

Gibsons & District Public Library Association

ANNUAL GENERAL MEETING MINUTES

February 16th, 2009 – 7:00 p.m.

Two association members present.
Trustee regrets from Lee Turnbull.

1. Call to order – welcome and introductions by the Board Chair at 7pm.
2. *Moved by K. Reynolds, seconded by J. Clark that the Agenda be adopted.*
CARRIED
3. *Moved by C. Barber, seconded by D. McMahon that the AGM minutes of March 3, 2008 be accepted.*
CARRIED
4. Receipt of Annual Reports
 - 4.1 Financial Statements 2008 (K. Esplen)
Moved by F. Lerner, seconded by J. Clark that the Membership accept the Financial Statements from the accountant.
CARRIED
 - 4.2 Chief Librarian (M. Southam)
Moved by J. Hamill, seconded by C. Budd that the Membership accept the report from the Chief Librarian.
CARRIED
 - 4.3 Board of Trustees (R. Swickis)
Moved by C. Barber, seconded by K. Reynolds that the Membership accept the report of the Board Chair.
CARRIED
 - 4.4 Nominations Task Group report (D. McMahon)
Four nominees for four positions on the 2009 Board of Trustees.
Moved by F. Lerner, seconded by J. Hamill that the Membership accept the report of the Nominations Task Group.
CARRIED
5. Elections
Roger Swickis, Keith Reynolds, Julie Clark and Helene Baril declared by acclamation.
6. Approval of AGM minutes
Moved by D. McMahon, seconded by K. Reynolds that the Board be delegated to approve the minutes of the Feb 16th, 2009 AGM.
CARRIED
7. Questions from the floor
None.
8. Adjournment
The Board Chair adjourned the meeting at 7:25 pm

**Gibsons & District Public Library Association
Regular Meeting
Saturday, January 31, 2009**

PRESENT: C. Barber, J. Clark, LA Johnson, F. Lerner, D. McMahon, R. Swickis (Chair), L. Turnbull, M. Southam (Chief Librarian).
REGRETS: W. Miller, K. Reynolds.

1. CALL TO ORDER

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

2. ADOPTION OF THE AMENDED AGENDA

Moved by

J. Clark, seconded by D. McMahon that the agenda as amended be approved by the Board. CARRIED

3. ADOPTION OF MINUTES

*Moved by C. Barber, seconded by F. Lerner that the November 22, 2008 corrected minutes be approved by the Board.
CARRIED*

4. PARTNERSHIPS

- i. InterLINK – Written report on the strategic planning session as submitted by F. Lerner.
- ii BCLTA – Trustee orientation in March; Conference April 16-18; Chair and Vice Chair will meet to complete the BCLTA questionnaire on the Library Act.
- iii. Foundation – Next fundraiser will be “A Way with Words”.
- iii. GLBA – D. McMahon and J. Clark to give a brief presentation about the Library at the AGM.

5. REPORTS

- a. Chief Librarian
- b. Nominations Task group
Still awaiting two applications.
- c. Communications Task Group : Still working on a communication plan.

6. GOALS AND OBJECTIVES

Moved by LA Johnson, seconded by F. Lerner that the seven identified goals be brought to the next regular Board meeting for discussion and approval. CARRIED

7. TASK GROUPS -- Tabled

8. UPCOMING AGM

Reports Due include: Financial Statement; Chief Librarian Report; Report from the Chair; Nominations Task Group

9. UPCOMING MEETING

Update Board Manual -- Tabled

10. CORRESPONDENCE

11. PUBLIC QUESTIONS –NONE

12. MEETING ADJOURNED (12:22 PM).

NEXT MEETING February 28th, 2009.

Gibsons & District Public Library Association

Regular Board Meeting

March 28, 2009

Present: Helene Baril, J. Clark, LA Johnson, F. Lerner, D. McMahon, K. Reynolds, M. Southam (Chief Librarian), R. Swickis,

Regrets: Connie Barber L. Turnbull.

1. CALL TO ORDER

The meeting was called to order by the Chief Librarian at 9:45am.

2. ADOPTION OF AGENDA

Moved by J. Clark, seconded by D. McMahon that the agenda be adopted.

CARRIED

4. ADOPTION OF MINUTES

Moved by R. Swickis, seconded by F. Lerner that the minutes of the January 26, 2009 regular meeting be adopted by the Board. CARRIED

Moved by K. Reynolds, seconded by D. McMahon that the minutes of the March 3rd AGM be adopted by the Board.

