

**Gibsons & District Library Association**  
**Minutes Regular Board Meeting: January 13, 2018**  
**8:45-10:45 a.m.**

**Chair Present:** M. Thomson

**Board members present:** S. White, S. Carlson, L. Lewis, R. Flux, A. Sawyer

**Staff Present:** H. Evans-Cullen

**Regrets:** J. Young, T. McNicol, J. Bradbury, J. Hodgkinson

**1. Call to Order by Chair at 8:55**

**2. Adoption of Agenda:**

Motion to adopt agenda by R. Flux, seconded by A. Sawyer.

**3. Adoption of Minutes from Dec. 9, 2017:**

Motion to adopt minutes by R. Flux, seconded by S. Carlson.

**4. Outstanding Action Items from Last Meeting**

- a. Selection of Policy Development Committee:  
Policies have been updated and revised and put on website

**Action: Appointment of members to this committee will be on board agenda in April**

**5. Town of Gibsons Report- S. White**

- a. Organics bin is in VCH parking lot
- b. VCH has moved from shared building with SD46 to upper Gibsons
- c. There are new staff in place at the town including a new Director of Finance and a new Director of planning

**6. Board Development Committee Report (T. McNicol, J. Hodgkinson and J. Bradbury)**

- a. No report

**7. Board Recruitment Committee (J. Young, J. Hodgkinson, S. Carlson)**

Two new prospective board members attended meeting

Action: J. Young will be interviewing prospective board member. LD will get a board package to potential new members.

## Gibsons & District Library Association

### 8. Policy Development Committee (A. Sawyer)

- a. Deferred until after AGM

### 9. Lease and Funding Committee (R. Flux, M. Thomson, LD)

The presentation to the SCRD is on Jan. 23. LD will send draft speaking notes to R. Flux prior to this meeting. R. Flux and LD will present to SCRD.

### 10. Survey Consultation Committee (M. Thomson, J. Young, LD)

- a. A draft of the RFP was distributed. The tentative timeline is to release the rfp over the next few weeks, have a 3 month engagement process from Spring to early Summer and move into strategic planning in September.
- b. Motion to accept the RFP subject to changes by A. Sawyer, seconded by R. Flux

**Action:** H. Evans-Cullen will revise the rfp and a revised draft will be sent out.

### 11. LD Report

- a. LD report with annual statistics and financial report is attached.

### 12. Guest Nicholas Simmons

- a. Nicholas came as a guest and there was discussion about how the provincial government can best support public libraries.

### 13. BCLTA Report (J. Hodkinson) No report

### 14. InterLINK Report (J. Bradbury)

Revised InterLINK agreement was distributed.

**Action:** M. Thomson will sign on behalf of GDPL

### 15. Chair Report

- a. M. Thomson distributed the board self evaluation tool.

**Action:** Board members are to fill out the board self evaluation form.

- b. Chair is focusing on RFP and community engagement process

## Gibsons & District Library Association

### 16. Foundation Report (S. Carlson)

- a. LD will send S. Carlson a copy of the request letter that was sent to the Foundation in Nov. requesting funds for a 3D printer and a camera.

### 17. SCRD Report:

L. Lewis gave an update.

### 18. Annual Agenda Items this month:

- a. Board and Library Director performance evaluation
  - \*board self evaluation tool was distributed
  - \*M. Thomson and LD to have 3 month probationary review on Fri. Jan. 19
- b. LD salary review in camera

### 19. New Business:

- a. AGM- LD will connect with J. Hodgkinson to confirm newspaper ad for AGM on Saturday, March 10 at 9:30 a.m.
- b. New GDPL Board Vice Chair will be on agenda after AGM (April).
- c. Monday evenings for board meetings after March were tentatively booked the second Monday of each month. Time tbc.

### 20. Adjournment

## Minutes Regular Board Meeting: February 17, 2018 8:45-10:45 a.m.

**Acting Chair:** A. Sawyer

**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:** M. Thomson

**Guests:** R. Bennie

## Gibsons & District Library Association

### 1. Call to Order by Chair at 8:54

### 2. Adoption of Agenda:

Motion to adopt agenda by R. Flux, seconded by Janet Hodgkinson

### 3. Adoption of Minutes:

Change lease and funding committee to reflect finance committee as separate. Correct spelling error in name Simmons to Simons. Motion to accept minutes: all in favour.

### 4. Recruitment Committee Report: (J. Young, J. Hodgkinson)

M. Farmer and R. Bennie are potential board members. The recruitment committee has advised the board that they have filled all vacancies, and the 2 recruited will be elected to the Board at the AGM. Interested individuals may attend meetings as guests.

### 5. Board Development Committee Report (J. Hodgkinson, T. McNicol, J. Bradbury)

T. McNicol distributed information about SCREDO (Sunshine Coast Reginal Economic Development Organization) and their capacity building workshop on March 5 9:30 to 12:30.

### 6. Lease and Funding Committee (R. Flux, M. Thomson, A. Sawyer, LD)

This committee will meet in April after the SCRD budget is confirmed to look at negotiating an annual agreement.

### 7. Finance Committee (R. Flux, M. Thomson, LD)

H. Evans-Cullen and R. Flux presented budget submission to SCRD and it has been passed on to round 2. There was positive feedback from the SCRD regarding the presentation. This committee will meet once the budget is finalized.

