

Gibsons & District Library Association

Regular Board Meeting
Mainil Room – Gibsons Library
Monday, January 12, 2019 5:30

MINUTES

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

Regrets: A. Ladwig

1. Meeting called to order at 5:31

Guest Presentation by Danielle Arsenault, Child and Youth Services Coordinator at GDPL

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

Carried

3. **Motion to** adopt minutes of December 10, 2018 by T. Southam, seconded by J. Hodgkinson

Carried

4. Outstanding Action Items from last meeting:

a. Annual agenda items to be reviewed by M. Thomson, J. Hodgkinson and LD

Carried

5. Committee Reports

a. **Library Board Manual Committee** (LD, A. Sawyer, M. Farmer, R. Bennie)- no report

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

Notice of AGM is in newspaper. Put in paperwork submission to R. Bennie by January 26, 2018.

Action: All board members who are up for renewal to send their submissions to R. Bennie by January 26, 2018.

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

Action: H. Evans-Cullen to send out marigold resource info to entire board.

Action: J. Young to write up some actions to expect for this role to inform new board members.

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

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

The Finance Committee will meet in late January to review the budget submission.

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

Strategic Plan Committee presented the final draft of the condensed 2019 to 2022 Strategic Plan.

Action: Committee will tighten up and condense wording and will change objective about business and self-employed workers. Pictures will be edited to ensure they are fully Gibsons related.

Motion by R. Bennie to accept Strategic plan with revisions, seconded by J. Bradbury

Carried

6. 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 December 31, 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.

7. Reports

a. **Chair's Report** – M. Thomson

Board evaluation to be filled out before next meeting. Please email to M.Thomson.

b. **BCLTA**- T. Southam

T. Southam reported on his conversation with BCLTA Executive Director. There is new TOPS training at a cost of \$125 per trustee that can be offered in the Spring. T. Southam will follow up the date selection as there was significant interest in the training by many GDPL board members.

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

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

The Giving Tree project is underway.

e. **Town of Gibsons** – no report

f. **SCRD**- D. McMahon

D. McMahon gave a cohesive update on SCR D and community issues relevant to GDPL.

8. **Next Meeting:** Monday, February 11 at 5:30 pm

9. **Adjournment** by Chair at 7:23 pm

Regular Board Meeting
Mainil Room – Gibsons Library
Monday February 25 at 5:30 pm

Minutes

Present: J. Hodgkinson, H. Evans-Cullen, R. Bennie, M. Farmer. A. Ladwig, T.

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Southam, R. Flux, A. Sawyer, J. Young, J. Bradbury

Regrets: M. Thomson, D. McMahon,

Called to order at 5:25 by J.Hodgkinson

Motion to adopt Agenda motion by R. Bennie, seconded by T. Southam

Carried

Motion to adopt of Minutes by R. Flux, seconded by M. Farmer

Carried

Action Items from the last meeting

Review of annual agenda items by LD, Chair and Incoming Chair

A Review of the Annual agenda items was conducted

Action: the revised annual agenda will be presented at the March board meeting.

Motion to accept annual agenda as amended by R. Bennie, seconded by R. Flux

Carried

J. Young to write actions to expect for Board Development Committee

Action: J young will do this for March, 2019

Strategic Plan to be completed and printed :

This action was completed and positive feedback has been received about the Strategic Plan, particularly from the Town of Gibsons.

Board Evaluation Results :

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Results were shared from the four participating board members. Board Evaluation will now be allocated to the Board Development Committee rather than the Chair.

Action: The Board Evaluation will be added to the December, 2020 agenda for board members to complete during the meeting.

Committee Reports

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

This committee has been meeting regularly and is currently working on the complaints procedure.

Action: The committee will be presenting a complete policy around complaints at the April board meeting.

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

The committee presented the board recruitment committee manual they have developed that offers clear guidelines to committee members. There are many interested board candidates.

Motion by R. Bennie that the Board Recruitment Committee recommends Trevor Lavendar, Tim Southam, Janet Hodgkinson and Mike for board positions, seconded by M. Farmer.

