

## Gibsons & District Public Library Association

Minutes of the Regular Board Meeting  
Friday, January 28, 2005

Present: S. Cardinall (Chair), B. Curry, LA Johnson, K. MacKenzie, M. Marshall, R. Swickis, M. Southam (Chief Librarian), W. Turner.  
Absent: C. Fisher, P. Stuart.

### 1. CALL TO ORDER

The meeting was called to order by the Chair at 9:41am.

### 2. ADOPTION OF AGENDA

Moved by W. Turner, seconded by R. Swickis.

That the agenda be adopted.

CARRIED

### 3. ADOPTION OF MINUTES

Moved by B. Curry, seconded by LA Johnson.

That the minutes of the December 4, 2004 regular meeting be adopted.

CARRIED

### 4. REPORTS

Moved by M. Marshall, seconded by K. MacKenzie

That the reports be received by the Board.

CARRIED

- a. Monitoring / Chief Librarian
- b. Policy - no report
- c. Planning task groups
  - i. Space and long term capital – met with the Museum.
- d. Partnerships
  - i. SCR D  
First reading of the GDPL budget  
Roberts Creek library service agreement
  - ii. Joint Library Planning
  - iii. InterLINK
  - iv. Library Foundation
  - v. Friends of the Library
  - vi. BCLTA – trustee orientation program

### 2. NEW BUSINESS

- a. Procedure for evaluation
- b. Annual General Meeting - preparations
- c. Annual financial review – February 16<sup>th</sup> @ 1:00pm
- d. Provincial strategic plan

Moved by B. Curry, seconded by W. Turner

That the Provincial Strategic Plan be referred to the Library Development Task group.

CARRIED

### 3. CORRESPONDENCE RECEIVED – *on file*

- a. M. Woods, Director, Library Services – resource sharing grant

B. Janyk, Mayor, Town of Gibsons – volunteer recognition luncheon. CL to ask library volunteer to attend.

4. PUBLIC QUESTIONS ...none

5. ADJOURNMENT at 10:40am.

**Gibsons & District Public Library Association  
Minutes of the Annual General Meeting  
February 22, 2005  
Mainil Room**

1. **Call to Order**  
The meeting was called to order by Chair S. Cardinall at 7:40pm.  
17 Association members were in attendance.
  
2. **Adoption of Agenda**  
Moved by P. Stuart, seconded by LA Johnson  
That the agenda be adopted. **CARRIED**
  
3. **Receipt of Minutes**  
Of February 26, 2004 as approved at the March 2004 regular board meeting.  
Moved by M. Marshall, seconded by S. Mullen  
That the minutes be adopted. **CARRIED**
  
4. **Receipt of Annual Reports**  
Moved by M. Marshall, seconded by P. Stuart  
That the annual reports be accepted by the Board. **CARRIED**
  - a. **Financial statements (Karen Esplen of Esplen Accounting)**
  - b. **Chief Librarian (Michelle Southam)**
  - c. **Board of Trustees (Shawn Cardinall, Chair)**
  - d. **Nominations Task Group report (M. Marshall)**  
Four candidates submitted applications by the closing date. The candidates include: Keith Reynolds, Sherry Masters, Roger Swickis and Wendy Turner. Election by acclamation.
  
5. **Public Question Period**
  
6. **Approval of AGM Minutes**  
Moved by J. Hamil, seconded by V. Wall  
That the Board be delegated to approve the minutes of the AGM. **CARRIED**
  
7. **Adjournment**  
There being no further business, the Chair adjourned the meeting at 8:10pm.

## Gibsons & District Public Library Association

Minutes of the Regular Board Meeting  
Monday, March 14, 2005

Present: C. Fisher, LA Johnson, K. MacKenzie, M. Marshall, Sherry Masters, W. Miller, Keith Reynolds, M. Southam (Chief Librarian), P. Stuart.

Absent: R. Swickis.