### 8. Survey/ Community Consultation Committee (M. Thomson, J. Young, LD)

The RFP will be sent out by Chair in the near future.

### 9. Policy Development Committee (A. Sawyer)

Policy Development will be looked at annually in the Fall.

## Gibsons & District Library Association

**Action:** LD to remind staff to post revised bylaws on website asap.

### 10. LD Report: (H. Evans-Cullen)

Please see attached report.

### 11. Chair Report: (M. Thomson)

M. Thomson is focussed on getting the ROF for the community survey out by the end of the month.

### 12. BCLTA Report: (J. Hodgkinson)

There has still been no communication. The board development committee agreed to take on the role of BCLTA liaison. LD will speak with BCLTA regarding communications and to M. Kang about previous connections.

### 13. InterLINK Report: (J. Bradbury)

M. Burris sent out an interesting article on the future of libraries from Macleans magazine. H. Evans-Cullen mentioned the library posted this article on their facebook page. Joy will send link to the board. Her second InterLink meeting is next week.

### 14. Foundation Report: (S. Carlson)

Two new people have joined the foundation including R. Martin. H. Evans-Cullen and H. Jeal met to discuss library requests from 2017- the purchase of a new camera and a 3D printer have been authorized.

### 15. Town of Gibsons Report: (S. White)

There are concerns about the sidewalks buckling from the trees down the hill on Gower point road. . S. White and LD met to discuss connections with the new Raincity shelter for people living with homelessness, and to discuss connecting the Library Director with Town of Gibsons staff.

### 16. SCR D Report: ( L. Lewis)

UBCM and provincial government hold annual leadership academy that L Lewis attended. Interesting presentations on the fire management in the Caribou, on future educational possibilities and emergency preparedness.

### 17. New Business:

## Gibsons & District Library Association

a. AGM

M. Kang will be asked to do a presentation as former Chair for the first board meeting after the AGM by J. Hodgkinson who will also thank Donna McMahon for past presentations. LD will prepare a presentation on the future of libraries, and will present it at the AGM.

b. Collective Bargaining

Motion to ask Gerry Parker to serve as the consultant to GDPL during bargaining moved by R. Flux and seconded by T. McNicol.

18. In Camera Discussion: Motion to move in camera moved by A. Sawyer, seconded by J. Young and J. Hodgkinson.

19. Adjournment called by chair at 10:55 am.

Regular Board Meeting  
Mainil Room – Gibsons Library  
Saturday, March 10<sup>th</sup>

### Minutes

1. **Call to Order** by Chair at 10:35 am

2. **Guest Speaker**

Manjit Kang, former GDPL Board Chair, gave a presentation on the role of board member

3. **Adoption of Agenda:**

Motion to accept agenda by A. Sawyer, seconded by J. Hodgkinson

**Carried**

4. **Adoption of Minutes:**

a. Meeting of February 17, 2018: Change J. Alyson-Young to J. Young; change format of Chair Report as M. Thomson was absent; change reference to bylaws to policies.

Motion to accept minutes with these changes made by J. Young, seconded by A. Sawyer

**Carried**

5. **GDPL Board Chair and Vice Chair Nominations**

a. J. Hodgkinson nominated M. Thomson as Board Chair, seconded by T. McNicol

## Gibsons & District Library Association

*Carried*

- b. R. Bennie nominated A. Sawyer as Board Vice-Chair, seconded by J. Hodgkinson

*Carried*

### 6. Board Self-Evaluation Report

### 7. Selection of Committees

#### a. Selection of Policy Development Committee

The priority for this committee will be to review the bylaws and the intersect between Board and Library policies. Motion for R. Flux, A. Sawyer, R. Bennie and M. Farmer to be on this committee. Moved by T. McNicol and seconded by J. Hodgkinson

*Carried*

#### b. Board Recruitment Committee

It was noted that the criteria in seeking board members includes seeking a balance on the board of different genders, ages and other variables. It is essential that there is a resident of each of the electoral areas on the board.

Motion by J. Young for R. Bennie and M. Farmer to be on this committee, seconded by T. McNicol

*Carried*

#### c. Board Development Committee

The purpose of this committee is to take care of the board, and to seek educational and training opportunities for board members. Motion by R. Flux for T. McNicol and J. Young to be on this committee, seconded by R. Flux

*Carried*

#### d. Lease & Funding Committee

Motion by T. McNicol for R. Flux, A. Sawyer and LD to be on this committee, seconded by M. Farmer

*Carried*

#### e. Finance Committee

Motion by J. Hodgkinson for M. Thomson, R. Flux and LD to be on this committee, seconded by R. Bennie

*Carried*

## Gibsons & District Library Association

### f. Community Consultation & Strategic Planning Committee

Motion by R. Flux for M. Thomson, J. Young, J. Bradbury, H. Hodgkinson and LD to be on this committee, seconded by J. Young

**Carried**

### 8. Liaison Appointments

- a. **BCLTA Liaison:** T. McNicol to serve as BCLTA liaison. Moved by R Bennie, seconded by A. Sawyer.

