

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Saturday, April 22, 2006

Present: B. Irvine, S. Masters, D. McMahon, W. Miller, L. Rempel, K. Reynolds, R. Swickis; M. Southam (Chief Librarian).
Regrets: LA Johnson, Lee Turnbull

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:35am.

2. ADOPTION OF AGENDA

Moved by B. Irvine, seconded by D. McMahon
That the agenda be adopted as amended. CARRIED

3. ADOPTION OF MINUTES

Moved by S. Masters, seconded by L. Rempel that the minutes of the March 25, 2006 regular board meeting be adopted by the Board. CARRIED

4. REPORTS / ONGOING BUSINESS

- a. Monitoring / Chief Librarian
- b. Policy -
Moved by K. Reynolds, seconded by S. Masters
That the Board receives the Board Evaluation Summary. CARRIED
- c. Task Groups
 - Library Services & Facilities Expansion Plan.
Revised time line page to be brought forward to next meeting>
moved by D. McMahon, seconded by K. Reynolds that the Board approve the Library Services and Facilities Planning Process as amended. CARRIED
- d. Partnerships
 - i. SCR D
Moved by R. Swickis, seconded by S. Masters that the Chair write a letter to the SCR D concerning the breach of the Roberts Creek Service Agreement and that the letter requests assurances that such a breach will not happen again. CARRIED
 - ii. Joint Library Planning
 - iii. InterLINK
Moved by D. McMahon, seconded by B. Irvine that the board
 - iv. Library Foundation – Joint meeting set for Wednesday, June 14th.
 - v. BCLTA

5. NEW BUSINESS
 - a.* 2006 Annual Agenda – Governance Policies – Appendix 2
 - b.* Financial monitoring
 - c.* Provincial Library statistics (2004) - CL to bring forward a summary of statistical comparison to next Board meeting.
6. CORRESPONDENCE RECEIVED
7. PUBLIC QUESTIONS
8. COMMUNICATION
9. Meeting adjourned at 11:50am

Next meeting scheduled for 9:30am, Saturday May 27th

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Saturday, August 26th, 2006

Present: W. Miller (Chair), B. Irvine, LA Johnson, D. McMahon, S. Masters, L. Rempel, K. Reynolds, R. Swickis,; M. Southam (Chief Librarian).
Regrets: Lee Turnbull.
Guest: K. Esplen; George Broderick.

1. CALL TO ORDER

The meeting was called to order by the Chair at. 9:00am.

2. ADOPTION OF AGENDA

Moved by S. Masters, seconded by B. Irvine
That the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by B. Irvine, seconded by K. Reynolds that the minutes of the June 24, 2006 regular board meeting be adopted by the Board.

CARRIED

4. REPORTS / ONGOING BUSINESS

a. Monitoring / Chief Librarian

LA Johnson – Long term planning should be aware of the public computer shortage in the community.

b. Policy - revised board manual distributed.

c. Partnerships

i. SCR D

Staff report on Library Budget practices letter from SCR D.

Guest speaker K. Esplen re: amortization.

“Amortization expense is an important part of the cost associated with providing an organization’s services, regardless of how the acquisition of capital assets is funded. If amortization is not recognized as a cost of doing business the true net income of the Library will be overstated. Information about the Library’s total costs is relevant to any assessment of the financial health of the organization. In addition, if amortization is not charged, there will be no accumulated amortization recorded on the balance sheet. This will result in capital assets being valued on the balance sheet at their cost value, resulting in an overstatement of their book value. This is particularly true in the Gibsons and District Public Library as we have capital assets with a short useful life, such as computers.”

Variance possibility on yearly surplus should be part of discussion with the SCR D because surplus/deficit balance will never be zero.

