

Gibsons & District Public Library

January 7, 2012 Regular Meeting

Board Members Present: Sheena Careless, Julie Clark, Janet Genders, Manjit Kang, Fred Lerner, Donna McMahon, Keith Reynolds, Matt Thomson, Kim Wilkinson; Lee Turnbull (SCRD representative arrived at 11:00am).

Regrets: Town of Gibsons Liaison

1. CALL TO ORDER

Called to order by the Chair at 10:08am

2. ADOPTION OF AGENDA

Moved by K. Reynolds, seconded by F. Lerner

CARRIED

3. ADOPTION OF corrected MINUTES

Moved by M. Thomson, seconded by K. Wilkinson

CARRIED

4. REPORTS / ONGOING BUSINESS

Chief Librarian enclosed –

Chair enclosed – Discussion around possibility of a general job description of board trustee – to outline role and responsibilities. K. Reynolds and K. Wilkinson will draft for next meeting. Suggestions for slight revisions to the newly drafted job description of the Board Chair

InterLINK enclosed – InterLINK budget

Moved by F. Lerner seconded by M. Thomson that the Board approve and support the InterLINK budget as presented.

CARRIED

BCLTA BCLTA looking for a new executive director and chair and new directors. BCLTA is struggling. TOPS training will held on a Thursday during the BCLTA/BCLA Conference.

Finance No formal report. Attended a preliminary meeting with the SCR. Budget submitted to the SCR by the CL. Plan in place for the first round budget discussion this month.

From Dec. 21, 2011 email Board motion – Moved by M. Kang, seconded by F. Lerner that the Board transfer \$50,000 from the operating account to the capital reserve fund for the purpose of future expansion planning.

CARRIED

Foundation Nothing to report.

SCR SCR discussion of fairness and services. Discussion of need for a maintenance budget for the building at the SCR level. Need for a SCR building plan. Suggestion that building maintenance requirements/budget/manager should be brought up at the 1st round of budget discussions.

Communications Upcoming – review of possible communications needs for the coming year. Will do a brief presentation at the AGM on the history and big picture results of the Survey. Will draft a message from the Board for the Annual Report.

Nominations – Ad ran in the Coast Reporter for the AGM. AGM will be held Feb. 27, 2012 at 7:00pm. Last day for nomination is Feb. 13th, 2012.

5. COMMUNITY SURVEY – update

6. NEW BUSINESS

Board Goals & Objectives Nothing coming forward to this meeting minor revisions and addition of Board manual will be sent around via email. Adoption will be made at the Feb. meeting.

Energy Audit -Chair suggestion that a letter be sent to the SCRD officially asking for an energy audit of the building. Question around who the letter will be addressed to. Peter Longhi should be given a head's up about the coming Board letter.

Identification of Task Group requirements for 2012 – Task groups struck at meeting following AGM. Will need Finance; Communication – suggestion that too much work assigned to the Communication Task Group – perhaps it could be divided into more than one task group.

Town of Gibsons Liaison – new liaison cannot attend Saturday meetings. Board chair will send an email to Dan Bouman indicating that we would really like a liaison who can attend Saturday meetings. There may be a requirement for clarification about the role of liaison.

Chief Librarian Performance Evaluation – will be a task group. Review to be carried over to Feb. meeting.

Board manual – F. Lerner, D. McMahon will work on the manual. Board members will return manuals to the February meeting

7. **CORRESPONDENCE RECEIVED** – **Letter** from SCRD notifying of Budget request submission and pre-budget meeting.
Thank you card and chocolate from the staff for the Board Staff Appreciation event.
CL to say Thank you to the staff on behalf of the Board.
8. **PUBLIC QUESTIONS -none**
9. **ADJOURNMENT at 11:35**

The next regular board meeting is scheduled for Feb 4, 2012@ 10:00am

**Gibsons & District Public Library
February 4, 2012 Regular Meeting**

Board Members Present: Sheena Careless, Julie Clark, Manjit Kang, Donna McMahon, Keith Reynolds, Matt Thomson.
Regrets: Fred Lerner, Janet Genders, Kim Wilkinson, Lee. Turnbull
Town of Gibsons Liaison: attended by Mayor Rowe