**Carried**

- b. **Interlink Liaison** – J. Bradbury to serve as InterLINK liaison. Moved by J. Young, seconded by T. McNicol

**Carried**

- c. **Foundation Liaison** – J. Hodgkinson to serve as Foundation liaison. Moved by J. Young, seconded by R. Flux

**Carried**

### 9. Reports

- a. **Town of Gibsons-** S. White
- b. **SCRD-** L. Lewis
- c. **Library Director's Report** –H. Evans-Cullen
- d. **Chair's Report** – M. Thomson

### 10. In Camera Discussion

### 11. Collective Agreement Bargaining Process

### 12. Board Meeting Times and Dates for 2018

### 13. Adjournment at 12:10 pm



## Gibsons & District Library Association

Regular Board Meeting  
Mainil Room – Gibsons Library  
Monday, April 9<sup>th</sup> 5:15 pm

### Minutes

1. **Call to Order** by Chair at 5:20 pm

2. **Adoption of Agenda:**

Motion by R. Flux to accept agenda, seconded by L. Lewis

*Carried*

3. **Adoption of Minutes:**

Motion by J. Hodgkinson to accept minutes from March 10, 2018, seconded by R. Bennie

*Carried*

4. **Committee Reports**

a. **Library Board Manual Committee** (A. Sawyer, H. Evans-Cullen, M. Farmer, R. Flux, R. Bennie)

A draft terms of reference (TOR) was presented for this committee by A. Sawyer. Motion by A. Sawyer for this to be a standing rather than an ad hoc committee, seconded by R. Bennie.

*Carried*

**Action:** All committees must review their TOR and sort out their own procedures.

Motion by A. Sawyer to accept draft TOR for Policy Board Manual Committee, seconded by M. Farmer.

*Carried*

**Action:** Heather to distribute all TOR for every committee to board.

b. **Board Recruitment Committee** (R. Bennie, M. Farmer)

This committee met with former members J. Young and J. Hodgkinson, and thanks them for their thorough notes and guidance.

c. **Board Development Committee** (T. McNicol, J. Young)

The committee encouraged all board members to make suggestions for board development. It was noted that the LD should be available to this committee for networking and topic suggestions.

d. **Lease & Funding Committee** (R. Flux, A. Sawyer, H. Evans-Cullen)

Action: This committee will meet before the next board meeting.

e. **Finance Committee** (R. Flux, M. Thomson, H. Evans-Cullen)

R. Flux re confirmed that our SCRD budget has been approved in full. Heather and Robert met with GDPL Accountant Nelson Alvarez to make a few revisions to the way in which certain expenditures are reported on in the statements. The updated financial statements will be available by the next board member and are due to the province May 15.

**Action:** H. Evans-Cullen is to do research on how other public libraries report on their BC Equity Grant and BC One Card Funding.

f. **Community Consultation & Strategic Planning Committee** (M. Thomson, J. Young, J. Bradbury, J. Hodgkinson, H. Evans-Cullen)

Four RFP's have been submitted to the committee, and the group will be meeting soon to review the applications.

**5. Other Reports**

a. **Library Director's Report** (H. Evans-Cullen) \*Please see attached

b. **Chair's Report** (M. Thomson\_

c. M. Thomson clarified which board members are interested in TOP training in connection with the Sechelt Public Library: M. Farmer, J. Bradbury and R. Bennie all expressed intereste

d. **Town of Gibsons** (S. White)

e. No report

f. **SCRD**( L. Lewis)

g. L. Lewis provided an update on water meter situation on the Sunshine Coast.

**6. Liaison Reports**

- a. **BCLTA Liaison:** (T. McNicol )  
Ted is still awaiting communications from the BCLTA.
  
- b. **Interlink Liaison** (J. Bradbury)  
InterLINK is offering a Autism awareness workshop and
  
- c. **Foundation Liaison** (J. Hodgkinson)  
J. Hodgkinson will be attending a meeting on April 21.

**7. Annual Agenda Items**

- a) Terms of Reference:
  - a. Action: Every committee must submit its revised Terms of Reference to LD as soon as possible

**8. New Business**

- a) **Collective Agreement Bargaining Process**
  - a. Motion by R. Bennie to create a bargaining committee comprised of H. Evans-Cullen, A. Sawyer, T. McNicol and M. Thomson) seconded by A. Sawyer

***Carried***

**9. Correspondence**

**Action:** The correspondence received by the board in April, 2018 will be addressed by the board recruitment committee. The process of how board nominations work, and how board members are elected will be reviewed.

**10. Adjournment at 6:45 pm**

**GDPL Board  
Minutes of May 14, 2018 Meeting**

**Present:** LD H. Evans-Cullen, A. Sawyer, R. Flux, R. Bennie, M. Farmer, J. Young, L. Lewis, J. Bradbury

**Acting Chair:** A. Sawyer

**Regrets:** J. Hodgkinson, M. Thomson, S. White

1. Meeting called to order at 5:20 by Chair
2. Motion to adopt agenda by A. Sawyer, seconded by R. Flux  
**Carried**
3. Motion to adopt minutes by R. Bennie, seconded by J. Young  
**Carried**
4. **Lease and Funding Committee** (A. Sawyer, R. Flux, LD)

LD and SCRD have communicated to clarify the division of responsibilities in the Lease and Funding agreement. The expected renewal time for the agreement is in two to three years. The committee will meet before the Fall.