### 1. CALL TO ORDER

The meeting was called to order by the Chief Librarian at 1:30pm.

### 2. ADOPTION OF AGENDA

Moved by M. Marshall, seconded by W. Miller

That the agenda be adopted.

CARRIED

### 3. APPOINTMENT OF TRUSTEE

Moved by P. Stuart, seconded by M. Marshall

That Sherry Masters be appointed to the board for a 2 year term.

CARRIED

### 4. ROLE OF THE CHAIR, VICE CHAIR, AND CHIEF LIBRARIAN

Review by CL

### 5. ELECTION OF THE CHAIR AND VICE CHAIR

W. Miller nominated by M. Marshall for Chair. W. Miller accepts position of Chair.

P. Stuart nominated by M. Marshall for Vice Chair. P. Stuart accepts position of Vice Chair.

### 6. ADOPTION OF MINUTES

Moved by M. Marshall, seconded by LA Johnson that the

January 28, 2005 Regular meeting minutes be adopted

CARRIED

Moved by P. Stuart, seconded by K. Mackenzie that the

February 16, 2005 special meeting minutes be adopted

CARRIED

Moved P. Stuart, seconded by LA Johnson that the

February 22, 2005 AGM minutes be adopted.

CARRIED

### 7. DELEGATION

L. Houle representing library CUPE employees

### 8. REPORTS

Moved by P. Stuart, seconded by M. Marshall

That the reports be received by the Board.

CARRIED

*a.* Monitoring / Chief Librarian

*b.* Partnerships

*i.* SCRDM

*1.* financial information requests – follow-up

*2.* third reading of 2005 budget

Moved by K. Reynolds, seconded by S. Masters

That all other reports be tabled to the next regular board meeting.  
CARRIED

2. NEW BUSINESS

a. Policy Appendix 2 – Annual Board Agenda

i. Review of 2005 Agenda

Moved by P. Stuart, seconded by M. Marshall

To table review to next regular board meeting

CARRIED

ii. Establishment of regular meeting dates

Last Saturday of month to continue for regular board meetings.

b. Appoint review accountant

Moved by P. Stuart, seconded by M. Marshall that

The board appoint Esplen Accounting.

CARRIED

c. Appointment of board representatives to partner groups

Moved by LA Johnson, seconded by K. Mackenzie that the

Chair, Vice Chair and R. Swickis be appointed as signing authorities and that further appointments be tabled to the next regular board meeting.

CARRIED

3. CORRESPONDENCE RECEIVED – *on file*

a. B. van der Sande – palmistry workshop

4. PUBLIC QUESTIONS ...none

5. ADJOURNMENT at 2:40pm.

**Next regular meeting scheduled for April 30<sup>th</sup>, 2005**

**Gibsons & District Public Library Association**

Minutes of the Regular Board Meeting  
Saturday April 30, 2005

Present: C. Fisher, LA Johnson, K. MacKenzie, S. Masters, W. Miller, Keith Reynolds,  
M. Southam (Chief Librarian), P. Stuart.

Absent: R. Swickis.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by P. Stuart, seconded by K. Reynolds

That the modified agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by C. Fisher, seconded by S. Masters that the  
March 14, 2005 regular meeting minutes be adopted

CARRIED

4. REPORTS

Moved by LA Johnson seconded by P. Stuart

That the reports be received by the Board.

CARRIED

a. Monitoring / Chief Librarian

Strategic Operating Plan

Moved by P. Stuart seconded by S. Masters

That the board adopt the Chief Librarian's Strategic Operating Plan for 2005

CARRIED

b. Policy – no report

c. Planning task groups

d. Partnerships

i. SCR D

1. financial information requests – follow-up

Moved by P. Stuart, seconded by LA Johnson

That a letter be sent by the Board to Douglas Holmes  
requesting a meeting between the CL, SCR D Representative  
and the Board Chair and D. Holmes and J. France of the  
SCR D.

