

Regular Board Meeting January 9, 2016

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

1. Call to Order by Chair M. Kang at 10:00 am.
2. Guests: Sechelt Public Library Board Chair, Ann Hopkins and Chief Librarian Margaret Hodgins. Ann and Margaret reported on recent developments at the Sechelt Public Library including their new strategic plan, renovation project and the collaborations between the Sechelt and Gibsons' libraries.
 - M. Kang and A Hopkins presented Margaret Hodgins and Tracey Therrien with letters of appreciation on their combined effort of improving library service to residents of the lower Sunshine Coast.
3. Adoption of Agenda with changes as set out in 6b
Moved by M. Beacham Fuller and seconded by M. Thomson *CARRIED*
4. Adoption of December 12, 2015 minutes with corrections
Moved by J. Genders and seconded by M. Thomson *CARRIED*
5. Action Items from the Last Meeting:
 - a. Follow-up with Sunshine Coast Regional District (SCRD) regarding Service and Building Maintenance agreements: LD will contact SCRD in February.
 - b. Town of Gibsons (TOG) representative on Library board: LD contacted the TOG's Corporate Officer who replied that J. Valeriotte continues his role as Councillor including his liaison appointments. Council appoints representatives on an annual basis and will be affirming all appointments on Jan. 12th at which time the board will be notified of the appointment.
 - c. Speaker from SD46 – M. Kang will invite representatives from the district to attend the February meeting as guests.
6. Board approval required:
 - a. Motion: To approve the Letter of Intent from JM&C regarding the reconfiguration project with proposed corrections.
Moved by M. Thomson and seconded by J. Genders *CARRIED*

- b. Motion: That agenda item Bylaw Amendments be struck from the agenda and upon conclusion of this meeting a Special Meeting will be held immediately following this regular board meeting to adopt proposed Bylaw Amendments as presented in the regular board meeting agenda of Jan. 9, 2016.

Moved by A. Sawyer and seconded by M. Thomson CARRIED UNANIMOUSLY

7. Reports

- a. Library Director's Report: written report.
 - i. Monthly financial report; reviewed financial statements to Nov. 30, 2015
 - ii. Update on partnership with SD 46
 - iii. Review of 2015 library statistics.

- b. Chair's Report
 - M. Kang met with M. Beacham Fuller and M. Thomson (co-vice chairs) to discuss succession and transition planning. Over the next year M. Kang will start transitioning some of the Chairs duties to the co-chair who plans on transitioning into the role of Chair. Both co-chairs will participate in this mentoring as it will not only provide training for the upcoming chair but for the remaining co-chair to step into the role of chair if needed. Procedures will be developed to pass on to future Chair and co-chairs.

- c. BCLTA – M. Kang.
 - BCLTA executive director has been hired.
 - Investigating funding to develop additional trustee training that would complement the existing Trustee Orientation Program.
 - Latest BCLTA bulletin was forwarded to GDPL board; reminder that GDPL board can contribute to the bulletin. Article ideas include highlighting upcoming special programming or the library reconfiguration project.

- d. InterLink: R. Martin. Feb. 23, 2016 is the next scheduled InterLink board meeting. At this meeting governance and financial policy documents will be presented for adoption. R. Martin will forward documents prior to the Feb. 23 meeting for board review.

- e. Library Foundation: M. Giltrow. Due to personal issues of a board member no meetings have been held recently. It is expected that a meeting will be scheduled soon.

- f. Town of Gibsons: No report.

- g. SCRD: L. Lewis, the 2016 budget process is starting, much of the directors' work will be focused on this in the coming months. In February the SCRD directors attend government training put on by the Provincial government.

8. Committee Reports.

- a. Nominations Work Group – J. Hodgkinson placed an advertisement for the upcoming GDPL AGM, March 12th. The advertisement included a call for one board member as M. Giltrow will not stand for another two-year term. M. Giltrow agreed to stay for up to one year or until a replacement is found. .

9. Reminder: Annual Agenda Items this month: M. Kang

- a. Board and Library Director's performance evaluation: M.Kang.
 - i. Board Performance Evaluation; every year each board member completes the evaluation form and the Chair compiles the results and shares with the Board. Last years' comments resulted in improving resources and developing welcoming procedures for new trustees.

ACTION: Each board member to complete evaluation form by January 24th and return to M. Kang who will compile results and present at February meeting.

- ii. Library Director Performance Evaluation; each year the LD completes a performance evaluation and is reviewed with the Chair who shares the results with the board. This evaluation will take place in the upcoming weeks.

- b. Budget submission to SCRD. Reviewed proposed changes to budget; addition of Capital Expenditure costs for the replacement of carpet in the Library.

Motion: To approve the revised budget submission as presented to include the costs of replacing the Library carpeting.

Moved by M. Thomson and seconded by J.Genders

CARRIED

10. Communications arising from Agenda items; none.

11. Correspondence; none.

12. Public Questions: none

13. Adjournment: 11:40 pm

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

Special Board Meeting January 9, 2016

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).

Not present: Jeremy Valeriotte

1. Call to Order by Chair M. Kang at 11:45 am.
2. Motion: To agree that this is a Special Meeting and accept the meeting as called.
Moved by M. Beacham Fuller and seconded by M. Thomson CARRIED UNANIMOUSLY
3. Bylaw Amendment review; M. Kang inquired if all Trustees present received the proposed Bylaw amendments that were provided in the board package on January 7 2016. All members present agreed that they had.
4. Motion; to have all three readings of the Bylaw amendments as presented (see attached) at this Special Meeting given that the amendments have been proposed and discussed by this Board since the 2014 AGM.
Moved by M. Thomson and seconded by R. Martin CARRIED UNANIMOUSLY
5. Adjournment: 12:00 pm

Regular Board Meeting February 13, 2016

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 Valeriote & Lorne Lewis

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

2. Guests:

- Stephen Sell, attended as potential trustee.
- Amanda Nichol staff member. Amanda's gave the board an overview of her role and duties as a Technical Assistant.

3. Adoption of Agenda

Moved by M. Thomson and seconded by J. Hodgkinson *CARRIED*

4. Adoption of minutes & updating Bylaws

- Adoption of Regular Board Meeting minutes of January 9, 2016 minutes with corrections

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

- Adoption of Special Board Meeting minutes of January 9, 2016 minutes with corrections

Moved by M. Thomson and seconded by J. Hodgkinson *CARRIED UNANIMOUSLY*

- Motion to update bylaws as per the special meeting minutes of January 9, 2016.