CARRIED

3. ELECTION OF CHAIR AND VICE-CHAIR

Call for nominations from the CL for Chair.

F. Lerner nominated R. Swickis, seconded by K Reynolds. Accepted by Roger Swickis.

Call for nominations from the CL for Vice Chair.

J. Clark nominated D. McMahon, seconded by K. Reynolds. Accepted by D. McMahon.

4. APPOINTMENT OF ACCOUNTANT

Moved by K. Reynolds, seconded by LA Johnson that Esplen and Co. be appointed as the Board accounting agency for the coming year. CARRIED

5. DESIGNATION OF SIGNING AUTHORITIES

Moved by K. Reynolds, seconded by F. Lerner that Helene Baril joins R. Swickis, Julie Clark and M. Southam (Chief Librarian) as the designated signing authorities for the Gibsons & District Public Library Association.

CARRIED

6. REPORTS

a. Chief Librarian

c. Task groups

i. Communications – For later in the meeting.

d. Partnerships

i. Planning Activities

Planning Committee reports are on the ToG website. The Plan is divided into 2 phases.

Holland Park has become the Harbour Plan – this represents a change in focus since the Library originally considered participation. The library is now a smaller stakeholder in the enlarged Harbour Plan.

The first phase of the Plan is community consultation. Library's role is to advocate for supporters of the library to be active in phase 1.

iii. InterLINK – Board appointee and alternate

Moved by F. Lerner, seconded by J. Clark that the Board appoint F. Lerner to InterLINK and J. Clark as the alternate. CARRIED

iv. BCLTA

Discussion of BCLA/LTA Conference; membership fee increases; discussion regarding InterLINK representation to the Province and BCLTA representation for Library Act changes.

GDPL Minutes of March 28, 2009 2

D. McMahon will make recommendation to the Board via email regarding voting direction at the BCLTA AGM after further consultation; Discussion that TOP training should come after new members have first attended a couple of Board meetings.

v. GLBA

Planned presentation by Board members will be in April.

vi. Library Foundation

R. Swickis, D. McMahon and M. Southam attended the AGM

Moved by K. Reynolds, seconded by F. Lerner that the Board appoint C. Barber to the Library Foundation and H. Baril as the alternate. CARRIED

7. NEW BUSINESS

a. Parking Facility

Moved by R. Swickis, seconded by F. Lerner that the Board and Library stop assuming responsibility for the administration and security of the parking facility located below the library. As it is not part of GDPL's lease agreement with the SCR D and as it is not feasible for GDPL to bear responsibility it is further moved that the Board and Library relinquish their assumed responsibility for the parkade to the facility's appropriate administrator and owner the SCR D. CARRIED

b. Strategic Objectives 2009

Moved by K. Reynolds, seconded by J. Clark that the Board adopt the Goals developed during the Feb. 28, 2009 meeting. CARRIED

MEETING SUSPENDED AND REMAINING ITEMS TABLED UNTIL SECOND SESSION RESUMES ON MONDAY, MARCH 30.

Second session of meeting called to order by the Board Chair at 7:15pm

b. Annual Board Agenda (Appendix 2)

Moved by D. McMahon, seconded by J. Clark that Appendix 2 be adopted by the Board as per discussion. CARRIED

c. Communications and Advocacy for 2009

Communications and Advocacy Terms of Reference need to be determined; Core messages to be reviewed by the next meeting; Plan revisions will be brought forward to the April Board meeting.

F. Lerner and R. Swickis will attempt to compile electronic files for the Board Manual.

d. 2009 Strategic Operating Plan

Moved by K. Reynolds, seconded by R. Swickis that the Board accept the Chief Librarian's 2009 Strategic Operating Plan. CARRIED

8CORRESPONDENCE RECIEVED – NONE

9PUBLIC QUESTIONS –NONE

10COMMUNICATION

11 MEETING ADJOURNED (9:10PM).

GDPL Minutes of April 25, 2009 1
Gibsons & District Public Library Association
Regular Board Meeting
Saturday April 25th, 2009

Present: H. Baril, C. Barber, J. Clark, LA Johnson, F. Lerner, D. McMahon, K. Reynolds, M. Southam
(Chief Librarian), R. Swickis,

Regrets: L. Turnbull.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

Moved by D. McMahon, seconded by F. Lerner that the minutes of the March 28th, 2009 regular meeting be adopted by the Board. CARRIED

5. REPORTS

a. Chief Librarian – Discussion regarding the on-going parking facility correspondence with J. France.

b. Harbour Plan – Roger – Town is selecting the consultant for phase 1, Library is hoping to be a stakeholder in stage 2 – though hopefully also some role in phase 1. Phase 1 is public consultation. It will be up to the Library to be vocal during this phase. The Library needs something in writing to formalise commitment on both sides.