CARRIED

2. 2005 budget – budget approved with capital requests.

ii. Joint Library Planning No report

iii. InterLINK

Moved by P. Stuart, seconded by K. Reynolds

That the Board approve the appointment of S. Masters as the  
InterLINK representative and LA Johnson as the alternate.

CARRIED

iv. Library Foundation

Moved by LA Johnson, seconded by S. Masters

That the Board approve the appointment of P. Stuart as the Foundation representative and R. Swickis as the alternate.

CARRIED

Foundation requests a meeting with the library board on June 8<sup>th</sup> at 6:30pm.

v. BCLTA

5. NEW BUSINESS

a. Policy Appendix 2 – Annual Board Agenda

Moved by LA Johnson, seconded by P. Stuart

That the Board accept the Annual Board Agenda as modified

CARRIED

b. Establishing Our Vision and Setting Strategic Directions

Working session to establish Board goals on May 20<sup>th</sup>.

c. Board vacancy

Moved by C. Fisher, seconded by K. Mackenzie

CL to run an ad for the Board in the Coast Reporter for two weeks.

Board to send a thank you card to M. Marshall

6. CORRESPONDENCE RECEIVED – *on file*

a. CUPE Local 391 – Union positions for 2005-2006

b. SCR D Roberts Creek Library Service Agreement Amendment

c. Sechelt trustee request for policy.

CL to arrange for policy to trustee.

7. PUBLIC QUESTIONS ...none

8. ADJOURNMENT at 11:00am.

**Next regular meeting scheduled for May 28th, 2005**

**Gibsons & District Public Library Association**  
Minutes of the Regular Board Meeting  
Saturday May 28, 2005

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

Absent: C. Fisher, , K. MacKenzie, Keith Reynolds.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

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

CARRIED

3. ADOPTION OF MINUTES

Moved by P. Stuart, seconded by LA Johnson that the  
April 30, 2005 regular meeting minutes be adopted

CARRIED

4. REPORTS

Moved by S. Masters, seconded by P. Stuart  
That the reports be received by the Board.

CARRIED

- a. Monitoring / Chief Librarian
- b. Joint Library Planning – The two board chairs of the libraries met and a joint library meeting is to be held in September 2005.
- c. Planning task groups – no report
- d. Partnerships
  - i. SCRCD  
Meeting held between W. Miller, C. Fisher, M. Southam, D. Holmes and J. France.
  - ii. Joint Library Planning           No report
  - iii. InterLINK – no report
  - iv. Library Foundation – Joint meeting to be held June 8<sup>th</sup>.
  - v. BCLTA – No report

5. NEW BUSINESS

- a. Revisions to 2005 Annual Board Agenda  
Board Goal Setting draft notes of May 20<sup>th</sup>.  
Moved by P. Stuart, seconded by S. Masters  
That the CL bring back information on the implications of regional library service to the next board meeting.
- b. Task groups – tabled to June meeting
- c. Board vacancy – tabled to June meeting

6. CORRESPONDENCE RECEIVED

7. PUBLIC QUESTIONS ...none

8. ADJOURNMENT at 11:00am.

**Next regular meeting scheduled for Saturday, June 25<sup>th</sup>, 2005**



**Gibsons & District Public Library Association**  
Minutes of the Regular Board Meeting  
Saturday August 27, 2005

Present: C. Fisher, LA Johnson, Sherry Masters, W. Miller (Chair), Keith Reynolds, R. Swickis, M. Southam (Chief Librarian), P. Stuart.  
Absent: K. MacKenzie.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by P. Stuart, seconded by C. Fisher  
That the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by P. Stuart, seconded by K. Reynolds that the  
June 25th, 2005 regular meeting minutes be adopted

CARRIED

4. REPORTS

- a. Monitoring / Chief Librarian
- b. Policy – meeting scheduled Sept. 9, 2005.
- c. Partnerships
  - i. SCRD
  - ii. Joint Library Planning Meeting scheduled Sept. 19<sup>th</sup>, 9:30 am at the Sechelt Public Library.
  - iii. InterLINK
  - iv. Library Foundation – Chair to write a letter of thanks..
  - v. BCLTA – 1 or 2 board members to attend the provincial “Gateway” symposium.