5. **Library Board Manual Committee** (A. Sawyer, M. Farmer, R. Flux, R. Bennie)

This committee has met twice to review and revise the board manual and ensure information is current, accurate and in the correct place. Motion by J. Young to accept TOR, seconded by R. Bennie

**Carried**

**Action:** LD will distribute all completed TOR prior to the June board meeting.

6. **Board Recruitment Committee** (R. Bennie, M. Farmer)

Discussion around the board selection process and appropriate TOR template. A draft TOR was discussed.

## Gibsons & District Library Association

### 7. Board Development Committee (J. Young)

Discussion regarding potential board training opportunities via Marigold online learning and TOPS training. TOR were discussed. Motion to accept TOR by A. Sawyer, seconded by R. Bennie

**Carried**

### 8. Finance Committee (R. Flux, M. Thomson and LD)

This committee has met to review and prepare financial analysis for bargaining.

### 9. Community Consultation and Strategic Plan Committee (M. Thomson, J. Young, J. Bradbury, J. Hodgkinson, LD)

The committee shared the selection process undertaken to select a strategic planning consultant from the five proposals that were received. C&S Consulting has been chosen and an initial meeting to start the planning process occurred in May.

### 10. Library Director's Report was distributed and discussed

### 11. Chair Report- Chair was absent, no report.

### 12. BCLTA Liaison-

**Action:** LD to follow up with BCLTA president to ensure timely communication with the board

### 13. Interlink Liaison-(J. Bradbury)

no update as next meeting is in June

### 14. Foundation Liaison (J. Hodgkinson)

The Foundation has met, and has generously provided the library with funds for a new camera , digital spheros and raspberry pi coding computers.

### 15. Town of Gibsons (S. White) absent- no report

### 16. SCRD (L. Lewis) –brief update on current issues the SCRD is dealing with

### 17. Collective Agreement Bargaining Process

## Gibsons & District Library Association

Motion to hire Gerry Parker as our negotiator moved by A. Sawyer, seconded by R. Bennie **Carried**

A. Sawyer and LD will be representing GDPL with Gerry Parker during bargaining May 23 and May 24

### 18. SCRD Funding Agreement

The SCRD has provided the LD with our 2018 funding agreement.

**Action:** The Finance Committee will be reviewing the agreement prior to our next board meeting

### 19. Library Parkade E Parking

The Town of Gibsons is proposing to install two electric car charging stations in the parkade.

**Action:** LD to request clarification and more information on this request in dialogue with the SCRD and the Town of Gibsons.

### 20. Meeting adjourned at 6:50 pm

## GDPL Board Minutes of May 14, 2018 Meeting

**Present:** LD H. Evans-Cullen, A. Sawyer, R. Flux, R. Bennie, M. Farmer, J. Young, L. Lewis, J. Bradbury

**Acting Chair:** A. Sawyer

**Regrets:** J. Hodgkinson, M. Thomson, S. White

1. Meeting called to order at 5:20 by Chair

2. Motion to adopt agenda by A. Sawyer, seconded by R. Flux  
**Carried**

3. Motion to adopt minutes by R. Bennie, seconded by J. Young  
**Carried**

## Gibsons & District Library Association

### 4. Lease and Funding Committee (A. Sawyer, R. Flux, LD)

LD and SCR D have communicated to clarify the division of responsibilities in the Lease and Funding agreement. The expected renewal time for the agreement is in two to three years. The committee will meet before the Fall.

### 5. Library Board Manual Committee (A. Sawyer, M. Farmer, R. Flux, R. Bennie)

This committee has met twice to review and revise the board manual and ensure information is current, accurate and in the correct place. Motion by J. Young to accept TOR, seconded by R. Bennie

***Carried***

**Action:** LD will distribute all completed TOR prior to the June board meeting.

### 6. Board Recruitment Committee (R. Bennie, M Farmer)

Discussion around the board selection process and appropriate TOR template. A draft TOR was discussed.

### 7. Board Development Committee (J. Young)

Discussion regarding potential board training opportunities via Marigold online learning and TOPS training. TOR were discussed. Motion to accept TOR by A. Sawyer, seconded by R. Bennie

***Carried***

### 8. Finance Committee (R. Flux, M. Thomson and LD)

This committee has met to review and prepare financial analysis for bargaining.

### 9. Community Consultation and Strategic Plan Committee (M. Thomson, J. Young, J. Bradbury, J. Hodgkinson, LD)

The committee shared the selection process undertaken to select a strategic planning consultant from the five proposals that were received. C&S Consulting has been chosen and an initial meeting to start the planning process occurred in May.

### 10. Library Director's Report was distributed and discussed

## Gibsons & District Library Association

**11. Chair Report-** Chair was absent, no report.

**12. BCLTA Liaison-**

**Action:** LD to follow up with BCLTA president to ensure timely communication with the board

**13. Interlink Liaison-(J. Bradbury)**

no update as next meeting is in June

**14. Foundation Liaison (J. Hodgkinson)**

The Foundation has met, and has generously provided the library with funds for a new camera , digital spheros and raspberry pi coding computers.

**15. Town of Gibsons (S. White)** absent- no report

**16. SCRD (L. Lewis) –**brief update on current issues the SCRD is dealing with

**17. Collective Agreement Bargaining Process**

Motion to hire Gerry Parker as our negotiator moved by A. Sawyer, seconded by R. Bennie **Carried**

B. Sawyer and LD will be representing GDPL with Gerry Parker during bargaining May 23 and May 24

**18. SCRD Funding Agreement**

The SCRD has provided the LD with our 2018 funding agreement.