6. Partnerships

a. BCLTA – Membership fees increasing.

b. InterLINK

c. GLBA - Nothing to report on. Library Core messages need developing.

d. Foundation

7. ONGOING BUSINESS

a. Annual Communication and Advocacy Plan – revisions coming to the next regular board meeting.

Chair to send a letter to the Sechelt Board inviting them to a June joint meeting.

b. Appendix 2

c. Board Manual – 1 master copy to be printed annually. The CL will maintain an on-line up-to-date version and archive past versions.

8. CORRESPONDENCE

9. PUBLIC QUESTIONS

10. NEXT MEETING May 23, 2009 (R. Swickis and K. Reynolds to be absent)

Planning meeting 7pm May 14th

Adjourned at 12:12pm

GDPL Minutes of May 23, 2009 1

Gibsons & District Public Library Association

Regular Board Meeting

Saturday May 23rd, 2009

Present: H. Baril, C. Barber, J. Clark, LA Johnson, F. Lerner, D. McMahon , M. Southam (Chief Librarian).

Regrets: L. Turnbull, K. Reynolds, R. Swickis.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by J. Clark, seconded by C. Barber that the agenda be adopted by the Board. CARRIED

4. ADOPTION OF MINUTES

Minutes to come forward at the June 27th meeting.

5. REPORTS

a. Chief Librarian – Discussion regarding the on-going parking facility correspondence with J. France.

b. Harbour Plan –

Moved by F. Lerner, seconded by C. Barber that the Board will set up an ad hoc Library Harbour Plan Committee to attend Harbour Plan meetings on behalf of the Board and report back to the Board.

CARRIED

H. Baril, D. McMahon and R. Swickis will comprise the ad hoc committee.

c. Parking Facility –

Moved by D. McMahon, seconded by J. Clarke that the Board will initiate communications with the Directors of the RD. To begin, R. Swickis (Chair) will have an informal meeting with D. Shugar, L. Lewis, L. Turnbull and B. Janyk to resolve the issues with the parking facility.

6. Partnerships

a. BCLTA – Survey completed.

b. InterLINK

c. GLBA - Nothing to report on.

d. Foundation – Developing objectives and a succession plan. The Foundation is also investigating donor recognition strategies.

7. Other Items

a. Board Manual – waiting to be posted and printed by CL.

b. Joint Meeting with the Sechelt Public Library – Meeting date still in discussion. A briefing document is to be sent out to the Sechelt Library before the meeting by the Gibsons Board.

c. Past Chair Appreciation – Board looking for a date and venue.

8. CORRESPONDENCE

9. PUBLIC QUESTIONS

10. NEXT MEETING June 27, 2009

Adjourned

Gibsons & District Public Library Association

Regular Board Meeting
Saturday June 27th, 2009

Present: H. Baril, C. Barber, J. Clark, LA Johnson, F. Lerner, D. McMahon, K. Reynolds, M. Southam (Chief Librarian), R. Swickis (Chair), L. Turnbull.

Regrets: none

Guests: Gibsons Public Library Foundation - Lynda Coote, John McNevin, Albert F. Reeve, Patricia Stuart.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by D. McMahon, seconded by LA Johnson that the agenda be adopted by the Board.

CARRIED

4. ADOPTION OF MINUTES

Moved by C. Barber, seconded by LA Johnson that the minutes of the May 23, 2009 regular meeting be adopted by the Board.

CARRIED

Moved by D. McMahon, seconded by F. Lerner that the minutes of the April 25, 2009 regular meeting be adopted by the Board.

CARRIED

5. REPORTS

a. Chief Librarian

b. Harbour Plan –

The Town has issued a new request for expressions of interest. The project was delayed because of modification and re-tendering of proposals. The Town has 10 new proposal contenders to evaluate. Public meetings may begin in early to mid-September.

c. Communications Task Group –

Still early days in planning and developing strategy. Meetings will happen over the summer.