5. NEW BUSINESS

a. Board Goal Setting

Moved by P. Stuart, seconded by K. Reynolds that the board approve the strategic directions as presented. CARRIED

Moved by P. Stuart, seconded by R. Swickis that the board permit the CL to spend an additional \$1,000 over approved 2005 budget to replace her front desk time during the months of September and October. CARRIED

b. Task groups – Board to utilize Task Groups only when necessary and for specific purposes. Board will function as a whole to proceed with strategic directions.

c. Board vacancy

Moved by K. Reynolds, seconded by C. Fisher that the board appoint Donna McMahon to the board vacancy created by the resignation of M. Marshall. Term expires February 2006.

d. Regionalisation of Library Services (M. Southam)

e. Communication and Advocacy Plan draft.

Moved by LA Johnson, seconded by K. Reynolds that the board approve the communication and advocacy plan.

6. CORRESPONDENCE RECEIVED

a. Ombudsman of British Columbia

7. PUBLIC QUESTIONS ...none

8. COMMUNICATION – Website & Board Manual to be updated with new mission, vision and goals.

9. ADJOURNMENT at 11:30am.

**Next regular meeting scheduled for Saturday, September 24, 2005**

**Gibsons & District Public Library Association**  
Minutes of the Regular Board Meeting  
Saturday September 24, 2005

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

Absent: K. MacKenzie.

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 R. Swickis  
That the agenda be adopted.**

**CARRIED**

3. ADOPTION OF MINUTES

**Moved by P. Stuart, seconded by K. Reynolds that the  
August 27, 2005 regular meeting minutes be adopted as amended**

**CARRIED**

4. REPORTS

a. Monitoring / Chief Librarian

b. Policy

K. Reynolds, R. Swickis and S. Masters to organise the 'meet the candidates' afternoon.

c. Partnerships

i. SCR D – no report

ii. Joint Library Planning

**Moved by LA Johnson, seconded by S. Masters**

**That the board agrees in principle to re-visit the prior terms of  
reference for the Joint Library Planning committee by the October  
regular board meeting.**

**CARRIED**

iii. InterLINK - no report

iv. Library Foundation

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

**That the Board supports the Library Foundation in exploring the  
possible benefits of involvement with the Sunshine Coast  
Foundation.**

**CARRIED**

v. BCLTA "Gateway" symposium"

5. NEW BUSINESS

a. Budget 2006 – Operating and Capital

**Moved by LA Johnson, seconded by R. Swickis**

**That the Board approves the CL moving forward with the "Additional Staffing"  
budget for 2006.**

**CARRIED**

d. Facilities Expansion Planning

'A plan will be developed by December 2005 on how best to meet future facilities expansion requirements for the projected population in 2020.'

Task group chaired by S. Masters to address facilities expansion planning and evaluation grant proposal. Members are W. Miller, D. McMahon, K. Reynolds.

e. Library Evaluation Grant Proposal

'Apply for a Grant from the Vancouver Foundation or other granting agencies by January 2006, to hire an external consultant to conduct an evaluation of library services'

6. CORRESPONDENCE RECEIVED

7. PUBLIC QUESTIONS ...none

8. ADJOURNMENT at 11:30am.

**Next regular meeting scheduled for Saturday, October 29th, 2005**

**Gibsons & District Public Library Association**  
Minutes of the Regular Board Meeting  
Saturday, October 29th, 2005

Present: C. Fisher, LA Johnson, Sherry Masters, D. McMahon, W. Miller, Keith Reynolds, R. Swickis,  
M. Southam (Chief Librarian), P. Stuart.  
Absent: K. MacKenzie.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