Moved by J. Genders and seconded by M. Giltrow *CARRIED UNANIMOUSLY*

5. Action Items from the Last Meeting:

- a. M. Kang invited School District Board Chair and Superintendent to attend the GDPL April Board meeting as guests.

6. Report on Board Self Evaluation Results 2015/16: M. Kang reviewed the summary he compiled of the 10 responses. Board members and the LD found the evaluation a helpful tool; it outlines what the board has been doing well, where it has improved and in what area it needs to develop. This year's summary highlighted the work done in supporting new members and board succession planning and also highlighted the need to work on governance.

7. Committee Reports

- a. Nominations Work Group; J. Hodgkinson reminded the board that the nominations committee is responsible for placing ads, organizing nomination packages and interviewing potential trustees. Each board member is responsible for recruiting potential board members. A board recruitment announcement has been placed on the Library website, and the Library's social media accounts.
- b. Board development committee; J. Hodgkinson regularly checks the Advantage Point website for board development webinars; at this time no workshops of interest are available.
- c. Reconfiguration committee: R. Martin reported on the budget presentation to the Sunshine Coast Regional District (SCRD) which included the addition of \$26,000 for carpet replacement. The budget will be announced in April.
 - o The LD has applied for several local and national grants to help with reconfiguration project. M. Thomson mentioned a possible partnership for a Crowd Sourcing campaign.

ACTION: M. Thomson to connect with agency conducting a Crowd Sourcing pilot.

- d. Finance Committee; M. Kang reported on the library's budget presentation to the SCRD on January 29th.
- e. Policy Development Committee; M. Kang commented on the work that this committee can now move forward with after the adoption of the revised bylaws. The committee will meet soon to review current policies and bring recommendations to the board.

8. Reports

- a. Library Director's Report: in addition to the written report the LD demonstrated and answered questions about the new InterLibrary Connect service
 - i. Monthly financial report; financials are with accountant who will present year-end report at the AGM on March 12th.
 - ii. Update on partnership with SD 46; LD reported on the SD Readers Council meeting she attended. Discussion included how the schools and libraries can work together to ensure that children are engaged in reading throughout the summer so they return to school in September better prepared.
- b. Chair's Report. M. Kang reported further on the budget presentation to the SCRD and discussion at that presentation on the need to revise the Building Maintenance agreement between the Library and the SCRD. Clarifying for example who is responsible for carpet replacement.
- c. BCLTA: M. Thomson forwarded the latest BCLTA Bulletin. M. Kang encouraged Board members to read it as there are many interesting articles. The BCLTA Chair is meeting with the Deputy Minister in Vancouver later in February, prior to this meeting she will be visiting Gibsons and touring the Library with M. Kang and the LD

- d. InterLink: R. Martin. Feb. 23, 2016 is the next scheduled InterLink board meeting. At this meeting governance and financial policy documents will be presented for adoption. The meeting will also include a board orientation. InterLINK staff has asked that the GDPL board appoint an alternative representative and that they also attend the Feb. 23rd meeting orientation.

MOTION: That A. Sawyer be appointed the InterLINK alternative representative.

Moved by M. Giltrow and seconded by J. Genders

CARRIED

- e. Library Foundation: M. Giltrow. The Reconfiguration Committee is meeting with the Library Foundation to report on the progress of the project.
 - f. Town of Gibsons: No report.
 - g. SCRD: No report.
9. Reminder; Annual Agenda items this month;
 - a. Identify Task Group requirements for upcoming year: M. Kang. At the first board meeting after the AGM the committees are reinstated and members appointed. M. Kang asked that board members think about their current role in committees and if they would like to carry on or join other committees.
 - b. Update Board Manual (governance, bylaws etc.): M. Beacham Fuller will update documents and forward to LD to be posted on Library website.

10. Communications arising from Agenda items; none.

11. Correspondence; none.

12. Public Questions: none

13. Adjournment: 11:30 pm

Next regular board meeting Saturday February 13 2015, at 11:00am following the AGM at 10:00 am the same day.

Gibsons & District Library Association

Regular Board Meeting Minutes: Saturday, March 12th, 2016

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

Regrets: Matt Thomson & Jeremy Valeriote

1. Called to Order at 10:35

2. Presentation: Board Orientation – Donna McMahon

3. Adoption of Agenda with additions

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

CARRIED

4. New Board Business:

a. Election of Chair

M. Beacham Fuller nominated Manjit Kang.

Motion to elect M. Kang as Chair moved by S. Carlson seconded by J. Genders

CARRIED UNANIMOUSLY

b. Election of Vice Co-Chairs

M. Beacham Fuller nominated Matt Thomson & J. Hodgkinson nominated Marci Beacham Fuller.

Motion to elect M. Beacham Fuller and Matt Thomson as Co Vice-Chairs moved by S. Carlson seconded by J. Genders

CARRIED UNANIMOUSLY

c. Appointment of 2014 Board representatives

i. InterLINK: R. Martin and A. Sawyer as alternate

ii. Library Foundation: S. Carlson and J. Hodgkinson as alternate

iii. BCLTA: M. Kang and M. Thomson as alternate

d. Appointment of accountant – Nelson Alvarez

Moved by Janet. G and seconded by M. Beacham Fuller

CARRIED

5. Adoption of Regular Board Meeting minutes of February 13, 2016 with corrections

Moved by J. Genders and seconded by S. Carlson

CARRIED

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6. 2015 budget surplus.

Motion to accept the passing of the email motion regarding the disposition of the 2016 budget surplus. \$6000 to be moved to the Special Project fund designated for 2017 union negotiations and \$2000 to be designated towards an ergonomics consultation for staff.

Moved by J. Genders and seconded by S. Carlson

CARRIED

7. Trustee Resources and Expectations; M. Kang presented document outlining trustee resources found on the GDPL website and expectations of trustees.

8. Annual Board Agenda; M. Kang asked if there were any concerns about or changes to the Annual Board Agenda and the previously approved 2016 Board Goals and Objectives – none were presented.

9. Selection of Committees:

- a. Board Development Committee (& Nominations Task Force); J. Hodgkinson, S. Carlson, & M. Beacham Fuller
- b. Reconfiguration Committee: R. Martin, M. Kang, J. Genders & L.D.
- c. Finance Committee: M. Kang, R. Flux, & M. Beacham Fuller & L.D. M. Thomson will be asked to join.
ACTION: Confirm M. Thomson's participation in Finance Committee.
- d. Policy Development Committee: M. Kang, A. Sawyer, M. Beacham Fuller, J. Genders & L.D.