1. CALL TO ORDER

Called to order by the Chair at 10:08am

2. ADOPTION OF AGENDA

Moved by M. Kang, seconded by M. Thomson

CARRIED

3. ADOPTION OF corrected MINUTES

Moved by K. Reynolds seconded by M. Thomson

CARRIED

4. REPORTS / ONGOING BUSINESS

Chief Librarian enclosed – question and discussion regarding impact of altered bus route. CL will draft letter to RD about public complaints to altered bus route.

Chair enclosed – CL will approach Soundwerks for an assessment (Patrick Tasci) of sound deadening for Mainil Room. Board evaluation should be coming forward. Drafted job description of the Board Chair – discussion around liaison with CL section. M. Kang will draft wording for next meeting.

InterLINK No Report

BCLTA No report

Finance enclosed. Need to meet with L. Turnbull to clarify 2012 budget. Also need clarification from SCR D staff on Capital Fund totals. Suggestion that Board prepares a list of talking point around budget. Finance committee has support of the Board for the proposed new procedure for annual financial reporting at the AGM.

Foundation Nothing to report. CL will write back to Foundation informing them that survey results will be analysed for funding opportunities.

SCR D No report

Communications Committee priorities brought forward. Second crack will be taken at the document to make it more broad and “big picture”. Next meeting discussion – means of communication for public.

Recommendation that Board put more emphasis on communicating in both an informal and annual formal means with other Boards. Specifically to the Town of Gibsons as there is no regular interaction each year as there is for example with the SCR D.

Nominations – West Howe Sound Area resident coming forward for nominations.

Town of Gibsons – Harbour Plan has passed first reading and will go to a public hearing on Feb. 28th @7:00pm. (First Saturday of the month for Board meetings).

AGM – Message from the Board for Annual Report is still getting drafted. Long survey summary not to come forward for AGM. Speak to survey at high level, results not yet analysed for discussion and interpretation. Board to get invites to specific individuals ie councilors, Foundation etc.

5. COMMUNITY SURVEY – very brief general conversation.

6. NEW BUSINESS

Board Goals & Objectives

Moved by M. Kang and M. Thomson that the Board adopt the 2012 Strategic Goals and Objectives

CARRIED

Chief Librarian Performance Evaluation – Moved by J. Clark, seconded by M. Kang that the Strategic Operating Results be adopted by the Board.

CARRIED

Board manual – 2 hard copies came forward to CL for updating process.

7. **CORRESPONDENCE RECEIVED** – Letter from Foundation requesting 2012 Wish List.
8. **PUBLIC QUESTIONS** -none
9. **ADJOURNMENT** at 11:45

The next regular board meeting is scheduled for March 3, 2012 @ 10:00am

Gibsons & District Public Library

February 27th 2012
Annual General Meeting

Board Members Present: Sheena Careless, Julie Clark, Manjit Kang, Donna McMahon, Keith Reynolds, Matt Thomson, Fred Lerner, Janet Genders, Kim Wilkinson
Karen Esplen – Accountant
Seven members of the public including three staff.