Moved by LA Johnson, seconded by S. Masters that

the discussion regarding bequests be addressed at a policy committee meeting and that the board discusses with the SCR D in a letter or meeting, that restricted funding does not impact budget requests or does not get included in the annual surplus/deficit amount. CARRIED

M. Southam and K. Esplen to draft letter.

- ii. Joint Library Planning – possible October dates to be discussed.
- iii. InterLINK – no report.
- iv. Library Foundation – R. Swickis
- v. BCLTA – no report

5. New Business

Assessment of Library services, recommendations for the future – Summary of key findings – George Broderick (guest). Chair was requested to contact Teryl Mullock, Architect to discuss how the Board might determine whether expansion of current facility is feasible. D. McMahon will draft a summary communication re: Consultant's report.

6. CORRESPONDENCE RECEIVED

None received.

7. PUBLIC QUESTIONS

8. COMMUNICATION – Funding and Governance of the Library to be posted on the web site.

9. Meeting adjourned at 12:20pm

Next meeting scheduled for 9:30am, Saturday September 30th, 2006

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Saturday, January 28th, 2006

Present: LA Johnson, Sherry Masters, D. McMahon, W. Miller, R. Swickis, M. Southam (Chief Librarian), P. Stuart.

Regrets: Keith Reynolds, Lee Turnbull.

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:40am.

2. ADOPTION OF AGENDA

**Moved by P. Stuart, seconded by S. Masters
That the agenda be adopted.**

CARRIED

3. ADOPTION OF MINUTES

**Moved by S. Masters, seconded by P. Stuart that the
November 26th, 2005 regular meeting minutes be adopted**

CARRIED

4. REPORTS

a. Monitoring / Chief Librarian

b. Policy

c. Task Groups

i. Library services evaluation

RFP circulated, ad run in the local paper and posted on BC Bid Online.

ii. Facilities expansion planning

iii. Nominations task group

d. Partnerships

i. SCR D - Budget presentation

Moved by S. Masters, seconded by D. McMahon that

**The Board invite a meeting with the Area D regional director to meet
and discuss library and reading room opportunities.**

CARRIED

ii. Joint Library Planning

iii. InterLINK

Moved by LA Johnson, seconded by P. Stuart that

The Board support the Draft InterLINK budget as presented.

CARRIED

iv. Library Foundation

v. BCLTA - -Board orientation program

Moved by P. Stuart, seconded by D. McMahon that

**The Board encourage all members to attend the Trustee Orientation
Programme in Vancouver on Feb. 25, 2006.**

CARRIED

5. NEW BUSINESS

a. GDPL AGM – February 20th, 2006

6. CORRESPONDENCE RECEIVED

Letter from the Town of Gibsons appointing LA Johnson as the Library representative.

Letter from the SCR D appointing L. Turnbull, Area F to the library board.

7. PUBLIC QUESTIONS ...none

8. ADJOURNMENT at 11:15am.

Next meeting is a Board Orientation scheduled for Monday, March 13th, 2006

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Saturday, June 24, 2006

Present: W. Miller (Chair), B. Irvine, L. Rempel, K. Reynolds, R. Swickis,; M. Southam
(Chief Librarian).
Regrets: LA Johnson, S. Masters, D. McMahon, Lee Turnbull.
Guest: George Broderick

1. CALL TO ORDER

The meeting was called to order by the Chair at. 9:40am.

2. ADOPTION OF AGENDA

Moved by K. Reynolds, seconded by B. Irvine
That the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by L. Rempel, seconded by R. Swickis that the minutes of the May 27, 2006
regular board meeting be adopted by the Board.

CARRIED

4. NEW BUSINESS - COMMUNITY SURVEY

George Broderick – Initial findings/general summary of the community survey.
Suggestion that George Broderick be requested to present findings to the full Board and
Regional Directors in the fall.

4. REPORTS / ONGOING BUSINESS

- a. Monitoring / Chief Librarian
- b. Policy -

1.1.2 – Environmental responsibility preferred wording

Vision statement to be included in Policy.

Detailed Goals should be in section 8 – documents.