10. 2016 Meeting Schedule:

April 16, May 14, June 11, Sept 10, Oct. 15, Nov. 5 & Dec. 10

11. Updated Trustee Contact List

12. Reports

- a. Library Director's Report - verbal report. Discussed annual Provincial Grant Report, LLEAD professional development program, computer tutor, and progress from meetings with School District 46 Superintendent of Schools

13. Communications arising from Agenda Items; none

14. Correspondence; none

15. Public Questions; none

16. Adjournment at 12:15pm

Next board meeting April 16th at 10:00pm in the Library

Gibsons & District Public Library
March 14, 2015
Annual General Meeting

Board Members Present: Manjit Kang (Chair), Lorne Lewis (SCRD representative), Jeremy Valeriotte (Town of Gibsons representative), Matt Thomson (Co Vice-Chair), Marci Beacham Fuller (Co Vice-Chair), Janet Genders , Maria Giltrow, Rob Martin, Larry Smith, Janet Hodgkinson, Sheila Carlson and Tracey Therrien (Library Director)

Two members of the public in attendance

1. CALL TO ORDER

Called to order by the Board Chair at 10:00am

2. ADOPTION OF AGENDA

Moved by, Janet Genders seconded by Jeremy Valeriotte CARRIED

3. RECEIPT OF AGM 2014 MINUTES, with corrections

Moved by Sheila Carlson seconded by Marci Beacham Fuller CARRIED

4. 2014 Annual Financial Statement Report - Nelson Alvarez, CGA

Moved by Lorne Lewis, seconded by Marci Beacham Fuller that the Annual Financial Statement as presented be accepted by the membership. CARRIED

5. REPORTS

5.1 Report of the Library Director – Tracey Therrien

Moved by, Matt Thomson seconded by Donna McMahon the report of the Library Director be accepted by the membership. CARRIED

5.2 Report of the Board of Trustees - Manjit Kang

Moved by, Marci Beacham Fuller seconded by Lorne Lewis that the report of the Board Chair be accepted by the membership. CARRIED

6. Report from the Nominations Task Group – Sheila Carlson. Nominees were asked to say a few words as to why they wish to be (re)appointed to the Gibsons & District Board of Trustees.

a. Election of Trustees 2015

i. *Moved by Maria Giltrow, seconded by Lorne Lewis that Matt Thomson, Marci Beacham Fuller, Larry Smith and Janet Genders be re-appointed to the Board for a two-year term by acclimation* CARRIED

ii. *Moved by Donna McMahon, seconded by M. Thomson that Janet Hodgkinson be appointed to the board for her first full two-year term by acclimation.* CARRIED

7. Request to approve the adoption of the AGM 2015 minutes by the Board at the next AGM.

Moved by Marci Beacham Fuller, seconded by Janet Genders CARRIED

- a. Amendment to the bylaws: Marci Beacham Fuller

Motion to update Section 15 to include the election of a Vice Chair or Co-Vice Chairs
Moved by Marci Beacham Fuller, *seconded by* Matt Thomson.

Notice of Bylaw Amendments must be given to members prior to a vote. The members voted in favour of the amendment as presented pending a special meeting when it shall be *Carried*.

8. Public Questions; none
9. Adjournment; 10:25 am

Gibsons & District Library Association

Regular Board Meeting Minutes: Saturday, April 16 2016

Board members present: Manjit Kang, Janet Hodgkinson, Marci Beacham Fuller, Janet Genders, Rob Martin, Robert Flux, Alison Sawyer, Lorne Lewis, Matt Thomson and Tracey Therrien - Library Director (LD).

Regrets: Sheila Carlson & Jeremy Valeriotte

1. Called to Order at 10:05

2. Guest Speaker; none.

3. Adoption of Agenda

Moved by M. Thomson and seconded by J. Genders *CARRIED*

4. Adoption of Board Meeting minutes of March 12, 2016

Moved by R. Martin and seconded by M. Beacham Fuller *CARRIED*

5. Outstanding Action Items:

a. M. Kang confirmed SD 46 guests (Vice Chair of Trustees and Superintendent of Schools) at May 14th meeting.

b. M. Thomson confirmed his participation in the Finance Committee

6. Committee Reports:

a. Reconfiguration committee; R. Martin presented written report including details of the budget, current finances (including fundraising efforts) and projected timeline.

Motion: to approve the Project Budget of \$149,940.25 plus a contingency of 10% to a maximum of \$165,000 and start date of mid June.

Moved by M. Thomson and seconded by J. Genders *CARRIED*

Motion: to approve that up to \$90,000 or 60% of the GDPL reserves plus funding from other sources and fundraising pay for the project funding.

Moved by J. Genders and seconded by J. Hodgkinson *CARRIED*

Motion: to release the First Term Deposit of \$51,874 from Restricted Funds to a Special Project Fund designated for use on the Reconfiguration Project.

Moved by J. Genders and seconded by M. Thomson *CARRIED*

b. Policy Development Committee: A. Sawyer reported on the first meeting of the committee; discussion regarding what needs to be reviewed, added and changed to current board and operational policies. Members will review GDPL documents and other libraries' policies and report back at second meeting scheduled for May.

c. Board Development Committee: J. Hodgkinson reported on four new webinars available with Vantage Point via the BCLTA website. L.D reminded the board of the Pro. Development opportunity being offered through InterLink and M. Kang

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mentioned the upcoming BC Library's Trustees Conference May 13 & 14 in Richmond. Trustees are encouraged to take advantage of these and other professional development training sessions and reminded that fees and travel are reimbursable.

- d. Finance Committee; L.D. reported that the SCR D passed the library's 2016 budget including funding to replace the carpet as part of the reconfiguration plan.

7. Reports

- a. Library Directors; written report. Trustees had questions regarding BC InterLibrary Connect (BC ILC) and its effect on regular interlibrary loans. Interlibrary loans have decrease by approx. 20% while the number of books borrowed and lent through BC ILC continue to increase. In March BC ILC loans were 56% higher than regular interlibrary loans.
 - i. Financial report to Feb. 2016; written report.
- b. Chair's report; attended Policy Development and Reconfiguration committees meetings.
- c. BCLTA: M.Kang commented on the latest BCLTA newsletter which talks about the resources available to members on the website plus the announcement of a Provincial grant awarded to the BCLTA to develop training materials for library trustees. M. Kang reminded trustees about the opportunity to report on GDPL programming and projects in the BCLTA newsletter.
- d. InterLink: R. Martin reported on the development of InterLink's strategic plan and the 2016/2017 budget. Both items will be forwarded to the GDPL board for review.
- e. Library Foundation; M. Kang summarized S. Carlson's written report on her attendance at the Lib. Foundation meeting held in March. At that meeting members discussed the Foundations mission and the Foundation funding committed to GDPL's reconfiguration project. S. Carlson suggested that the Reconfiguration Committee send a letter requesting the \$35,000 foundation funding for the project.