Board Development Committee: (J. Young)

Nick Gaskin will be invited to attend April Meeting. Aleria Ledwig offered to serve on this committee

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

SCRD Area Directors gave lots of positive

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

Financial statements were reviewed and will be revised. The Finance Committee will be meeting with Accountant Alvarez to make revisions on Wednesday, Feb. 27.

Strategic Plan Committee: (M. Thomson, T. Southam, J. Bradbury, J. Hodgkinson, H. Evans-Cullen)

T. Southam presented a working document of the strategic goals and actions the board is responsible

Action : Board members to send T. Southam feedback on the document prior to AGM

Library Director Report (attached or appended to this agenda)

Reports

Chair's Report –no report

BCLTA Liaison – T. Southam – will be getting more information on this role and BCLTA communications

Interlink Liaison – J. Bradbury Gave report on interlink

Foundation Liaison – J. Hodgkinson. Giving tree launch to raise money for wireless presentation system. Raising \$6500. \$1300 already raised as of today., Bookmarks will be used to promote to library patrons.

Town of Gibsons – A. Ladwig gave an update on the TOW which is currently in planning mode and budgeting for the year.

SCRD- no report

Reminder: Annual Agenda Items this month

Identify Committee Requirements and Membership for this year

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Identified that all committees are vacant will be reformed at March board meeting.

Motion to have an in camera Discussion motion by A. Sawyer, seconded by R. Bennie

Carried

Adjournment

Next Meeting: Saturday, March 9 post 10:00 am AGM

Regular Board Meeting
Mainil Room – Gibsons Library
Saturday, March 9, 2019th post AGM

Present: J. Hodgkinson, A. Sawyer, M. Farmer, H. Evans-Cullen, A. Ladwig, R. Bennie, R. Flux, T. Lavendar, M. Wilson, T. Southam

Regrest. D. McMahon, J. Bradbury

Minutes

1. Call to Order by LD at 11:00 am
2. Guest Speaker: Manjit Kang gave a board orientation presentation
3. Motion to adopt agenda by R. Bennie, seconded by T. Southam

Carried

4. Motion to adopt minutes of Feb. 25, 2019 as amended by A. Sawyer, seconded by J. Hodgkinson

Carried

5. Outstanding Action Items from the last meeting:

- a. Annual Board Agenda was reviewed. "Approve board goals" will swap between June and May, October Recruitment task will be deleted. February agenda will include a review of AGM Materials. Motion by M. Farmer to accept Annual Board Agenda as amended, seconded by H. Hodgkinson

Carried

6. Annual Agenda Items:

- a. Board orientation, and welcome package distribution

Packages were distributed to new board members.

- b. Election of Chair and Vice Chairs

Nomination by R. Bennie to elect Janet Hodgkinson as Chair, seconded by T. Southam

Carried

Nomination by J. Hodgkinson to elect Alison Sawyer and Rob Bennie as Vice-Chairs, seconded by T. Southam

Carried

7. Identify Committee requirements and memberships for coming year:

Motion by T. Southam to change name Board Manual Committee to Governance Policies Committee, seconded by M. Wilson

Carried

- a. Governance Policies committee (A. Sawyer, H. Evans-Cullen, R. Bennie, M. Farmer, M. Wilson)

- b. Board Recruitment Committee (T, Lavender, T. Southam)

- a. Board Development Committee (Alison Sawyer, Marah Farmer) (self evaluation, food)....

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

- c. Finance Committee (R. Flux, J. Hodgkinson, H. Evans-Cullen)

- d. Strategic Plan Committee (H. Evans-Cullen, T. Southam, J. Bradbury, A. Ladwig, T. Lavender)

Motion by A. Sawyer to accept membership as stated above, seconded by R. Flux

Carried

8. Appointment of signing authorities

Motion by R. Bennie that A. Sawyer, J. Hodgkinson and R. Flux be signing officers, seconded T. Southam

Carried

9. Appoint Liaisons

Motion by A. Sawyer to appoint Joyce Bradbury as InterLINK Liaison, to appoint Tim Southam as BCLTA liaison, and to appoint Rob Bennie with Mike Wilson as alternate for the Library Foundation Liaison, seconded by R. Flux

Carried

10. Committee Reports

- a. Governance Policies committee (A. Sawyer, H. Evans-Cullen, R. Bennie, M. Farmer, M. Wilson)

Vice chair job description was presented.