- c. Task Groups

Board Manual Revisions – D. McMahon

**Any concerns or comments regarding suggested changes to the Executive
Limitations should be sent to D. McMahon through e-mail for further
discussion.**

- d. Partnerships

- i. SCR D

**Staff report on Library Budget practices to come to the August meeting for
discussion.**

**Library Board to invite K. Esplen to further understanding of budgeting
practices and SCR D concerns.**

Joint Library Planning – **Meeting to be arranged with Sechelt Library for September to address SCR D challenges.**

- ii. InterLINK – no report.
 - iii. Library Foundation – R. Swickis
 - iv. BCLTA – no report
5. CORRESPONDENCE RECEIVED
Letter from SCR D regarding changes to the RC funding formula and 2006 budget.
SCR D Memo to staff regarding library budget practices.
6. PUBLIC QUESTIONS
7. COMMUNICATION – Funding and Governance of the Library to be posted on the web site..
8. Meeting adjourned at 11:20am

Next meeting scheduled for 9:30am, Saturday August 26, 2006

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Saturday, March 25, 2006

Present: B. Irvine, S. Masters, D. McMahon, W. Miller, L. Rempel, K. Reynolds, M. Southam (Chief Librarian).
Regrets: LA Johnson, R. Swickis, Lee Turnbull

1. CALL TO ORDER

The meeting was called to order by the Chief Librarian at 9:40am.

2. ADOPTION OF AGENDA

Moved by S. Masters, seconded by W. Miller
That the agenda be adopted.

CARRIED

3. ELECTION OF THE CHAIR AND VICE CHAIR

Wendy Miller nominated by D. McMahon for Chair. W. Miller accepts position of Chair.
Keith Reynolds nominated by S. Masters for Vice Chair. K. Reynolds accepts position of Vice Chair.

4. ADOPTION OF MINUTES

Moved by S. Masters, seconded by D. McMahon that the minutes of the January 28, 2006 regular board meeting and the minutes of the February 20th AGM be adopted by the Board.

CARRIED

5. REPORTS / ONGOING BUSINESS

- a. Monitoring / Chief Librarian
- b. Policy - Task group comprised of D. McMahon and L. Rempel. Task group to review the board manual and bring back results and recommendations to April meeting.
- c. Task Groups
 - Library Service Evaluation –
- d. Partnerships
 - i. SCRDP
W. Miller and K. Reynolds to pursue the Roberts Creek funding issue as arose during SCRDP 2006 budget process.
 - ii. Joint Library Planning
A meeting to be scheduled for Gibsons.
 - iii. InterLINK
Moved by D. McMahon, seconded by B. Irvine that the board

Appoint S. Masters as InterLINK representative and K. Reynolds as the alternate. CARRIED

iv. Library Foundation

Moved by S. Masters, seconded by K. Reynolds that the board
Appoint R. Swickis as Foundation representative and L. Rempel as alternate.
CARRIED

v. BCLTA – April Conference

6. NEW BUSINESS

a. Draft 2006 Strategic Operating Plan

b. 2006 Annual Agenda – Governance Policies – Appendix 2 (Board Manual)

c. Appointment of Accountant

Moved by D. McMahon, seconded by S. Masters that the board
Appoint Karen Esplen as the board accountant for the year. CARRIED

d. Appointment of signing officers

Moved by K. Reynolds, seconded by D. McMahon that the board appoint
B. Irvine, S. Masters, W. Miller and R. Swickis as signing authority on library
cheques in conjunction with the Chief Librarian (M. Southam). CARRIED

7. CORRESPONDENCE RECEIVED

8. PUBLIC QUESTIONS

9. COMMUNICATION

10. Meeting adjourned at 11:50pm

Next meeting scheduled for 9:30am, Saturday April 29th

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Saturday, May 27, 2006

Present: B. Irvine, LA Johnson, S. Masters, D. McMahon, L. Rempel, K. Reynolds, R. Swickis, Lee Turnbull; M. Southam (Chief Librarian).
Regrets: W. Miller,

1. CALL TO ORDER

The meeting was called to order by the Vice Chair at 9:40am.