1. CALL TO ORDER
Called to order by the Board Chair at 7:02pm
2. ADOPTION OF AGENDA
Moved by Janet Genders, seconded by Matt Thomson CARRIED
3. RECEIPT OF AGM 2011 MINUTES
Moved by Sheena Careless seconded by Manjit Kang CARRIED
4. REPORTS
 - 4.1 2011 Annual Financial Statement – Report by Karen Esplen
Moved by Matt Thomson, seconded by Manjit Kang that the Annual Financial Statement as presented be accepted by the membership. CARRIED
 - 4.2 Report of the Chief Librarian – Michelle Southam
Moved by Bert Reeve, seconded by Keith Reynolds the report of the Chief Librarian be accepted by the membership. CARRIED
 - 4.3 Report of the Board of Trustees -Donna McMahon
Moved by Manjit Kang, seconded by Janet Gender that the report of the Board Chair be accepted by the membership. CARRIED
 - 4.4 Report from the Communication Task Group – Highlights of the Community Survey – Matt Thomson
Moved by Sheena Careless, seconded by Kim Wilkinson that the report from the Communications Task Group be accepted by the membership. CARRIED
 - 4.5 Report from the Nominations Task Group – Kim Wilkinson and Keith Reynolds
5. ELECTION OF TRUSTEES FOR 2012
Moved by K. Reynolds that M. Kang, F. Lerner, and S. Careless be appointed to the Board for a two year term by acclimation.
Moved by K. Reynolds, seconded by C. Budd that D. McMahon be appointed to the Board by acclimation until July 2013.
6. *Motion to approve adoption of 2012 AGM minutes by the Board at next regular Board meeting.*
Moved by Matt Thomson, seconded by Manjit Kang
7. PUBLIC QUESTIONS
Request by C. Budd to meet with all Board after meeting for a photo.
8. ADJOURNMENT at 7:35pm
Moved by F. Lerner

**Gibsons & District Public Library
March 17, 2012 Regular Meeting**

Board Members Present: Sheena Careless, Janet Genders, Manjit Kang, Fred Lerner, Donna McMahon, Keith Reynolds, Matt Thomson, Kim Wilkinson.

Regrets: Lee. Turnbull

Town of Gibsons Liaison: attended by Mayor Rowe

1. CALL TO ORDER

Called to order by the CL at 10:08am

2. ADOPTION OF AGENDA

Moved by M. Kang, seconded by M. Thomson

CARRIED

3. ADOPTION OF Feb 42012MINUTES

Moved by K. Reynolds seconded by M. Thomson

CARRIED

4. NEW BUSINESS

a.

Election of Chair

F. Lerner nominated D. McMahon

K. Reynolds nominated M. Kang (M.Kang declined)

D. McMahon elected

Election of Vice-Chair

S. Careless nominated M. Kang

M. Kang elected.

b.

Appointment of 2012 Board representatives

i. InterLINK : F. Lerner, backup M. Kang

ii. Library Foundation J. Genders

iii. BCLTA S. Careless, backup K. Wilkinson

c. **Appointment of accountant**

Moved by M. Kang, seconded by F Lerner that the Board appoint Esplen accounting.

5. REPORTS / ONGOING BUSINESS

Chief Librarian enclosed–Discussion of the changes to Overdrive from April 1, 2012 .

Chair Discussion of moves by Provincial government to reduce public library funding (eliminating Libraries as a budget line item).

Board should be prepared for questions/issues that may be coming forward at SCRD budget presentations.

InterLINK enclosed – F. Lerner will be sending the InterLINK strategic plan addendum around by email.

BCLTA Upcoming conference – D. McMahon emailed that piggybacked on Librarian’s conference not useful.

Finance enclosed. .

Foundation Enclosed – AGM April 11th @5:15pm.

SCRD No report

Communications Communications Task Group Priorities

Recommending that the Board form a strategic planning task group to bring forward board and objectives, a strategic planning session, draw input from survey

Move forward forming a strategic planning task group at next Board meeting. Move forward with a strategic planning session, perhaps for the fall.

Town of Gibsons – Harbour Plan strong acceptance by the public. Plan now adopted – moved to the private sector.

Survey– SPARC needs to organise the comments section – overall barriers, strengths and weaknesses. A lot more work in synthesizing is required. We need research highlights/key facts from the two groups summarised. Are the profiles of non-users and users different from different areas. What were the underserved listed? Needs to be cross tabulation.

Nominations – No report. Meeting attended by Maria Giltrow, proposed future Trustee.