Action: The committee will revise further and bring back to April board meeting.

- b. Board Recruitment Committee (T. Lavender, M. Wilson)

Thanks to the past board recruitment committee for all their great work recruiting new board members

- e. Board Development Committee (A. Sawyer, M. Farmer) Many thanks to Janine Young for her notes on this committee's tasks

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

- g. Finance Committee (R. Flux, J. Hodgkinson, H. Evans-Cullen) May meeting to discuss term deposits and special projects

Motion to by R. Bennie to appoint Alvarez as GDPL's accountant for 2019 , seconded by J. Hodgkinson

Carried

- h. Strategic Plan Committee (H. Evans-Cullen, T. Southam, J. Bradbury, A. Ladwig, T. Lavender)

T. Southam provided a draft workplan to board and asked for board to review and look at the tasks.

Action: LD to send out trustee contact information

11. Reports (attached or appended to this agenda)

- a) Library Director's Report- H. Evans-Cullen

- b) Chair's Report – J. Hodgkinson will be attending BCLA conference with LD

- c) BCLTA Liaison – T. Southam – looking at arranging TOPS training for board trustees and partnership opportunities with SPL and Pemberton library. 6 or 7 GDPL Trustees expressed interest

- i. Interlink Liaison – J. Bradbury no report

- j. Foundation Liaison –R. Bennie and Mike as an alternate no report

- k. Town of Gibsons – A. Ladwig has communicated with TOG regarding snow removal

- l. SCRD- D. McMahon- no report

12. Motion by R. Bennie to go in Camera, seconded by T. Southam

Carried

13. Motion to move out of in camera by R. Bennie, seconded by T. Southam

Carried

14. Adjournment at 12:45 pm.

Regular Board Meeting
Mainil Room – Gibsons Library Monday,
April 8 2019

AGENDA

Present: Aleria Ladwig, Janet Hodgkinson, Heather Evans-Cullen, Marah Farmer, Joyce Bradbury, Alison Sawyer, Robert Flux, Tim Southam, Mike Wilson

Regrets: Rob Bennie, Trevor Lavender, Donna McMahon

1. Call to Order by Chair at 5:38 pm

2. Adoption of Agenda adding to new business

Motion to adopt agenda by R. Flux, seconded by M. Farmer

Carried

3. Adoption of Minutes:

a. **Action:** Minutes of February and March to be amended to include list of attendees and regrets; March minutes to be amended to replace M. Wilson with T. Southam under Board Recruitment Committee.

b. Motion to accept minutes as amended by T. Southam, seconded by R. Flux

Carried

4. Outstanding Action Items from the last meeting:

a. Motion by M. Farmer to accept Vice Chair job description, seconded by M. Wilson

Carried

5. Annual Agenda Items:

a. Stakeholders thank you and greet event: Discussion around the timing and format of this event.

- b. Motion to form a November Special Event Committee comprised of M. Wilson, H. Evans-Cullen, J. Hodgkinson, A. Sawyer, and J. Bradbury by J. Hodgkinson, seconded by M. Wilson.

Carried

6. Committee Reports

- a. Governance Policies Committee (A. Sawyer, H. Evans-Cullen, R. Bennie, M. Farmer, M. Wilson):no report
- b. Board Recruitment Committee(T. Lavender, T. Southam): no report
- c. Board Development Committee(A. Sawyer, H. Evans-Cullen, M. Farmer): no report-meeting this week
- d. Lease & Funding Committee (A. Sawyer, R. Flux, H. Evans-Cullen):no report
Bathrooms are current issue. Committee to meet in May.
- e. Finance Committee (J. Hodgkinson, R. Flux, H. Evans-Cullen):meet in May to discuss special projects and connect with lease and funding
- f. Strategic Plan Committee (H. Evans-Cullen, T. Southam, J. Bradbury, A. Ladwig, T. Lavender)
T. Southam and LD to meet around performance evaluation and metrics. This committee hasn't met since AGM. T. Southam will be reaching out to get a meeting scheduled.

Action: The GDPL Board Executive will take on Board's annual goals and objectives.