6. Partnerships

a. **BCLTA** – A newsletter is issued every few weeks. The conference will be held in Penticton in the Spring.

b. **InterLINK**

c. **Foundation** – Presentation of the 2009 library wish list.

7. Business Arising From the Minutes

a. **Parking Facility** – Chair to write a letter to the Mayor of Gibsons requesting that he direct the Town Administrator to work out an agreement with the Chief Librarian on use and liability of the parking facility.

b. **Joint Meeting with the Sechelt Public Library** – Discussion.

c. **Past Chair Appreciation** – LA Johnson will purchase a fruit tree from the Board operating line.

8. Other Items

In Camera Meeting of May 23: At this meeting the CL salary review and performance review were discussed. The outcome of the discussion was conveyed to the CL after the meeting.

Disposal of Discarded Books: There will be a free book table set up in August.

9. CORRESPONDENCE

Letters to the CL regarding salary and evaluation; Letter from the Yacht Club which was delegated to the CL to address.

10. PUBLIC QUESTIONS

11. NEXT MEETING August 22, 2009

Adjourned

Gibsons & District Public Library Association

Regular Board Meeting

Saturday August 22, 2009

Present: C. Barber, J. Clark, LA Johnson, F. Lerner, D. McMahon, M. Southam (Chief Librarian), R. Swickis

(Chair), L. Turnbull.

Regrets: H. Baril, K. Reynolds.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by D. McMahon, seconded by LA Johnson that the agenda be adopted by the Board.

CARRIED

4. ADOPTION OF MINUTES

Moved by LA Johnson, seconded by D. McMahon that the amended minutes of the June 27, 2009 regular meeting be adopted by the Board. CARRIED

5. REPORTS

a. Chief Librarian summers

news and issues reported. Discussion over operating and Database funding cuts by the Provincial Government.

b. Harbour Plan – Update by LA Johnson and R. Swickis

The Town has selected Matrix Architecture& Planning Inc. as the Phase 1 consulting group. A computerized 3D model of the area will be created.

c. Communications Task Group –

No meetings held over the summer.

6. Partnerships

a. BCLTA – Update by D. McMahon

b. InterLINK – No meetings over the summer.

c. Foundation – No meetings held over the summer..

7. CORRESPONDENCE

Letter to the Mayor regarding the parking facility – CL to meet with J. France and P. Gipps in September.

8. PUBLIC QUESTIONS

9. NEXT MEETING September 26, 2009

Adjourned

Gibsons & District Public Library Association

Regular Board Meeting

Friday September 25, 2009

Present: C. Barber, LA Johnson, F. Lerner, D. McMahon, M. Southam (Chief Librarian), R. Swickis (Chair).

Regrets: H. Baril, J. Clark, K. Reynolds, L. Turnbull.

1. CALL TO ORDER

The meeting was called to order by the Chair at 2:00pm.

2. ADOPTION OF AGENDA

Moved by C. Barber, seconded by LA Johnson that the agenda be adopted by the Board.

CARRIED

4. ADOPTION OF MINUTES

Moved by LA Johnson, seconded by F. Lerner that the minutes of the August 22, 2009 regular meeting be adopted by the Board. CARRIED

5. REPORTS

a. **BCLTA** – Suffered Provincial Government cuts as reported by D. McMahon.

b. **InterLINK** - \$47,000 cuts to the operating budget. The meeting to discuss the implications of the cut to be held next week as reported by F. Lerner.

c. **Foundation** – C. BARER REPORTED THAT THE Foundation has lost a Board member; that the Lights for Literacy Campaign is going ahead for the year.

d. **Harbour Plan / Communications Task Group** –R. Swickis and D. McMahon

Good turn-out at the Town's public meeting; Library well represented and wellspoken of. The next step in Phase 1 of the planning process will be a three day charrette from October 28-30, 2009 in which the consulting team will work with key stakeholders, Town staff and the public to establish a vision for the Harbour Area..

e. **Chief Librarian** summers

news and issues reported. Discussion over operating and Database funding cuts by the Provincial Government

6. Budget

CL to move ahead with a 4.5% increase in the 2010 Operating Budget.

7. Board Goals and Objectives

Board reviewed the progress made in it's 2009 Strategic Goals and 2009-2014 Major Goals.

Discussion regarding establishment of 2010 Strategic Goals. R. Swickis to draft and circulate based on discussion prior to the next Regular Board meeting. Approval to come at next regular board meeting.