ACTION: R. Martin will send official request of \$35,000 for reconfiguration project to Foundation.

ACTION: M. Kang will set up a meeting with the Lib. Foundation Co-Chairs and share date with M. Beacham Fuller and M. Thomson.

- f. Town of Gibsons; no report.

ACTION: M. Kang will speak with the Town of Gibsons representative J. Valeriotte and inquire when he plans on returning to attend GDPL board meetings.

- g. Sunshine Coast Regional District; L. Lewis reported on the budget process. The GDPL Board thanked him for his work on behalf of the Library.

8. Reminder; Annual Agenda items for March 2016

- a. M. Kang reviewed progress to date of Annual Goals and Objectives. He requested trustees communicate their thoughts on the board's progress of the annual objectives.

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9. Communications arising from Agenda Items; none
10. Correspondence; letter from Library's Branch (Ministry of Education) informing GDPL when to expect our Provincial Grants:
 - Operating Grant; March 2016
 - Resource Sharing Grant: Spring 2016
 - BC OneCard Grant: Spring 2016, and
 - Library Literacy Grant: Spring 2016.
11. Public Questions; none
12. Adjournment at 11:25pm

Next board meeting May 14th at 10:00pm in the Library

Gibsons & District Library Association

Regular Board Meeting Minutes: Saturday, May 14 2016

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

Regrets: M. Kang, Robert Flux & Jeremy Valeriote.

1. Called to Order at 10:03
2. Guest Speaker; School District postponed to June meeting.
3. Adoption of Agenda with corrections.
Moved by J. Genders and seconded by R. Martin *CARRIED*
4. Adoption of Board Meeting minutes of April 16, 2016
Moved by J. Hodgkinson and seconded by S. Carlson *CARRIED*
5. Outstanding Action Items:
 - a. SD 46 guests (Vice Chair of Trustees and Superintendent of Schools) postponed attending Library Board meeting to June.
 - b. R. Martin will complete letter and send official request of \$35,000 for reconfiguration project to Foundation.
 - c. M. Kang requested a meeting with the Library Foundation co-chairs. He is waiting for a response.
 - d. M. Kang spoke with Town of Gibsons library liaison Jeremy Valeriote regarding his attendance at library board meetings. J. Valeriote plans to return to meetings in June.
 - e. Trustees to communicate their thoughts on the board's progress of the annual objectives: postponed to June meeting.
6. Committee Reports:
 - a. Board Development Committee: J. Hodgkinson reported that the committee met to discuss possible meeting guests for Sept. – Dec. The director of InterLink was added to list plus a representative of the Vital Signs committee.
ACTION: R.Martin will invite InterLink ED, Michael Burriss to attend an upcoming library board meeting and report back to committee.
ACTION: M. Thomspson will inquire with the Vital Signs committee if a member could attend an upcoming library board meeting and report back to committee.
 - b. Reconfiguration Committee: start date adjusted to Mid. August.
ACTION: Committee to inquire about permit fees from the Town of Gibsons.
 - c. Policy Development Committee: A. Sawyer reported that the committee met and discussed the role of the board (managing vs policy development). Work continues and committee's next meeting is schedule in May.
- 7.

d. Finance Committee; no report.

8. Reports

a. Library Directors; written report.

LD summarized the library reconfiguration presentation to the Lions Club. Trustees discussed the progress of the library roof repair project; concern over the length of time it has taken to complete the project and the material used on the roof. In particular how will it be maintained including keeping it clean.

i. Financial report to March 30 2016; written report.

Funds in a term deposit have been allocated to the Library Reconfiguration restricted fund.

ii. Quarterly statistics: presented 2016 1st quarter statistics in comparison to 2015 1st quarter statistics.

b. Chair's report; M.Kang was absent (attending BC Library Trustee Conference) and provided an update to M.Thomson. M. Kang has corresponded with the Library Foundation, J. Valeriotte and the Sechelt Public Library Chair

c. BCLTA: M. Thompson spoke to the latest BCLTA bulletin that included information on the upcoming 2016 Annual Survey; the 2016 survey is on governance and planning. The survey will be available for board members to complete in June.

d. InterLink: R. Martin. InterLink's Strategic Plan was presented to the board for information. Next meeting to be held in May. R.Martin plans on attending the Outcomes/Metrics professional development session in June.

e. Library Foundation; M. Thomson reported on behalf of M. Kang. An email has been sent to the Library Foundation co-chairs suggesting a meeting between chairs and vice-chairs of the Library board and foundation. Discussion regarding the agenda of that meeting included:

- Invite Foundation executive as guests to a Library Board meeting.
- the role of Library Board trustees on the Library Foundation executive
- Library foundation strategic planning; Sunshine Coast Credit Union offers free facilitators.
- Inquire about Foundation bylaws.

f. Town of Gibsons; no report.

g. Sunshine Coast Regional District; L. Lewis reported on the upcoming alternative approval process in particular how it relates to the Lake Chapman project. More information is available about this process on the Regional District's website. The Regional District is hosting a number of Community Consultations on the Coast in the month of June; L. Lewis encouraged trustees to attend.

9. Reminder; Annual Agenda items this month:

a. Joint meeting between Chairs of the Gibsons and Sechelt public library Boards.

10. Communications arising from Agenda Items; none
11. Correspondence: none.
12. Public Questions; none
13. Adjournment at 11:30 am

Next board meeting June 11th at 10:00pm in the Library

Gibsons & District Library Association

Regular Board Meeting Minutes: Saturday, June 11 2016

Board members present: Janet Hodgkinson, Marci Beacham Fuller, Janet Genders, Rob Martin, Lorne Lewis, Manjit Kang, Silas White (on behalf of Jeremy Valeriotte), Robert Flux and Tracey Therrien - Library Director (LD).