7. Reports (attached or appended to this agenda)

- a. Library Director's Report- H. Evans-Cullen
- b. Chair's Report – J. Hodgkinson is going to BCLA conference and will be meeting with Foundation Chair R. Martin to have coffee in the next week. J. Hodgkinson will be reaching out to the Sechelt library board regarding TOPS training
- c. BCLTA Liaison – T. Southam

TOP training has been organized for Saturday, June 1st from 10:00 am to 4:00 pm.

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They will provide a catered lunch.

Action: Please register in next couple of days.

- d. Interlink Liaison – J. Bradbury shared information about a new mental wellness working group. Pemberton has an income tax program and a Pop up library. Another library has a Service Canada pop up.

J. Bradbury shared idea for paper shredding fundraising initiative.

- e. Foundation Liaison – M. Wilson attended Foundation meeting as guest. Giving tree fundraiser is doing well and is halfway through now: they can now provide online receipts via Canada Helps and are now looking at visa donations.
- f. Town of Gibsons – A. Ladwig no report. TOG current priority is developing a new 4 year strategic plan.
- g. SCRD- D. McMahon: no report

8. New Business:

Action: New name tags for board members- LD will order for Board Executive with their names and titles.

9. In Camera Discussion

- a. Motion to go in camera by M. Farmer, seconded by T. Southam

Carried

- 10. **Motion to** move out of in camera and to adjourn by R. Flux, seconded by M. Farmer

Carried

- 11. Next Meeting: May 13th, at 5:30 pm

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a.

Regular Board Meeting
Mainil Room – Gibsons Library
Monday, June 10, 2019 at 5:30pm

Minutes

Present: J. Hodgkinson, R. Flux, J. Bradbury, D. McMahon, M. Farmer, R. Bennie, T. Lavender, M. Wilson, J. Stewart

Regrets: T. Southam, A. Ladwig, A. Sawyer

1. **Meeting called to Order** at 5:30 pm

2. **Guest Speaker:** None

3. **Motion to adopt agenda** by , seconded by

Carried

4. **Motion to adopt minutes** of May 13, 2019 by J. Bradbury, seconded by T. Lavender

Carried

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

a. Special Event Committee - M. Wilson, J. Hodgkinson, J. Bradbury

Met on June 7 to plan November Stakeholder's Event, discussed the purpose of the event (to promote library as a community hub), when to hold the event (on a weekday in November, 5:45 – 7pm), and who to extend invitations to. There will be supper, music, drinks, local authors.

b. Executive to develop Annual Goals and Objectives, for Board's approval.

Agreed that document is still a working draft. R. Bennie will update the document.

c. Joint Meeting with Sechelt Public Library Board Chair and LD and the GDPL Board Chair and LD.

J. Hodgkinson will meet with Sechelt Public Library Board Chair on Wednesday, June 11.

6. **Annual Agenda Items:**

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- a. Information sharing session with the Gibsons Library Foundation
Foundation AGM coming up. So no session will happen at this busy time for them.

7. Committee Reports

- a. **Governance Committee** (A. Sawyer, H. Evans-Cullen, R. Bennie, M. Farmer, M. Wilson)

No report

- b. **Board Recruitment Committee** (T. Lavender, T. Southam)

Committee met and is on track with how to recruit new members.

Action: Look into document sharing options such as G Suite for Non-Profits

- c. **Board Development Committee:** (A. Sawyer, H. Evans-Cullen, M. Farmer)

No report

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

No report

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

No report

- f. **Strategic Plan Committee**

Official name change to Strategy & Reporting Committee.

Meet with LD to talk about reporting metrics.

Advocacy isn't in strategic plan. How do we add it?

Action: To add Advocacy to strategic plan as one of the annual goals.

8. Reports

- a. Library Director's Report- H. Evans-Cullen

No report

- b. Chair's Report – J. Hodgkinson

Discussed types of libraries and the impact on our library if we used a different system (such as municipal)

c. BCLTA Liaison – T. Southam

TOPS training was well received. A good workbook is available for those interested. Training reinforced that the Board is on track with what they're supposed to be doing. Action: Look into RCMP criminal record checks for boards

d. Interlink Liaison – J. Bradbury

Fees will be reassessed in the next year or two and will be increasing approx. \$300 per year. PNE Library Day is happening again in August where library card holders can get into the PNE for a discounted price of \$6.

e. Foundation Liaison – R. Bennie

Foundation AGM happens on June 20 where they will vote to change their constitution and bylaws.