8. CORRESPONDENCE

Letter from BCLTA informing of budget cuts from the Province.

9. PUBLIC QUESTIONS – NONE

10. **NEXT MEETING** October 24, 2009

Adjourned

Gibsons & District Public Library Association
Regular Board Meeting

Saturday, November 21, 2009

Present: C. Barber, L.J. Clark, LA Johnson, F. Lerner, D. McMahon, M. Southam (Chief Librarian), R. Swickis ,(Chair), L. Turnbull.

Regrets: H. Baril.

1. CALL TO ORDER The meeting was called to order by the Chair at 9:38 am.

2. ADOPTION OF AGENDA

Moved by C. Barber, seconded by LA Johnson that the amended agenda be adopted by the Board. CARRIED

4. ADOPTION OF MINUTES

Moved by LA Johnson, seconded by F. Lerner that the minutes of the September 25, 2009 regular meeting be adopted by the Board. CARRIED

5. REPORTS

a. **Communications Task Group** – reporting by Donna and Julie – Harbour Area Plan Open House will be on Dec. 7 @7pm – Cedars Inn. Harbour Plan meetings are well attended by library supporters. a. **BCLTA** – Discussion regarding the pros and cons of continuing the membership with the increased membership fee. Donna will feel out other Board positions and come forward with information of findings to the Jan. meeting.

b. **InterLINK** - \$47,000 cuts to the operating budget. The funding cuts will be addressed by internal savings

Moved by F Lerner, seconded by D. McMahon that the GDPL Board accept the InterLINK Strategic Plan CARRIED

c. **Foundation** – Connie reported that the Foundation held a small working meeting and needs more volunteers. D. McMahon suggested that the Foundation should distribute its most basic information more widely.

6. BUSINESS ARISING FROM THE MINUTES

a. **Staff Appreciation Event** – Fred reported that it is on track and happening @ the Library on Dec. 11, 2009 @ 6 pm.

b. **2010 Budget** – CL presented a revised budget that has a zero percent increase as requested by the SCR. This budget represents cuts in Library service for 2010.

Moved by F. Lerner, seconded by J. Clark that the budget be adopted by the Board. CARRIED

c. **2010 AGM** – To be held Feb 15@ 7p.m. Julie will draft the annual message from the Board.

d. **2010 Board Mission and Goals** Review and discussion of the Draft Board Strategic Goals and Objectives.

7. NEW BUSINESS

a. Harbour Plan– R. Swickis led a discussion of the proposed agreement with the Town of Gibsons covering the Library's contribution to the Town's Harbour Plan. Roger and Lee Ann provided information on the current position of the Library and the Harbour Plan to date. Roger noted that Library Board received no recognition during the process that reflects its being a major financial contributor. (The Library had tentatively agreed to contribute the amount of \$25,000 received from their planning allocation and to provide the SCRDP with an accounting for the funds. As the Library Board would be authorizing the contribution of public money, the Board had requested that they be able to participate in the planning process in proportion to their financial contribution to its funding. To date, the Library has had no special status in the Town's planning process but has only been able to participate as any other member of the public.) Lee Ann advised that the Town does not/can not accept directions from any contributors to neighbourhood plans. During the discussion the Board decided that their requirements now would be met by the Town's proceeding with the development of a plan for the future of Holland Park, and by their providing to the Library Board, an accounting of the expenditure of the contributed funds. The early phases of this process indicate that the library will be part of the area's overall plan and the library can now resume their expansion plans for the present site. The Agreement as proposed by the Town however was determined to be unsuitable. The proposed agreement was revised and Lee Ann will arrange a meeting between Donna and Roger and representatives of the Town to discuss the revised agreement.

Moved by K. Reynolds, seconded by D. McMahon that the Board approve the amended Contribution Agreement between the Town of Gibsons and GDPL for the Harbour Plan Area Study. CARRIED

b. 2010 Nomination Task Group Appointment

Moved by L. Turnbull, seconded by LA Johnson that the Board appoint Fred, Keith and Julie to the Nominations Task Group. CARRIED

The call for nominations newspaper ad to run Dec. 15th . Group will make recommendations regarding adding another Board position.

8. CORRESPONDENCE – NONE

9. PUBLIC QUESTIONS – NONE

10. NEXT MEETING Jan. 23, 2010

Adjourned