6. NEW BUSINESS

- a. **Board Evaluation – Chair will send a summary document around to next meeting.**
- b. **Email updates should be titled as accurately as possible**
- c. **Board manual - CL will update any changes to bylaws and policies and put into pdf format.**
- d. **Thank you card to J. Clark**
- e. **Board Chair to lobby Town of Gibsons about bus route changes.**

7. **CORRESPONDENCE RECEIVED** – Letter from Foundation requesting 2012 Wish List.

8. **PUBLIC QUESTIONS** -none

9. **ADJOURNMENT at 12:00**

The next regular board meeting is scheduled for April 21, 2012 @ 10:00am

**Gibsons & District Public Library
April 21, 2012 Regular Meeting**

Board Members Present: Sheena Careless, Janet Genders, Maria Giltrow, Manjit Kang, Fred Lerner, Donna McMahon, Keith Reynolds, Matt Thomson, Kim Wilkinson.

Regrets: Lee. Turnbull; Town of Gibsons Liaison Mayor Rowe

1. CALL TO ORDER

Called to order by the Board Chair at 10:08am

2. ADOPTION OF AGENDA

Moved by M. Kang, seconded by K. Reynolds

CARRIED

3. ADOPTION OF March 15, 2012 MINUTES

Moved by K. Reynolds seconded by M. Thomson

CARRIED

4. Board vacancy appointment

Moved by K. Wilkinson seconded K. Reynolds that the Board appoint Maria Giltrow to the current Board vacancy.

CARRIED

5. REPORTS / ONGOING BUSINESS

Chief Librarian enclosed.

Chair enclosed

InterLINK enclosed

BCLTA Query as to how other Library Boards handle public feedback – No response yet.
TOPS training in Richmond in May, Maria will attend.

Finance enclosed.

Foundation J. Genders will meet with Bert.

SCRD No report

Communications No report

Town of Gibsons No report.

Survey – One executive summary will be reported with several smaller reports. M. Thomson working out the reporting details with SPARC.

Board will invite the staff in to hear the SPARC report before the regular start time of the May meeting.

M. Thomson will confirm that the final invoice will come after the report process is completed.

K. Wilkinson will arrange for coffee and muffins.

6. NEW BUSINESS

a. **Board Evaluation** – Chair will send a summary document around to next meeting.

b. **Board Annual Calendar** – discussion around when the CL salary review should be done.

Moved by J. Genders seconded by S. Careless that the Board Annual Calendar be adopted by the Board.

CARRIED

****placement of Board calendar should returned to for future discussion regarding where the appropriate placement of Board working documents should be located within the manual.**

c. **Advocacy and Communications Annual Plan-** D. McMahon made one minor change in wording – this will be a working document of the Board.

d. **Identify Task Group requirements for the coming year**

i. **Planning** – deferred

ii. **Chief Librarian search:** M. Kang, D. McMahon, K. Reynolds, K. Wilkinson, J. Genders.

Moved by S. Careless and seconded by J. Genders that the Board strike a CL search task group.

CARRIED

Moved by J. Genders and K. Wilkinson to authorize the task group to hire an executive search consultant.

CARRIED

Moved by J. Genders, seconded by M. Kang to authorize the expenditure of up to \$20,000 from Board Capital Reserves.

CARRIED

- e. Annual Board Self Evaluation – updated and circulated.

Moved by M. Thomson, seconded by S. Careless for the Board to accept the Board Evaluation document.

CARRIED

7. **CORRESPONDENCE RECEIVED** – Letter of resignation from Chief Librarian Michelle Southam.