Motion: For Chair and GDPL Board Member of GDLP to meet with Library Foundation Chair. Propose that bylaws aren't ready for AGM. Recommend delay and further work be done with them.

Moved by M. Wilson

Seconded by M. Farmer

CARRIED

Motion to receive written report (R. Bennie)

Moved by M. Wilson

Seconded by J. Bradbury

CARRIED

f. Town of Gibsons – A. Ladwig

No Report

g. SCRD- D. McMahon

Revising procurement policy.

D. McMahon offered to explain SCRD Finances and Budget.

9. New Business

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None

10. Public Questions

None

11. In Camera Discussion

None

12. Adjournment at 7:04 pm

Next Meeting: Monday, Sept. 9, 2019 at 5:30

Regular Board Meeting
Mainil Room – Gibsons Library
Monday, September 9, 2019 at 5:30pm

Minutes

Present: J. Hodgkinson, J. Bradbury, D. McMahon, M. Farmer, R. Bennie, T. Lavender, M. Wilson, H. Evans-Cullen, A. Sawyer, A. Ladwig,

Regrets: T. Southam, R. Flux

1. **Meeting called to Order** at 5:30 pm
2. **Guest Speaker:** GDPL's Technical and Reference Services Coordinator Jocelyn Stewart gave a presentation and answered questions regarding her role at the library
3. **Motion to adopt agenda** by R. Bennie, seconded by M. Farmer

Carried

4. **Motion to adopt minutes** (with the edit of TOPS to TOP training) by M. Farmer, seconded by M. Wilson

Carried

5. Special Event meeting.

Joy gave a summary of meeting. Committee had decided on Tuesday, Nov. 19 from 5:45 to 7:15, but it was noted that there is a conflict on Tuesdays with TOG meetings. As such the committee will look at Thursday, Nov. 21st as the new date. The event will include a robust guest list of funders, stakeholders and partners, and will include a

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light supper, drinks and a presentation by Heather and Janet about GDPL.

6. Annual Agenda Items:

Motion by A. Sawyer to accept 2019 and 2020 goals and objectives, seconded by R. Bennie

Carried

7. Committee Reports

- a. **Governance Committee** (A. Sawyer, H. Evans-Cullen, R. Bennie, M. Farmer, M. Wilson)

Motion by R. Bennie to change wording in policy manual from “Liaison” to “Library Foundation Board Member” seconded by T. Lavender

Carried

Action: Heather will make this change on the website

- b. **Board Recruitment Committee** (T. Lavender, T. Southam) no report

- c. **Board Development Committee:** (A. Sawyer, H. Evans-Cullen, M. Farmer)

The plan this fall is to develop the board self-evaluation. Speakers are lined up until December: Rob Flux in October, Patrick Bocking in November, December will be devoted to the self-evaluation.

Action: Heather will contact Rob Flux and Patrick Bocking to confirm if the shift to 7:00 pm works for them

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

The committee met to review the lease agreement and the Funding agreement and all is in order

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

The committee met to review first drafts of the 2020 budget and to discuss Rob Flux's October presentation. The committee will give a full report on the 2020 budget in October.

- f. **Strategy and Reporting Plan Committee**

The committee met to review the Library's metrics and to review the Strategic objectives and timeline document Tim put together.

Action: The committee will highlight what kind of advocacy work the Board is doing around library funding and marketing.

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8. Reports

- a. Library Director's Report- H. Evans-Cullen presented her report attached.
- b. Chair's Report – J. Hodgkinson met with Heather and the Chair and Chief Librarian of the Sechelt Public Library to build on our working relationship and to gain clarity on SPL's plans for their future funding structure.
- c. BCLTA Liaison – T. Southam no report
- d. Interlink Liaison – J. Bradbury has an InterLINK meeting in the coming weeks.
- e. Foundation Liaison – Motion by A. Sawyer that Mike Wilson replace Rob Bennie as our appointment to the Gibsons Library Foundation Board , seconded by M. Farmer

Carried

- f. Town of Gibsons – A. Ladwig gave her report earlier in the meeting as she has offered to support the "20 million in 2020" advocacy effort to increase Provincial funding to libraries to the UBCM.
- g. SCR D- D. McMahon = no report

9. Gibsons Library Foundation and GDPL Partnership

There was discussion around ways the two boards can work to build a positive, collaborative working partnership.