**Action:** The Finance Committee will be reviewing the agreement prior to our next board meeting

**19. Library Parkade E Parking**

The Town of Gibsons is proposing to install two electric car charging stations in the parkade.

**Action:** LD to request clarification and more information on this request in dialogue with the SCRD and the Town of Gibsons.

**20.** Meeting adjourned at 6:50 pm



## Gibsons & District Library Association

Regular Board Meeting  
Mainil Room – Gibsons Library  
Monday, June 11 at 5:15 pm

### MINUTES

**Present:** H. Evans-Cullen, M. Thomson, J. Young, J. Bradbury, J. Hodgkinson, R. Flux, L. Lewis, S. White, M. Farmer, R. Bennie

**Regrets:** A. Sawyer

1. **Meeting called to order at 5:15.**

2. **Motion to adopt agenda** by R. Bennie, seconded by J. Young

**Carried**

3. **Motion to adopt minutes** of May 14<sup>th</sup> with corrected Lease & Funding Committee title by R. Flux, seconded by J. Bradbury

**Carried**

#### 4. **Committee Reports**

a. **Library Board Manual Committee** (LD, A. Sawyer, M. Farmer, R. Bennie)

This committee has met three times to review the board manual. The terms of reference for this committee were accepted at the May 14, 2018 board meeting.

b. **Board Recruitment Committee** (R. Bennie, M. Farmer)

Motion to accept terms of reference for this committee by M. Farmer, seconded by M. Thomson

**Carried**

Review and discussion of board member selection and election procedures

Motion to accept proposed annual board selection and election process by J. Young, seconded by M. Farmer

**Carried**

Motion to accept proposed mid-term board selection and election process by R. Bennie, seconded by M. Farmer

c. **Board Development Committee:** (J. Young)

Please let Janine know if you have any suggestions for board training or for guest speakers. Executive Director of Sunshine Coast Community Services Catherine Leach will be attending a board meeting in the Fall. Other suggestions included Jane Davidson of the Festival of the Written Arts and Patrick Bocking of SD46.

Motion to adopt terms of reference for this committee by R.Bennie, seconded by J. Bradbury

*Carried*

d. **Lease & Funding Committee** (R. Flux, A. Sawyer, LD)

Motion by R. Flux to accept and sign off on 2018 funding agreement, seconded by J. Young

*Carried*

e. **Finance Committee (R. Flux, M. Thomson, LD)**

The terms of reference for this committee were accepted at the May 14, 2018 board meeting

f. **Survey/ Community Consultation Committee:** ( M. Thomson, J. Young, J. Bradbury, J. Hodgkinson, LD)

Our strategic planning consultants C& S have developed a community profile as part of our planning process.

**Action:** LD will distribute a copy of the community profile prior to the June 18 planning sessions

**5. Library Director Report**

The LD Report was distributed with the meeting agenda and was reviewed at the meeting.

**6. Motion to move the meeting** in camera by J. Hodgkinson, seconded by M. Farmer

*Carried*

### 7. Reports

- a. Chair's Report – M. Thomson

Community consultation/ strategic planning process is current focus.

- b. **BCLTA** – M. Thomson will disseminate BCLTA information when relevant

**Action:** LD to send BCLTA to M. Farmer for online TOPS training

- c. **Interlink Liaison** – J. Bradbury

B. Hart from New to BC gave a presentation on library services for new immigrants and refugees. Services to rural communities such as Gibsons will be expanded. Discussion of May 22 Globe and Mail article about how libraries are changing.

- d. **Foundation Liaison** – J. Hodgkinson

Due to lack of quorum, the last meeting has been rescheduled tbd. Chair H. Jeal has stepped down.

- e. **Town of Gibsons** – S. White

Budget process is complete. Armours beach complete. The Town has been busy with proposed developments.

- f. **SCRD** – L. Lewis

Four current directors will be stepping down.

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

- a. **Terms of Reference Review for Committees (completed)**

- b. **Information sharing with Gibsons Library Foundation**

**Action:** LD to attend a Foundation meeting before the Fall. This agenda item has been tabled for the September board meeting

## Gibsons & District Library Association

### c. Electric car charging stations in parkade

**Action:** LD to follow up with the Town of Gibsons to sort our costing of utility bill for the new charging stations

### d. Gibsons and District Public Library and CUPE 391 MOU Review:

Motion to accept and ratify MOU by R. Bennie, seconded by M. Farmer

**Carried**

**Big thank you** to G. Parker and A. Sawyer for all their hard work during bargaining

## 9. Confirmation of 2018 board meeting times as follows:

Monday, September 10 at 5:15 pm

Monday, October 15 at 5:15 pm

Monday, November 19 at 5:15 pm

Monday, December 10 at 5:15 pm

## 10. Adjournment by Chair at 6:50 pm

Regular Board Meeting  
Mainil Room – Gibsons Library  
Monday, Sept 10 at 5:15 pm

## MINUTES

**Present:** H. Evans-Cullen, J. Young, J. Bradbury, J. Hodgkinson, R. Flux, M. Farmer, R. Bennie, S White, T. Southam

**Regrets** M. Thomson, L. Lewis

### 1. Call to Order by Chair at 5:15 pm

### 2. Motion to adopt agenda

The agenda was modified to allow for the Strategic Plan presentation to occur ahead of the regular meeting. Motion by J. Hodgkinson to adopt agenda, seconded by J. Young

**Carried**

### 3. Draft Strategic Plan Presentation by Maria Stanborough of C&S Consulting from 5:15

## Gibsons & District Library Association

to 6:15 pm

The GDPL Board and Staff extend a big thank you to Maria Stanbough and Julia Hulbert for their excellent, diligent, and professional work as consultants for the new five year strategic plan for GDPL.