2. ADOPTION OF AGENDA

Moved by S. Masters, seconded by L. Rempel
That the agenda as amended be adopted as amended. CARRIED

3. ADOPTION OF MINUTES

Moved by S. Masters, seconded by R. Swickis that the minutes (as corrected) of the April 22, 2006 regular board meeting be adopted by the Board. CARRIED

4. REPORTS / ONGOING BUSINESS

- a. Monitoring / Chief Librarian
- b. Policy - *Deferred to the June meeting.*
- c. Task Groups
 - Library Services & Facilities Expansion Plan.
Revised time line page brought forward.

d. Partnerships

i. SCR D

Moved by D. McMahon, seconded by S. Masters that the Vice-Chair write a letter to Esplen Accounting requesting Karen to attend the fall SCR D meeting to respond to the issues surrounding deficit and surplus reporting and amortizing of budgets and spent capital funding. CARRIED

Board to invite Karen Esplen to a meeting to discuss: showing SCR D Admin charges in our financial statements; amortization; donation funds over and above budgeted projections.

- ii. Joint Library Planning – Meeting with Roberts Creek Reading Centre.
Discussion involved book drop & pick-up in RC.
- iii. InterLINK – no report.
- iv. Library Foundation – Joint meeting set for Wednesday, June 14th.
- v. BCLTA – no report

5. NEW BUSINESS

- a. 2006 Annual Agenda – Governance Policies – Appendix 2 *Deferred to next meeting*

- b. Provincial Library statistics (2004) – Attachment from CL
- c. Capital Request to Foundation

Moved by L. Rempel, seconded by B. Irvine that the Board approve the 2006 Letter to the Foundation as presented by the CL. CARRIED

6. CORRESPONDENCE RECEIVED

7. PUBLIC QUESTIONS

8. COMMUNICATION – R. Swickis to draft a paragraph for the website regarding how the library is legislated and funded.

9. Meeting adjourned at 11:20am

Next meeting scheduled for 9:30am, Saturday June 24th

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Saturday, October 28, 2006

Present: W. Miller (Chair), B. Irvine, D. McMahon, S. Masters, L. Rempel, K. Reynolds, R. Swickis, M. Southam (Chief Librarian), Lee Turnbull.
Regrets: LA Johnson.

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:35am.

2. ADOPTION OF AGENDA

Moved by S. Masters, seconded by R. Swickis
that the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by K. Reynolds, seconded by R. Swickis that the minutes of the September 23rd, 2006 regular board meeting be adopted by the Board.

CARRIED

4. REPORTS / ONGOING BUSINESS

- a. Monitoring / Chief Librarian
- b. Policy - no report.
- c. Task Groups
 - i. Facilities Planning – Summary of Consultant’s Report
A webpage will be committed to an executive summary report.
- d. Partnerships
 - i. SCRD – meeting with SCRD on October 19th, a pre-budget meeting.
 - ii. Joint Library Planning – small meeting (not full boards) to be held in November.
 - iii. InterLINK – no report.
 - iv. Library Foundation – R. Swickis reported that the Foundation is seeking various means to advertise within the community and the library.
 - v. BCLTA – “Dialogue with Government” meeting in Victoria, attended and reported on by D. McMahon..

5. New Business

- a. Draft Operational & Capital Budget 2007
Revised second draft presented.
CL to email corrected second draft budget to board members next week.

6. CORRESPONDENCE RECEIVED
7. PUBLIC QUESTIONS
8. COMMUNICATION – D. McMahon looking into Board business cards.
9. Meeting adjourned at 11:35am

Next meeting scheduled for 9:30am, Saturday November 25th, 2006

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Saturday, November 25th, 2006

Present: W. Miller (Chair), LA Johnson, D. McMahon, S. Masters, L. Rempel, K. Reynolds,
R. Swickis, M. Southam (Chief Librarian) Lee Turnbull.
Regrets: B. Irvine.