10. Adjournment at 7:20 pm

Next Meeting: Monday, October 21th, 2019 at 7:00 pm (TBC)

Regular Board Meeting
Mainil Room – Gibsons Library
Monday, October 21st 2019 7:00 pm

Minutes

Present: H. Evans-Cullen, R. Flux, J. Hodgkinson, M. Farmer, R. Bennie, T. Lavender, D.McMahon, T. Southam, M. Wilson

Regrets: A. Ladwig, J. Bradbury, A. Sawyer

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1. Call to Order at 7:00 pm
2. Motion to adopt agenda by R. Bennie, seconded by T. Southam
Carried
3. Motion to adopt Meeting Minutes of September 9, 2019 by M. Farmer, seconded by M. Wilson
Carried

4. Annual Agenda Items:

- a. Review annual budget and five year financial plan

Action: This will be done at the November meeting.

- b. Appoint Nomination/ Recruitment Committee:

Action: It was decided that this be taken off the annual agenda as it is part of Committee reports

5. Committee Reports

- a. Governance Committee (A. Sawyer, H. Evans-Cullen, R. Bennie, M. Farmer, M. Wilson)

This Committee has had two meetings. It has clarified that the paper history of Board records will be kept in the LD office for reference- these records date back to 1997. There are robust digital records from 2009 to present.

The Committee is currently reviewing operational policies that have crossover with the Board- these include the Privacy Policy, the Mainil Room Rental Policy and the Art Exhibit Policy.

Motion by M. Farmer to accept the additional policy for the Board Manual: "the Board's role is to make sure the operational policies are consistent with the

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GDPL board's Mission, values and Strategic Plan", seconded by T. Southam.

Carried

- b. Board Recruitment Committee (T. Lavender, T. Southam)

This committee will meet before December Board meeting. Thanks to R. Bennie and M. Farmer for great documentation on the work of this committee.

- c. Board Development Committee (A. Sawyer, H. Evans-Cullen, M. Farmer)

Speakers are booked through the year. Patrick Bocking will be a guest in November and the Board Self Evaluation will take place in December.

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

- e. Finance Committee (J. Hodgkinson, R. Flux, H. Evans-Cullen):

Rob Flux facilitated a financial literacy training on reading financial statements.

Action: Heather will review procurement policy with Alison Sawyer. Revised financial policy to be brought to November Board meeting.

Action: Finance Committee to research advantages and disadvantages to GDPL's various financial institution options.

Finance Committee presented recommendations for cash reserves. Motion by T. Lavender to accept Finance Committee recommendations, seconded by R. Bennie.

Carried

- f. Strategy and Reporting Committee (H. Evans-Cullen, T. Southam, J. Bradbury, A.Ladwig, T. Lavender)

Nov. 7th Staff/ Board Session is coming together. Regrets for this event from Rob Flux, Donna McMahan, and Trevor Lavender. Kyla Epstein will be facilitating and will be sending out a questionnaire about 10 days ahead.

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Discussion around changing action 4b in the Strategic plan around increasing library membership. The Committee is recommending that this number be revised and shown as a percentage increase such as increasing membership by 5% per year. Motion by J. Hodgkinson to accept this recommendation, seconded by M. Farmer

Carried

Committee looked at advocacy and thinks it is implicit in the plan- there is no need to change language.

6. Reports (attached or appended to this agenda)

- a. Library Director's Report- H. Evans-Cullen
- b. Chair's Report – J. Hodgkinson. Lots of meetings with LD and Committees.
- c. BCLTA Liaison – T. Southam : Discussion around if Trustees require a criminal record check

Action: T. Southam will do research on this.
- d. Interlink Liaison – J. Bradbury: no report
- e. Foundation- M. Wilson: The Foundation is planning a new fundraiser campaign for the holiday season.
- f. Town of Gibsons – A. Ladwig: absent
- g. SCR D- D. McMahon-

Action: LD to post note on doorbell sign on the door when Board meetings are in session after Library Hours. This will ensure public access.