Regrets: Sheila Carlson, Alison Sawyer, & Matt Thomson

1. Called to Order at 10:03
2. Guest Speakers; School District 46 Board of Education Chair Betty Baxter and Superintendent of Schools Patrick Bocking. Betty and Patrick spoke about SD46 strategic plan, collaborations with GDPL and answered questions from GDPL board members.
3. Adoption of Agenda.
Moved by R. Martin and seconded by J. Genders *CARRIED*
4. Adoption of Board Meeting minutes of May 14, 2016
Moved by L. Lewis and seconded by J. Genders *CARRIED*
5. Outstanding Action Items:
 - a. R. Martin completed and sent letter to the Library Foundation regarding their reconfiguration project donation.
 - b. M. Kang sent request to meet with Library Foundation co-chairs.
 - c. M. Kang spoke with Sechelt Public Library board chair regarding arranging a meeting to discuss the renovation & reconfiguration projects of both libraries. M. Kang will keep GDPL vice chairs informed of possible dates.
 - d. Trustees communicated their thoughts on the board's progress of the annual objectives.

ACTION: board members will identify objectives that are not being met and discuss at September board meeting.
6. New Business
 - a. According to Article 20.01 of the Union agreement, two members of the union plus two employers shall meet regularly. Currently the L.D. is the only employee representative at these meetings.
J. Hodgkinson volunteered to attend future meetings.
7. Committee Reports:
 - a. Reconfiguration committee: R. Martin reported on the progress of the project. The project managers visited the Library on June 8th to meet with trades, finalize design elements and take final measurements. They also confirmed the start date: Aug. 12. Work will last for two weeks during which time the library will be closed to the public. Staff won't be able to work during the first week of renovations, during the second week employees may be able to return to work to complete special projects and get the library ready for the re-opening. The L.D. is working with Union representatives to minimize the loss of wages for staff during this time.

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Due to budget constraints the Children's area was not included in the reconfiguration. The library has been approached to take part in a community crowdsourcing funding pilot project. The committee has decided to commit to the project and focus on raising funds for the children's area. To participate a number of tasks must be completed and in place by August at which time community members will be able to contribute financially to the project.

- b. Policy Development Committee: M. Kang reported that the committee is meeting regularly and hopes to have all revisions ready for board approval at the December meeting.
- c. Board Development Committee: J. Hodgkinson reminded those that said they would contact potential guests to forward replies to her. R. Martin confirmed that Michael Burris, InterLink Executive Director can attend a meeting. L.D. reported that the Union representatives would like to attend as guests, possibly at the September meeting.

ACTION: L.D. to ask Sandy Middleton to attend as guest and to confirm Unions attendance at September meeting and report back to J. Hodgkinson

ACTION: M. Thomson to ask a representative from the Vital Signs committee to attend and report back to J. Hodgkinson.

ACTION: J. Hodgkinson to suggest dates to R. Martin for Michael Burris to attend.

7. Reports

- a. Library Directors; written report.

LD answered questions about building maintenance and the new hires: summer student and on-call casual circulation clerk.

- i. Financial report to May 301 2016; written report.

- b. Chair's report; M.Kang reported on his communication with the Sechelt Library Chair, the Library Foundation and J. Valeriotte (Town of Gibsons Library Board liaison). He also spoke about leadership training through the Sunshine Coast Credit Union.

Motion: To approve up to 2 trustees and 2 library employees to attend training.

Moved by L. Lewis and seconded by J. Genders

CARRIED

- c. BCLTA: M. Kang reported on the BCLTA conference in Richmond. He attended a number of interesting presentation. Representatives from the Ministry of Education plus the Provincial Libraries Branch spoke at the conference.

The monthly BCLTA bulletin includes articles about individual libraries and M Kang volunteered the Gibsons library to submit an article about the library's space reconfiguration project for the September issue.

The latest bulletin includes two member surveys: training needs for trustees and library governance.

Discussion about individual trustees completing the survey versus the board as whole was discussed.

ACTION: M. Kang will clarify who should complete surveys and report back to board members.

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- d. InterLink: R. Martin attended May meeting. The Strategic Plan was presented along with a provisional budget for the 2017 Library Leadership and Excellence Development Program. R. Martin is attending the Outcomes/Metrics session for trustees on June 15th in Richmond.
- e. Library Foundation; Next meeting is scheduled for June 21st at 2pm in the Library. M. Kang and R. Martin plan on attending to update the Foundation on the reconfiguration project and request their donation be made available by July 1st.
- f. Town of Gibsons; S. White (on behalf of J. Valeriote) reported on the passing of the Town of Gibsons' budget and requested more information about the reconfiguration project and the crowdsource funding project in order to report back to the Town Council. Suggested a GDPL board delegation to Council to present project.

ACTION: R. Martin will provide an information package to S. White.

- g. Sunshine Coast Regional District; L. Lewis commented on the value of training such as the Leadership Training offered through the Sunshine Coast Credit Union.
8. Reminder; Annual Agenda items this month:
- a. Information sharing session with Library Foundation; M. Kang will invite Library Foundation chairs to upcoming GDPL board meeting at Foundation meeting on June 21st.
 - b. Library Director Salary review; discussion around the timing of the item.

ACTION: M. Kang will review annual agenda for clarification.

9. Communications arising from Agenda Items; none
10. Correspondence: Letter from Provincial Libraries Branch outlining grant allocations for 2016. The amounts are the same as 2015.
11. Public Questions; none
12. TedTalk - libraries of the future; board viewed video and agreed to dedicate time at the end of meetings to watch similar videos if time permitted.
13. Adjournment at 12:05 pm

Next board meeting September 10th at 10:00am in the Library

Gibsons & District Library Association

Regular Board Meeting Minutes: Saturday, September 10 2016

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

Regrets: Jeremy Valeriotte

1. Called to Order at 10:03
2. Guest Speakers; Aliza Nevarie President CUPE 391 & Amanda Nichol GDPL Steward. Aliza and Amanda presented on CUPE and unions.

3. Adoption of Agenda.

Moved by R. Martin and seconded by J. Genders *CARRIED*

4. Adoption of Board Meeting minutes of June 11, 2016 meeting with corrections.

Moved by M. Thomson and seconded by L. Lewis *CARRIED*

5. New Business/Decision Required:

- a. [In Camera] Preparation for Library Directors salary review; part of Annual Agenda.

- b. The Sunshine Coast Regional District (SCRD) is reviewing the existing Building Maintenance Agreement and is creating a funding/service agreement for Library service as directed by a recommendation of the SCR D Board.

MOTION: That a committee be formed to review changes to the Building Maintenance Agreement and to work with the SCR D in developing a funding/service agreement.