4. **Regular board meeting** called to order at 6:15 pm
5. **Minutes of June 11, 2018** amended under 4.a. Library Board Manual Committee to state the committee has met four times to review the bylaws within the board manual. Motion by J. Hodgkinson to accept amended minutes, seconded by R. Bennie.

*Carried*

### 6. New Business:

#### a. Nomination of a new vice chair

Motion by R. Flux to step down as co vice-chair and J. Hodgkinson to replace, seconded by J. Young.

*Carried*

#### b. Appointment of Tim Southam to the board

M. Farmer presented new prospective board member Tim Southam. Motion by M. Farmer to appoint T. Southam as interim board member, seconded by Rob. Bennie

*Carried*

#### c. October Event for Candidates

Motion by J. Hodgkinson for board to work with LD to plan a meet and greet for all candidates on an evening in October tbd, seconded by M. Farmer

*Carried*

### 7. Committee Reports

#### a. Library Board Manual Committee (LD, A. Sawyer, M. Farmer, R. Bennie)

Process for revisions is still underway.

## Gibsons & District Library Association

b. **Board Recruitment Committee** (R. Bennie, M. Farmer)

Committee happy with how recruitment process was undertaken.

c. **Board Development Committee:** (J. Young)

Katherine Leach and Andrea Routley are booked as future guest speakers.

d. **Lease & Funding Committee** (R. Flux, A. Sawyer, LD)

No updates

e. **Finance Committee** (R. Flux, M. Thomson, LD)

Committee will meet in October to review draft budget submission to SCRD

f. **Strategic Planning committee** : ( M. Thomson, J. Young, J. Bradbury, J. Hodgkinson, LD)

**Action:** This committee will be responsible for facilitating a board review of the new strategic plan objectives, and will report back at the October board meeting. LD will be responsible for reviewing operational objectives with staff. Extension to complete strategic plan by October 31, 2018.

### 8. Library Director Report

No LD Report due to medical leave.

### 9. Reports

a. **Chair's Report** – No Report

b. **BCLTA** – M. Thomson will disseminate BCLTA information when relevant

c. **Interlink Liaison** – J. Bradbury no report

d. **Foundation Liaison** – J. Hodgkinson

Rob Martin is now Chair of the Library Foundation and working hard to revitalize organization.

## Gibsons & District Library Association

**Action:** Library Board Manual to review library naming

e. **Town of Gibsons – S. White**

Mosaic just completed by Artist who was raised in Gibsons- a nice addition to cultural precinct. New lease renewal for Gibsons Arts Building for three years.

**Action:** Liaison position is common with various organizations. Recommendation to Library Board Manual Committee and LD to formally outline the role of a GDPL liaison

f. **SCRD – No Report**

### 10. Confirmation of 2018 board meeting times as follows:

Monday, October 15 at 5:15 pm  
Monday, November 19 at 5:15 pm  
Monday, December 10 at 5:15 pm

### 11. Adjournment by Chair at 7:30 pm

Regular Board Meeting  
Mainil Room – Gibsons Library  
Monday, October 15 at 5:15 pm

## MINUTES

**Present:** H. Evans-Cullen, M. Thomson, J. Bradbury, J. Hodgkinson, R. Flux, M. Farmer, R. Bennie, A. Sawyer, T. Southam

**Regrets:** J. Young

- 1. Meeting called to order at 5:18**
- 2. Guest Presentation** by Catherine Leach, Executive Director of Sunshine Coast Community Services
- 3. Motion to** adopt agenda by R. Bennie, seconded by J. Hogdkinson  
**Carried**
- 4. Motion to** adopt minutes of September 10, 2018 by R. Flux, seconded by M. Farmer

**5. Outstanding Action Items from last meeting:**

- a. **Strategic Plan Review:** There was discussion about how to proceed with finalizing and implementing the strategic plan. Future steps include a review of annual agenda items, creating a workplan for the board, operationalizing the strategic objectives, planning an annual workshop with board and staff, and identifying gaps in the plan in an ongoing manner.

**Action:** LD to re-write the preamble of the plan and make final edits

**Action:** Strategic Planning Committee to look at taking on Metrics, Evaluation and Implementation

**Motion** by A. Sawyer to accept the Strategic Plan subject to final revisions as shown in the revised draft; changes to be reviewed and finalized by email; and final draft to go to consultant, seconded by T. Southam

*Carried*

b. **Naming of Library Areas**

**Action:** The Library Board Manual Committee will look at this as part of its operational policy review.

c. **Liaison Positions**

**Action:** The Library Board Manual Committee will look at this and report back. The LD will find out who the other library associations are and how they define their liaisons.

**6. Committee Reports**

a. **Library Board Manual Committee** (LD, A. Sawyer, M. Farmer, R. Bennie)

This committee has met multiple times to review the bylaws. A. Sawyer presented the revised bylaws for review. A final adoption will occur at the November board meeting.