7. November 21st Stakeholder Event: Food from Emelle's bistro. The committee is organizing the refreshments and materials, LD will develop an 8 minute presentation.

8. Other Business

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9. Motion to move in camera by J. Hodgkinson, seconded by R. Bennie

In Camera Session- LD Salary Review

10. Adjournment at 9:18

11. Next Meeting: Monday, November 18th at 7:00 pm

Regular Board Meeting
Mainil Room – Gibsons Library
Monday, November 18, 2019, 7:00 pm

Minutes

Present: H. Evans-Cullen, R. Bennie, T. Southam, J. Bradbury, J. Hodgkinson, A. Ladwig, M. Wilson, A. Sawyer

Regrets: D. McMahan, R. Flux, T. Lavender

11. **Call to Order** by Chair at 7:00 pm

12. **Motion to Adopt agenda** by R. Bennie, seconded by M. Farmer

Carried

13. **Guest Patrick Bocking**, Superintendent of SD46

14. **Motion to adopt minutes** T. Southam, seconded by R. Bennie

Carried

15. Annual Agenda Items:

Finalize budget submission for SCRD Round 0: There was a budget review done via e-mail in order to comply with the November 15 SCRD budget deadline. There was a motion to accept the budget via email by A. Sawyer, seconded by M. Farmer

Carried

16. Committee Reports

- a. **Governance Committee** (A. Sawyer, H. Evans-Cullen, R. Bennie, M. Farmer, M. Wilson)

Committee has met to review operational policies relevant to the Board that the LD has requested feedback on. Heather will be posting the revised policy on the website this week.

Action: Heather and Alison will further review the Procurement section of the

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Finance Policy

- b. **Board Recruitment Committee** (T. Lavender, T. Southam)
M. Farmer will be stepping down at the end of this term so the committee will be actively recruiting a replacement for her.

- c. **Board Development Committee:** (A. Sawyer, M. Farmer, H. Evans-Cullen)
The Committee met and have changed/ edited the board evaluation which will take place at the December meeting. The self-evaluation forms will be completed at home to give appropriate time for reflection.

Action: Heather will present Ryan Dowd segment on Libraries and Homelessness at December meeting.

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

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

December 4th at 9:30 am will be our GDPL budget presentation to the SCRCD

- f. **Strategy and Reporting Committee** (T. Southam, J. Bradbury, J. Hodgkinson, H. Evans-Cullen, T. Lavender)

The Board and Staff session went very well and received very positive feedback from both Staff and Board members. Key immediate issues that were identified were space and capacity.

Due to this, the committee has decided to pause and revisit the library membership goals in the Strategic Plan. The Committee will meet in December to review and update this appropriately.

17. Reports

- a. **Library Director's Report-** attached

- b. **Chair's Report** – no report

- c. **BCLTA Liaison** – Tim talked to Babs Kelly- no criminal checks are required for Trustees and they do not work directly with the public or have direct access to money.

- d. **Interlink Liaison** – J. Bradbury will report in December after next InterLINK mtg.

- e. **Foundation Liaison** – Mike is absent so no report

- f. **Town of Gibsons-** A. Ladwig shared that Raincity will be running winter shelter at marine room starting this week.

- g. **SCRD**- no report
- h.

18. **November 21st Event:** 37 people attending and all the details have been sorted.

19. **Motion to adjourn** by J. Hodgkinson at 8:45, seconded by T. Southam

Carried

20. **Next Meeting** is Monday December 9 at 7:00 pm

Regular Board Meeting
Mainil Room – Gibsons Library
Monday, December 9, 2019, 7:00 pm

Minutes

Present: Heather Evans-Cullen, Robert Flux, Rob Bennie, Marah Farmer, Janet Hodgkinson, Donna McMahon, Aleria Ladwig, Trevor Lavender, Tim Southam, Mike Wilson

Regrets: Alison Sawyer

1. **Call to Order** by Chair at 7:00 pm

2. **Motion to Adopt agenda** by Marah Farmer and seconded by Robert Flux

Carried

3. **Motion to adopt minutes** by Marah Farmer with meeting change time from January 12th to January 13th, seconded by Robert Flux

Carried

4. **Annual Agenda Items:**

Board Evaluation: This was completed at end of meeting.