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

**CARRIED**

3. ADOPTION OF MINUTES

**Moved by P. Stuart, seconded by S. Masters that the  
September 24th, 2005 regular meeting minutes be adopted as amended**

**CARRIED**

4. REPORTS

- a. Monitoring / Chief Librarian
- b. Policy
- c. Task Groups
  - i. Candidates meeting & brief
  - ii. Library evaluation grant proposal
  - iii. Facilities expansion planning
- d. Partnerships
  - i. SCRD
  - ii. Joint Library Planning
  - iii. InterLINK
  - iv. Library Foundation
  - v. BCLTA "Gateway" symposium

**Moved by K. Reynolds, seconded by S. Masters  
That the Vancouver Foundation application process move forward  
immediately without Joint Library Task Group consultation due to  
the timing urgency. CARRIED**

**Moved by K. Reynolds, seconded by S. Masters  
That the Chair contact the Chair of the Sechelt Public Library to  
notify and invite them to share in the final evaluation tool that  
comes out of the Vancouver Foundation project CARRIED.**

5. NEW BUSINESS

- a. Budget 2006 – Operating and Capital
  - e. Proposal for Service Expansion Pilot
- Moved by S. Masters, seconded by K. Reynolds  
That the library board move forward in principle with both options after further  
costing information and clarification is provided by the CL. CARRIED**
- Moved by S. Masters, seconded by K. Reynolds  
That goals, objectives and means of measurement for the projects are developed.  
CARRIED**

6. CORRESPONDENCE RECEIVED

7. PUBLIC QUESTIONS ...none

8. ADJOURNMENT at 12:15pm.

**Next regular meeting scheduled for Saturday, November 26, 2005**

**Gibsons & District Public Library Association**  
Minutes of the Regular Board Meeting  
Saturday, November 26, 2005

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

Absent: K. MacKenzie.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

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

**CARRIED**

3. ADOPTION OF MINUTES

**Moved by C. Fisher, seconded by K. Reynolds that the  
October 29th, 2005 regular meeting minutes be adopted**

**CARRIED**

4. REPORTS

a. Monitoring / Chief Librarian

Moved by K. Reynolds, seconded by S. Masters

**That the Board defer the pilot project and begin with research of current  
services and of the community to identify a basis for future services direction  
and development.**

**CARRIED**

b. Policy – Board & Chief Librarian Annual Performance Evaluation

c. Task Groups

i. Candidates meeting

ii. Library evaluation grant proposal

iii. Facilities expansion planning

**Moved by S. Masters, seconded by K. Reynolds**

**That the Board adopt the Draft Library Services and Facilities Planning  
proposal with identified revisions.**

**CARRIED**

iv. Nominations Task Group – Board recruitment  
Task group comprised of R. Swikis

d. Partnerships

i. SCR D meeting with J. France

ii. Joint Library Planning

iii. InterLINK

iv. Library Foundation

v. BCLTA Literacy Forum

5. NEW BUSINESS

a. Budget 2006 – Operating and Capital

6. CORRESPONDENCE RECEIVED

7. PUBLIC QUESTIONS ...none

8. ADJOURNMENT at 12:15pm.

**Next regular meeting scheduled for Saturday, January 27, 2006**

**Gibsons & District Public Library Association**  
Minutes of the Board Policy Meeting  
Friday September 9, 2005

Present: LA Johnson, Sherry Masters, W. Miller, Keith Reynolds, M. Southam (Chief Librarian), P. Stuart.

Absent: C. Fisher K. MacKenzie, R. Swickis.

1. Horizon Operating System
2. Regionalization
3. Other

**Notes:**

**Volunteers and confidentiality question**

**Need for an information package to candidates**

**Appendix D in the Advocacy Plan needs to be added (information package to candidates)**

**K. Reynolds to work on information package with CL**

**Information packages and invitations to candidates should be ready and out by early October**

**Updating of the Mission and Goals necessary**