**Action:** LD to make final edits to document and to purchase a board copy of the appropriate *Robert's Rules of Order, Newly Revised in Brief*.

b. **Board Recruitment Committee** (R. Bennie, M. Farmer)



## Gibsons & District Library Association

No update

- c. **Board Development Committee:** (J. Young)

No update

- d. **Lease & Funding Committee** (R. Flux, A. Sawyer, LD)

No update

- e. **Finance Committee (R. Flux, M. Thomson, LD)**

The Finance Committee will meet in early November to review the budget submission.

- f. **Strategic Planning Committee:** ( M. Thomson, J. Young, J. Bradbury, LD, J. Hodgkinson)

### 7. Library Director Report

The LD Report was distributed with the meeting agenda and was reviewed at the meeting. A financial and statistical update was provided from January 1 to August 30, 2018.

**Action:** LD to work with the Strategic Planning Committee to look at priorities for Metrics and framing the monthly LD report around strategic objectives.

### 8. Reports

- a. **Chair's Report** – M. Thomson  
Strategic planning process is current focus along with finance committee.
- b. **BCLTA**- no report
- c. **Interlink Liaison** – J. Bradbury, no report
- d. **Foundation Liaison** – J. Hodgkinson.

The Library Foundation AGM is this Saturday, Oct. 22 at 10:30 am.

## Gibsons & District Library Association

- e. **Town of Gibsons** – no report
  - f. **SCRD**- no report
9. **Motion** to move in camera by M. Farmer, seconded by T. Southam  
**Motion** to move out of camera by M. Thomson, seconded by T. Southam
10. **Next Meeting:** Monday, November 19 at 5:15 pm
11. **Adjournment by Chair at 7:15 pm**

Regular Board Meeting  
Mainil Room – Gibsons Library  
Monday, November 19 at 5:15 pm

### Minutes

**Present:** H. Evans-Cullen, T. Southam, R. Bennie, R. Flux, J. Hodgkinson, A. Sawyer. J. Young

**Regrets.** M. Thomson, J. Bradbury, M. Farmer

- 1. **Meeting called to Order** at 5:18
- 2. **Guest Presentation** by Andrea Routley, GDPL Community Outreach Coordinator
- 3. **Motion to adopt agenda** by A. Sawyer, seconded by R. Flux.  

**Carried**
- 4. **Motion to adopt minutes** of October 15, 2018 as amended by R. Bennie, seconded by R. Flux  

**Carried**
- 5. **Outstanding Action Items from the last meeting:**
  - a. LD will report back on other library associations and how they define their liaisons, work in progress to stay on agenda

**Action:** This will be on the December 10 agenda

## Gibsons & District Library Association

- b. Strategic Planning Committee will look at taking on metrics, evaluation and an implementation plan for the strategic objectives.

**Action:** The Strategic Plan Committee will work on this and report back to the board

- c. Approval of Revised Bylaws as circulated in October, 2018: Motion by A. Sawyer to replace the existing bylaws with the revised bylaws, seconded by T. Southam

**Action:** LD to post revised bylaws on GDPL website and in library.

### 6. Committee Reports

- a. **Library Board Manual Committee** (H. Evans-Cullen, A. Sawyer, M. Farmer, R. Bennie)

It was resolved that GDPL policy will reflect that no part of the library will be named after an individual or company.

**Action:** Wording around this policy related to naming will be presented at the December board meeting

- b. **Board Recruitment Committee** ( R. Bennie, M. Farmer) They are currently looking at candidates for the upcoming AGM.

- c. **Board Development Committee:** (J. Young)

No guest in December

- d. **Lease & Funding Committee** (R. Flux, A. Sawyer, H. Evans-Cullen) no report

- e. **Finance Committee** (R. Flux, M. Thomson, J. Hodgkinson, H. Evans-Cullen)

A copy of the 2019 SCRD budget submission was circulated to the board with the meeting's agenda.

**Action:** LD to Get feedback from SCRD liaison about our submission is possible.

**Action:** LD to include in next report the ideal growth plan for programming. (If there were unlimited funds- what would be the priorities )

- f. **Survey/ Community Consultation Committee**

Motion by R. Bennie to change name to Strategic Plan Committee, seconded by J. Young

## Gibsons & District Library Association

*Carried*

Motion by J. Young for T. Southam to join the committee and J. Young to step down, seconded by A. Sawyer

*Carried*

**Action:** The Strategic Plan Committee will meet before the December board meeting. Agenda items include Terms of Reference, choosing a Chair, documenting feedback on strategic planning process and organizing a staff/board review and ownership of plan workshop.

**Action:** LD to organize meeting of the committee.

Debrief of workshop session and have a different process for next time. Board needing full ownership of the plan. Being involved more in the process is important. .action for board and staff tom meet soon about strategic plan.

### 7. Library Director Report (attached to the meeting agenda )

#### 8. Reports

a. **Chair's Report** – M. Thomson: No Report

b. **BCLTA Liaison** – No report

**Action:** T. Southam offered to get more information on the structure of the BCLTA and its communications.

c. **Interlink Liaison** – J. Bradbury: No Report

d. **Foundation Liaison** – J. Hodgkinson

There are three new board members. Current focus is on a public awareness campaign and the Giving Tree fundraising project. It was clarified that the GDPL Board liaison to the board is a member of both the GDPL and GLF Boards.

e. **Town of Gibsons** – A. Ladwig will begin as liaison in Dec. No Report

f. **SCRD** – Liaison still to be appointed. No Report.