5. **Committee Reports**

- a. **Governance Committee** (A. Sawyer, H. Evans-Cullen, R. Bennie, M. Farmer, M. Wilson) The Committee met last week and has concluded the work has been covered for this term. As such, they will now meet on an ad hoc basis to double checking and re-read governance policies.
- b. **Board Recruitment Committee** (T. Lavender, T. Southam) Tim, Trevor and Rob met last week. Thank you to the former committee members for great work on the Board Recruitment Guide. 3 potential trustees are being recruited.

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Action: Notice of AGM will be posted in the newspaper on Dec 28th. Nomination packages will be available.

- c. **Board Development Committee:** (A. Sawyer, M. Farmer, H. Evans-Cullen)
Speakers are pencilled in for the new year.

Action: Former Board Chair Matt Thomson will be invited to speak at post AGM

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Board meeting. Lynda and Keely will be invited to speak about their experience at the Climate Crisis Forum in Vancouver.

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

The GDPL 2020 budget request was approved at the SCRDR Round 1 meeting on December 4th.

Action: Communication will happen with Governance Committee regarding appropriate financial vetting of fundraising projects.

- f. **Strategy and Reporting Committee** (T. Southam, J. Bradbury, J. Hodgkinson, T. Lavender, H. Evans-Cullen)

Three core issues that emerged from the Staff/ Board session were Space, Sustainability and the Climate Crisis, and Truth and Reconciliation . The Committee discussed the Strategic Goal 4b around increasing library membership to 40% of population. We are now at 64% of the current population being active library members. As such, this goal will be revised for 2019 to increase membership to 65% and over the life of the Strategic Plan we will pursue organic growth.

Motion by Tim Southam to create a Committee on Space and Capacity- could start meeting in January. seconded by Trevor Lavender. Members of the committee are R. Bennie, T. Lavender, J. Bradbury, M. Wilson, H. Evans-Cullen and J. Hodgkinson.

Carried

6. Reports

- a. **Library Director's Report-**
Report is attached. Heather presented a brief sample of the Homelessness and Libraries training by Ryan Dowd.
- b. **Chair's Report –**
The Nov. 21st event was successful. Recommendation to do it every two to three years. This event will be added to the Board Annual agenda . It was suggested that Heather could share the same presentation with the Town of Gibsons Council. Janet informed the Board that the BCLTA Conference will take place in April with the BCLTA AGM scheduled for the Saturday post conference.
- c. **BCLTA Liaison –**
Tim is going to reach out to BCLTA with Babs Kelly to get advice on Board involvement and facilitation of Truth and Reconciliation.

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- d. **Interlink Liaison** – J. Bradbury
Focus of InterLINK is New to BC and expanding services to Mental Wellness Initiative. BCLA conference theme is Libraries as Democratic Conveyors.
- e. **Foundation Liaison** – Mike Wilson
Money for GDPL Book club sets will still come even though fundraiser was cancelled. There is a bylaw committee being set of 2 Foundation members and 2 external members including Manjit Kang.
- f. **Town of Gibsons-** A. Ladwig
TOG Snow Removal will now include the library- thank you Aleria.
- g. **SCRD-** D. McMahon
Subscribe to Donna's website for up to date information.

Action: LD to send Donna information regarding any events or programs related to Climate Change and Sustainable Living and Truth and Reconciliation with the Squamish Nation.

- 7. **Board Evaluations** were completed and returned to Board Development Committee
- 8. **Motion to adjourn** at 9:00 pm by Chair Janet Hodgkinson, seconded by Robert Flux

Carried

9. Next Meetings:

Monday, January 13th at 7:00 pm
Monday, February 10th at 7:00 pm
Saturday, March 7th post AGM
Monday, April 6th at 7:00 pm
Monday, May 11th at 7:00 pm
Monday, June 15th at 7:00 pm
Monday, September 14th at 7:00
pm Monday, October 19th at 7:00
pm Monday, November 9th at 7:00
pm Monday, December 14th at 7:00
pm



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