Moved by M. Thomson and seconded by L. Lewis *CARRIED*

Committee members: A. Sawyer, M. Thomson, R. Flux & L.D.

ACTION: Committee to appoint a chair and create Terms of Reference.

6. Outstanding Action Items:

- a. Board's Annual Goals & Objectives; board member's shared their thoughts on goals & objectives not being met.

ACTIONS: Update Annual Agenda to include Strategic Plan, development of a records maintenance plan, Board self-assessment and adjust language around professional development.

7. Committee Reports & Updates

- a. Reconfiguration committee: Overview of the reconfiguration project. All major components of the project are complete with minor work to be completed in the upcoming weeks. The Library reopened on schedule and the project came in on budget. Lots of positive feedback from the public. Library staff worked hard to ensure the project was completed on time.

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Children's area fundraiser; the community crowdsourcing project launches on Sept. 13th. The goal is to raise \$15,000 to enhance the children's area with new furniture.

b. Policy Development Committee: the committee plans to have an updated policy manual ready by the end of the year to present to the Board with recommended changes.

c. Board Development Committee: J. Hodgkinson reminded those that said they would contact potential guests to forward replies to her.

ACTION: L.D. to ask Sandy Middleton to attend as guest report back to J. Hodgkinson

ACTION: M. Thomson to ask a representative from the Vital Signs committee to attend and report back to J. Hodgkinson.

ACTION: R. Martin to confirm date of Michael Burris attendance.

7. Reports

a. Library Directors; written report.

i. Financial report to August 31 2016; written report.

ii. Presented and discussed Library statistics: Jan. to Aug. 2016.

b. Chair's report; M.Kang announced that he will be leaving the Library board. He will stay on until the AGM. M. Kang has served as a Trustee for seven years and as chair for the past three years. Trustees thanked M. Kang for his dedicated service to the Library.

c. BCLTA: M. Kang reported on the development of a strategic plan for the BC Libraries. The plan is being developed with input from a number of BC Public Library partners including BCLTA.

M. Thomson reminded the Board to complete the BCLTA surveys.

d. InterLink: R. Martin. First meeting after summer break is scheduled Sept. 27.

e. Library Foundation; S. Carlson rec'd the latest minutes, the next meeting is scheduled for Sept. 21 at that meeting they will set a date for the AGM. Foundation is looking for new members.

f. Town of Gibsons; No report.

g. Sunshine Coast Regional District; L. Lewis reported on an upcoming SCRCD survey about SCRCD land near Chaster House.

8. Reminder; Annual Agenda items this month:

a. Incorporate LD salary review into annual budget – covered in agenda item 5a.

b. Develop Board's Annual Goals and Objectives. M. Beacham Fuller and M. Thomson to take lead on developing board goals and objectives for the upcoming year. Ideas discussed included developing new Strategic Plan and conduct a community survey.

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9. Communications arising from Agenda Items; none
10. Correspondence: Letter from Sunshine Coast Regional District (attached) regarding the Building Maintenance and Service/Funding agreements.
11. Public Questions; none
12. Adjournment at 11:46 am

Next board meeting October 15th at 10:00am in the Library

Gibsons & District Library Association

Regular Board Meeting Minutes: Saturday, October 15, 2016

Board members present: Janet Hodgkinson, Marci Beacham Fuller, Janet Genders, Rob Martin, Lorne Lewis, Sheila Carlson, Jeremy Valeriotte, Matt Thomson, Robert Flux and Tracey Therrien - Library Director (LD).

Regrets: Alison Sawyer & Manjit Kang,

1. Called to Order at 10:05

2. Guest Speakers; Heather Evans Cullen, Library Community Outreach Coordinator gave an overview of past and upcoming adult programming. She also spoke about a new program management system that the Library is developing that incorporates program planning and outcome measurements.

3. Adoption of Agenda.

Moved by J. Genders and seconded by L. Lewis

CARRIED

4. Adoption of Board Meeting minutes of September 10, 2016 meeting.

Moved by R. Flux and seconded by L. Lewis

CARRIED

5. Outstanding Action Items:

- a. Building Maintenance & Service/Funding Agreements Committee: appointed Chair, Alison Sawyer. Developed Terms of Reference and will forward to M. Beacham Fuller to add to Board Manual. Discussion on merit of developing Terms of Reference for ad hoc committee; it was decided that it would be useful to develop Terms of Reference for all committees.

ACTIONS: L.D. to forward Terms of Reference to M. Beacham Fuller.

- b. Review outstanding Board Annual Goals & Objectives:

- i. Update annual agenda to include strategic plan.

ACTION: M. Kang, M. Thomson, M. Beacham Fuller to meet and discuss how this can be incorporated into agenda.

- ii. Development of Records Management Plan;

ACTION: Governance committee to take on task after polices have been updated.

- iii. Board self-assessment and professional development language:

ACTION: M. Beacham Fuller to clarify language about professional development (trustees are encouraged to take advantage of pro. development opportunities)

- c. Board Development Committee:

- i. L.D. invited Sandy Middleton as a guest to Library Board meeting; waiting for a reply.

- ii. M. Thomson will ask representative from Vital Signs now that their latest report is complete.

- iii. R. Martin confirmed that Michael Burris, InterLink Executive Director is attending the November board meeting. R. Martin is making arrangements for lunch with Michael he will send details to board.

6. Committee Reports

a. Board Development Committee: J. Hodginkson led discussion on the types of skills and experience the board is looking for in a trustee and if it was essential that the Board have representation from Roberts Creek. The board felt having representation from each of the Library's service area (including Roberts Creek) was important. Skills discussed included HR and management. She reminded trustees to think about possible board candidates as the board must fill one confirmed opening and one possible opening at the AGM in March.

b. Reconfiguration Committee: R. Martin & M. Thomson reminded trustees to promote the Children's Area Fundraising campaign. L.D reported on the number of cash donations made directly to the Library.

ACTION: L.D. will add cash donations to online campaign.

L.D. reported on the final phase 2 (renovations completed in August) budget and reported that \$84,293 of the approved \$90,000 had been spent.

MOTION: to release remaining funds (\$5707) from the approved reconfiguration budget of \$90,000 to put towards the Children's area project (phase 3 of the total reconfiguration project). With the understanding that any additional funds raised (beyond the goal of raising \$15,000 for the Childrens area) between now and June 2017 will go into the Capital Fund Reserve.