#### 9. Reminder: Annual Agenda Items this month:

a. Budget to SCR- Round 1: Circulated and discussed.

**10. In Camera Discussion**

**11. New Business:**

**a. Scheduling of 2019 Board Meetings:**

Monday, January 14 at 5:30 pm  
Monday, February 18 at 5:30 pm  
Monday, March 11 at 5:30 pm  
Monday, April 8 at 5:30 pm  
Monday, May 13 at 5:30 pm  
Monday, June 10 at 5:30 pm  
Monday, September 9 at 5:30 pm  
Monday, October 21 at 5:30 pm  
Monday, November 18 at 5:30 pm  
Monday, December 9 at 5:30 pm

**b. Scheduling of AGM:**

Tentative: Saturday, March 9, 2019 at 10:00 am with coffee and muffins

**12. Communications arising from Agenda Items**

**13. Public Questions**

**14. Adjournment**

**Next Meeting: Monday, December 10 at 5:15 pm**

Regular Board Meeting  
Mainil Room – Gibsons Library  
Monday, December 10 at 5:15 pm

**Minutes**

**Present:** H. Evans-Cullen, T. Southam, R. Bennie, R. Flux, J. Hodgkinson, A. Sawyer. J. Young, M. Farmer, M. Thomson, J. Bradbury, D. McMahon, A. Ladwig

**1. Meeting called to Order at 5:18**

## Gibsons & District Library Association

2. **Motion to adopt agenda** by R. Bennie, seconded by T. Southam

*Carried*

3. **Motion to adopt minutes** of November 19, 2018 by J. Young, seconded by R. Flux

*Carried*

4. **Outstanding Action Items from the last meeting:**

- a. **SCRD and TOG Liaison Roles:** the Liaison role description was reviewed. Motion by A. Sawyer to adopt the role description, seconded by R. Bennie

*Carried*

5. **Committee Reports**

- a. **Library Board Manual Committee** (H. Evans-Cullen, A. Sawyer, M. Farmer, R. Bennie)

Motion by M. Thomson to accept the Sponsorship, Donations and Grants policy, seconded by J. Hodgkinson

*Carried*

- b. **Board Recruitment Committee** (R. Bennie, M. Farmer)

The committee is currently looking at candidates for the upcoming AGM, and is working on a condensed information sheet for board members.

- c. **Board Development Committee:** (J. Young)

Guests are being arranged for January and February

- d. **Lease & Funding Committee** (R. Flux, A. Sawyer, H. Evans-Cullen) no report

- e. **Finance Committee** (R. Flux, M. Thomson, J. Hodgkinson, H. Evans-Cullen)

No report

- f. **Strategic Plan Committee**

The committee will be working with the Library Director on developing appropriate metrics and statistics to best demonstrate the impact of library services. Motion by T. Southam to accept the terms of reference for the committee, seconded by M. Farmer

*Carried*

## Gibsons & District Library Association

### 6. SCR D Report

D. McMahon offered a historical perspective on the different libraries and reading rooms on the Sunshine Coast

### 7. Library Director Report (attached to the meeting agenda)

### 8. Reports

#### a. Chair's Report – M. Thomson

The annual performance review for the Library Director will take place next week. The annual compensation review is scheduled for May, 2019.

#### b. BCLTA Liaison –

**Action:** T. Southam will continue to connect with the BCLTA to get more information on the organization and its services.

#### c. Interlink Liaison – J. Bradbury

Interlink is currently looking at how to offer another LLEAD program in 2019 to offer leadership training and assist with succession planning in libraries. There are multicultural service grants available through the province. New to BC is looking to secure funding and J. Bradbury continues to advocate for its presence on the Sunshine Coast.

#### d. Foundation Liaison – J. Hodgkinson

LD has provided the Foundation with a proposal for three different options for fundraising with their giving tree project. Next meeting is next week.

#### e. Town of Gibsons – A. Ladwig

Discussion around shared relevant issues between the TOG and GDPL

### 9. Reminder: Annual Agenda Items this month:

#### a. Annual agenda items to be reviewed

**Action:** J. Hodgkinson, M. Thomson and H. Evans-Cullen to review annual agenda items and report back

### 10. New Business:

## Gibsons & District Library Association

a. **Scheduling of 2019 Board Meetings:**

Monday, January 14 at 5:30 pm  
Monday, February 18 at 5:30 pm  
Saturday, March 9 post AGM  
Monday, April 8 at 5:30 pm  
Monday, May 13 at 5:30 pm  
Monday, June 10 at 5:30 pm  
Monday, September 9 at 5:30 pm  
Monday, October 21 at 5:30 pm  
Monday, November 18 at 5:30 pm  
Monday, December 9 at 5:30 pm

b. **Scheduling of AGM:**

Saturday, March 9, 2019 at 10:00 am with coffee and muffins

**Action:** J. Hodgkinson to invite Manjit Kang to present at March board meeting

**11. Adjournment at 7:15 pm**

**Next Meeting: Monday, January 14 at 5:30 pm**