16. Goals and Objectives for 2018 :

Motion by T. McNicol to adapt the 2017 Board Goals and Objectives for 2018; seconded by J. Young.

17. New Business:

- a. **Vice Chair:** A. Sawyer has volunteered to be vice chair with understanding that she doesn't want to be chair.

Motion for A. Sawyer to be Vice Chair by R. Flux, seconded by J. Young.

18. AGM and board meetings:

ACTION: LD to send out an email calendar invite to all board members for future board meetings and AGM: January 13 , Feb. 10 and March 10.