Moved by M. Thomson and seconded by J. Genders

CARRIED

c. Policy Development Committee: continues to meet and make progress on final recommendations.

d. Building Maintenance/Lease and Funding Agreement Review Committee: Requested meeting with SCRD staff to clarify existing funding bylaws and jurisdiction concerning library services.

e. Finance Committee: The Round 0 meeting of the budget process has been scheduled for December 2nd. Board must approve a proposed budget to present at meeting. Finance Committee to present proposed budget at November Library Board meeting.

ACTION: L.D. to arrange meeting date for Finance Committee (M. Kang, R. Flux, & M. Thomson)

7. Reports

a. Library Directors; written report.

i. Financial report to September 30 2016; written report.

b. Chair's report; M.Kang, no report.

c. BCLTA: BCLTA executive encouraging public library boards to participate in the *Select Standing Committee on Finance and Government Services* this is an all-party consultation. With an election coming up next May, it's one way to be heard by members of all parties.

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- d. InterLink: R. Martin. First meeting after summer break held on Sept. 27. Discussion around budget for the 2017 Library Leadership and Excellence Development (LLEAD). InterLink funds a portion of the program and the other portion comes from participant fees. InterLink Board has adopted Gibsons' board self-assessment template.
 - e. Library Foundation; AGM scheduled for November 5th at 12 noon. Board discussed the possibility of doing more fundraising as GDPL is a registered charity.
ACTION: Include topic at Strategic Planning level.
 - f. Town of Gibsons; J. Valeriote glad to be back participating on the Board. Attended re-opening celebration, congratulated the board on the renovations.
 - g. Sunshine Coast Regional District; L. Lewis reported on a session he attended in Burnaby about the recent Federal ruling on the rights of Metis people. He also commented on the value of the variety of community based Library programming such as the upcoming Truth & Reconciliation event.
8. Reminder; Annual Agenda items this month:
- a. Review annual budget and five year financial plan & Finalize budget (submit draft for Round 0 pre-meeting).
ACTION: Finance committee to meet and develop proposed budget for the Sunshine Coast Regional District. Will bring to Nov. Board meeting for approval.
 - b. Appoint Nominations: S. Carlson, R. Martin, and R. Flux appointed to Nominations Committee.
9. In Camera:
MOTION: to move meeting to In Camera.
Moved by L. Lewis and seconded by M. Thomson *CARRIED*
10. Community Survey: M. Thomson suggested that the Library conduct a survey prior to the development of a new strategic plan. The last Library community survey was done by a third party and he suggested that the same methods be used for continuity.
ACTION: M. Thomson will ask Donna McMahon (former chair) about the cost and of the last survey and if the Library received a grant to conduct the study and compile the data.
11. Communications arising from Agenda Items; none
12. Correspondence: none
13. Public Questions; none
14. Adjournment at 11:46 am

Next board meeting November 5th at 10:00am in the Library

Gibsons & District Library Association

Regular Board Meeting Minutes: Saturday November 5, 2016

Board members present: Janet Hodgkinson, Janet Genders, Rob Martin, Lorne Lewis, Sheila Carlson, Jeremy Valeriote, Robert Flux, Alison Sawyer & Manjit Kang and Tracey Therrien - Library Director (LD).

Regrets: Matt Thomson & Marci Beacham Fuller

1. Called to Order at 10:05

2. Guest: Katrina Welsh. Invited to attend Board meeting as a potential trustee.

3. Guest Speaker; Michael Burris, Executive Director InterLINK Public Libraries. Michael presented on the history, governance and services of InterLINK (GDPL is a member).

4. Adoption of Agenda with changes.

Moved by J. Genders and seconded by R. Martin CARRIED

5. Adoption of Board Meeting minutes of October 15, 2016 meeting.

Moved by R. Flux and seconded by S. Carlson CARRIED

6. Outstanding Action Items:

a. Building Maintenance & Service/Funding Agreements Committee Terms of Reference:

MOTION: to adapt Terms of Reference with approved changes.

Moved by L. Lewis and seconded by R. Martin CARRIED

b. Incorporate outstanding Board Annual Goals & Objectives into agenda:

M. Kang, M. Thomson and M. Beacham Fuller to meet to discuss. Deferred to next meeting.

c. M. Beacham Fuller to clarify language about professional development – not at meeting will report at December meeting.

6. Decision Required:

d. a. "Round 0" Budget Review and Approval to present to SCRD. LD presented draft budget and answered questions from Board. Proposed budget included a reduction in overdue fees due to the recommended policy of eliminating overdue fees for children's materials.

MOTION: starting January 1, 2017 eliminate overdue fees on all children's materials.

Moved by A. Sawyer and seconded by L. Lewis CARRIED

MOTION: to adopt Round 0 budget submission to the SCRD

Moved by J. Hodgkinson and seconded by S. Carlson CARRIED

7. Committee Reports

a. Board Development: J. Hodgkinson and M. Beacham Fuller are reviewing committee's TOR. J. Hodgkinson welcomed Katrina Welsh as a potential board member.

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- b. Finance Committee: met to review budget proposal. "Round 0" pre-budget meeting with SCRD directors and staff is scheduled for December 2nd at 9:00am, all trustees are welcomed to attend.
- c. Policy Development Committee: committee continues to meet and review governance policies. Will have recommendations ready for Board at December meeting. Committee will decide how recommendations will be presented; possibly in two portions. Once the governance policy review is complete the committee will review operational policies with LD.
- d. Agreements Committee: meeting with SCRD Treasurer to discuss Funding agreement.
- e. Reconfiguration Committee: R. Martin reported that to date the crowdsourcing campaign has raised \$4200. The committee has reduced the crowdsourcing goal from \$15,000 to \$7500. This campaign ends on December 12th, after this date the Library will continue to raise funds to reach the original \$15000 goal.

7. Reports

- a. Library Directors; written report. M. Kang inquired about the Leadership Training offered by the Sunshine Coast Credit Union that one staff member completed. The LD will ask the staff member to write a brief report on the training; this will help determine if it is appropriate training for staff and or board members.
ACTION: LD to forward written report (summary of contents of SC Credit Union leadership training) to trustees.
 - i. Financial report to September 30 2016; written report.
- b. Chair's report; M.Kang reported on his meeting with the Finance and Policy committees.
- c. BCLTA: M. Kang participated in the BCLTA strategic planning session. BCLTA's strategic directions will focus on advocacy to the Province and to help local trustees advocate to local government, to improve the professional development content on the website and to provide an area to exchange best practices and ideas.
- d. InterLink: R. Martin. Next meeting the InterLINK board will be presented with a draft 2017 budget. R. Martin will forward to the GDPL board for information.
- e. Library Foundation; AGM scheduled for 12 noon after the board meeting. S. Carlson invited trustees to stay and attend meeting. L.D. sent letter requesting funding from the Foundation for the Children's area renovation project.
- f. Town of Gibsons; J. Valeriote received an invitation to the Library's Truth and Reconciliation Event. He recognized the valuable contributions to the Town of Gibsons and surrounding areas of Celia Fisher whom recently passed away.
- g. Sunshine Coast Regional District; L. Lewis also paid tribute to the work of Celia Fisher including her efforts towards developing the Gibsons Recreation Centre and the new library building. He also commented on the proposed budget and the additional services the library is planning on implementing.