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:35am.

2. ADOPTION OF AGENDA

Moved by K Reynolds, seconded by L. Rempel
that the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by S. Masters, seconded by D. McMahon that the minutes of the October 28th,
2006 regular board meeting be adopted by the Board.

CARRIED

4. REPORTS / ONGOING BUSINESS

- a. Monitoring / Chief Librarian
- b. Policy - no report.
- c. Task Groups
 - i. Facilities Planning – Summary of Consultant’s Report and next steps.
A meeting will be arranged with the Mayor and Town administrator to discuss land disposition and a meeting will be arranged with the Area Directors for the first Sunday opening.
- d. Partnerships
 - i. SCRD – minutes of the meeting with SCRD on October 19th.
 - ii. Joint Library Planning – small meeting (3 board members from each library and the Chief Librarians met on November 24th in Gibsons.
 - iii. InterLINK – S. Masters.
 - iv. Library Foundation – R. Swickis passed around a draft version of new pamphlets.
 - v. BCLTA – upcoming May conference.

5. New Business

- a. Revised third Draft Operational & Capital Budget 2007

Moved by S. Masters, seconded by L. Rempel that the board adopt the draft budget with an amendment to include a \$15,000 transfer from the Reserve Fund for use in Capital Planning

CARRIED

b. Nominations Committee – D. McMahon and S. Masters to form the nominations committee. AGM set for Monday, February 19th @ 7pm.

6. CORRESPONDENCE RECEIVED

7. PUBLIC QUESTIONS

8. COMMUNICATION – D. McMahon looking into Board business cards – put on hold until after the AGM in February..

9. Meeting adjourned at 12:10pm

Next meeting scheduled for 9:30am, Saturday January 27th, 2007

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Saturday, September 23, 2006

Present: W. Miller (Chair), B. Irvine, LA Johnson, D. McMahon, K. Reynolds, R. Swickis,;
M. Southam (Chief Librarian) Lee Turnbull.
Regrets: S. Masters, L. Rempel.

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:35am.

2. ADOPTION OF AGENDA

Moved by B. Irvine, seconded by LA Johnson
that the agenda be adopted. CARRIED

3. ADOPTION OF MINUTES

Moved by LA Johnson, seconded by R. Swickis that the minutes of the August 26th, 2006
regular board meeting be adopted by the Board. CARRIED

4. REPORTS / ONGOING BUSINESS

- a. Monitoring / Chief Librarian
- b. Policy - Draft revised procedure for Bequests & Gifts.
Moved by B. Irvine, seconded by LA Johnson that
the Board approve the amended revised procedure. CARRIED
- c. Partnerships
 - i. SCRD - response letter to SCRD.
 - ii. Joint Library Planning – possible October dates to be discussed.
 - iii. InterLINK – no report.
 - iv. Library Foundation – R. Swickis
 - v. BCLTA – D. McMahon to attend the provincial meeting.

5. New Business

- a. Assessment of Library services, recommendations for the future - Board
discussion of recommendations and next steps.
- b. Draft Operational & Capital Budget 2007
CL to bring back costings for additional hours of opening for information.

6. CORRESPONDENCE RECEIVED

Moved by K Reynolds, seconded by D. McMahon that

the Board proceed with the proposed first 4 steps of the Architectural Study including an opinion of the original architect's commentary with the costs to be drawn by the CL from the budget survey line item. CARRIED

7. PUBLIC QUESTIONS

8. COMMUNICATION – D. McMahon to draft a summary of the consultant's report.

9. Meeting adjourned at 11:55am

Next meeting scheduled for 9:30am, Saturday October 28th, 2006