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8. Reminder; Annual Agenda items this month:
 - a. Present budget to SCRD: Round 0 pre-meeting scheduled for December 2.
9. Communications arising from Agenda Items; none
10. Correspondence: Letter from SCRD requesting submission of budget and attendance at December 2 meeting. See attached.
11. Public Questions; Katrina Welsh inquired about trustees roles in committees and operational polices. R. Flux, A. Sawyer and M. Kang explained their experience and time commitments on committees and the role of the board in Library operations.
12. Adjournment at 11:55 am

Next board meeting December 10th at 10:00am in the Library

Gibsons & District Library Association

Regular Board Meeting Minutes: Saturday December 17, 2016

Board members present: Janet Hodgkinson, Lorne Lewis, Sheila Carlson, Robert Flux. Alison Sawyer, Manjit Kang & Tracey Therrien, Library Director (L.D).

Regrets: Matt Thomson, Rob Martin, Marci Beacham Fuller, Jeremy Valleriote, & Janet Genders

1. Call to Order at 9:05am

2. Guest Speaker: Don Basham from Vital Signs postponed due to weather

3. Adoption of Agenda

Moved by J. Hodgkinson and seconded by R. Flux

CARRIED

4. Meeting moved to in-camera: LD's annual performance & salary review.

5. Adoption of Minutes: Meeting of November 5th, 2016

Moved by J. Hodgkinson and seconded by L. Lewis

CARRIED

6. Outstanding Action Items from the last meeting:

- a. Incorporate Board Annual Goals & Objectives into agenda: M. Kang met with Vice-co chair M. Thomson to review documents and templates that the Chair uses. These documents were forwarded electronically to M. Thomson.
- b. Carried over - M. Beacham Fuller to clarify language about professional development
- c. Summary of contents of SC Credit Union leadership training: L.D. provided summary prepared by staff member J. Stewart who attended training. Overall she found the training helpful and recommended it for other library staff or board members.

ACTION: M. Kang to pass on comments to SC Credit Union.

7. Committee Reports

- a. Board Development Committee: J. Hodgkinson reported on her attempt to register for a training webinar with Boardsource. BCLTA's Boardsource membership has lapsed and therefore the discounted price was not available. The BCLTA executive director reported that it is BCLTA's primary goal in 2017 is to support trustees through training and other resources. More information will be out soon.

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- b. Finance Committee: M.Kang reported on the budget presentation to the Regional District on December 2nd. Overall the presentation went well and the Library was invited to submit the budget unchanged at the first round of Budget meetings in January. In previous years this meeting normally referred to as "Round 0" was an informal meeting with Directors and provided an opportunity for the Library to discuss the past year, the proposed budget and plans for the future. This year the library had 10 minutes to discuss the budget with Directors along with 19 other delegations.
- c. Policy Development Committee: A. Sawyer reported on the committee's progress. Changes to policy document was sent to board on Dec. 9th. A. Sawyer asked board members to review Section 1 & 2 before the January meeting as there is a large shift in the direction/philosophy of the policies.

ACTION: L.D. to resend updated policy document.

ACTION: Board members to review Section 1 & 2 of document and be prepared for discussion at January board meeting.

- d. Building Maintenance & Service/Funding Agreements Committee: A. Sawyer reported on the meeting the committee had with SC Regional District CAO and CFO. Agreement language and jurisdictions was discussed in addition to the development of a 5 year funding agreement for 2018 - 2022. The committee was asked to make revisions to the agreement and submit to Regional District for review. Changes have been made and committee will review one last time before submitting to Regional District. M. Kang thanked A. Sawyer for her work on the document.
 - e. Reconfiguration Committee: L.D reported on the fundraising campaign. The total is approximately \$18,000 with the latest \$2500 donation from Howe Sound Pulp and Paper. Donations will continue to be accepted at the Library until December 31st.
8. Reports (attached or appended to this agenda)
- a. Library Director's Report – Written report. Updated Board on the lighting project which was delayed. Re-scheduled to be completed last week in December.
 - Financial Report: written
 - b. Chair's Report: Reported on the Budget preparation and presentation plus L.D.'s performance review.
 - c. BCLTA Liaison – Reported on the progress of the strategic planning process. The focus is on supporting trustees through training and advocacy tools.
 - d. Interlink Liaison – InterLink draft 2017 budget presented for information.
 - e. Foundation Liaison – S.Carlson was unable to attend the last meeting but received minutes. Foundation plans on having a membership drive in January 2017 during Literacy Week. Foundation members at the Library on Dec. 15th to present \$5000 donation for the children's area.

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- f. Town of Gibsons – No report.
 - g. SCRD – L. Lewis reported on the budget process which has changed somewhat.
9. Reminder: Annual Agenda Items this month:
- a. Approve Board's Annual Goals and Objectives: M. Kang met with M. Thomson to discuss objectives for 2017. It was felt that as a new board (and new chair) is being formed in March that the board may want to adapt objectives at this time. Concerns were raised about not having objectives for the first quarter of the year. Discussion also included the need to develop a new strategic plan and community survey.

ACTION: M.Kang, M. Thomson and L.D. to meet and discuss objectives and bring report/ideas to January board meeting.

10. New Business:

- a. Set dates for Jan. – March 2017 regular board meetings and AGM. Regular board meeting dates for April – December will be set by new board at the March meeting.
 - Regular board meetings: January 14th / 10:00am , February 18th / 10:00am & March 11th at 10:30am
 - AGM: March 11th at 10:00am

11. Communications arising from Agenda Items: None.

12. Special video presentation: Vancouver Public Librarian Sandra Singh's talk about libraries as social infrastructure: <https://vimeo.com/100334256>

13. Correspondence: None

14. Public Questions: None

15. Adjournment: 11:00am

Next board meeting Saturday January 14th at 10:00am