8. **PUBLIC QUESTIONS** -none

9. **ADJOURNMENT** at 11:05am

The next regular board meeting is scheduled for May 12, 2012 @ 10:00am

**Gibsons & District Public Library
May 12, 2012 Regular Meeting**

Board Members Present: Sheena Careless, Janet Genders, Maria Giltrow, Manjit Kang, Fred Lerner, Donna McMahon, ,
Matt Thomson, Kim Wilkinson, Lee Turnbull (arrived 11:30am)
Regrets: K. Reynolds, Town of Gibsons Liaison Mayor Rowe

1. CALL TO ORDER

Called to order by the Board Chair at 11:08am

2. ADOPTION OF AGENDA

Moved by S. Careless, seconded by J. Genders

CARRIED

3. ADOPTION OF APRIL 21, 2012 MINUTES

Moved by F. Lerner seconded by M. Kang

CARRIED

4. COMMUNITY SURVEY FOLLOW-UP

In short term there should be a press release and the Board should do a brief presentation on the results to both the Town of Gibsons and the SCRD. Should have a shorter (than current presentation) powerpoint presentation (4-6 slides) with graphs. Possible date early June. Board will determine about what "the story is".

5. REPORTS / ONGOING BUSINESS

Chief Librarian verbal.

Chair enclosed. Saturday July 14th is the tentative meeting date for selecting the new Chief Librarian.

InterLINK no report

BCLTA Representatives will be attending the next regular Board meeting to introduce the new BCLTA President.

Finance Cheque signing 3 people.

Moved by F. Lerner seconded by M. Kang that E. Hare, staff member, will be the temporary replacement signatory when the CL leaves.

CARRIED

Review costs of CL search at June meeting.

Foundation J. Genders met with Bert Reeves - Wish List approved.

SCRD No report

Communications No report – annual schedule for joint meeting with Sechelt Library will not be pursued this year. Will send a copy of the final survey.

Town of Gibsons No report.

6. CHIEF LIBRARIAN TRANSITION PLAN

Tabled to in-camera session.

7. CORRESPONDENCE – Thank you from Julie

8. PUBLIC QUESTIONS

9. ADJOURNMENT 11:30am.

The next regular board meeting is scheduled for June9, 2012 @ 10:00am

**Gibsons & District Public Library June 9, 2012
Regular Meeting**

Board Members Present: Keith Reynolds (until 12:10), Sheena Careless, Janet Genders, Manjit Kang, Fred Lerner, Donna McMahon, Matt Thomson, Kim Wilkinson, Lee Turnbull
Regrets: Maria Giltrow, Town of Gibsons Liaison Mayor Rowe

1. 10:00 Presentation: Community Outreach Progress --- Lynda Kennedy, GDPL Outreach Coordinator
2. 10:30 Presentation: BC Library Trustees Association Role and Activities --- Paul Tutsch (President) and Lauren Wolf (Director)

3. CALL TO ORDER

In---Camera

Called to order by the Board Chair at 11:25 am
Appointment of a Temporary Recording Secretary--- Kim Wilkinson
Chief Librarian Search Update & Attribute Priorities

4. CALL TO ORDER REGULAR MEETING (12:00)

5. ADOPTION OF AGENDA

Moved by Matt, Janet

Appointment of a Temporary Recording Secretary--- Kim Wilkinson
CARRIED

6. ADOPTION OF May, 12 2012 MINUTES

Moved by M. Kang, K. Renolds

CARRIED

7. CL REPORT: n/a

8. CHAIR'S REPORT---Donna

a. Presentation to Town, SCRD (when)

9. Interlink --- Fred sent his report via email.

10. BCLTA – Presentation from Paul today

11. Communications --- Sheena/Matt

a. Started a shorter powerpoint, based on SPARC's, about the survey.

12. SCRD --- Lee

a. Lee gave recommendations on what to cover in our presentation and updated us on recent issues and activities at the SCRD board table.

13. Finance --- Fred/Manjit

a. Cheque authorizations (signing authorities on bank accounts)

14. Foundation --- Janet

a. GDPL has received a cheque for \$2000 for Children's program and ipads

15. Town of Gibsons --- Wayne (regrets)

Communications arising from Agenda Items -----none
Correspondence – Get Well Card from Board to Eileen.
Public Questions ----- none
Adjournment 12:25 pm

**Gibsons & District Public Library
September 8, 2012 Regular Meeting**

Board Members Present: Keith Reynolds, Sheena Careless, Manjit Kang, Fred Lerner, Donna McMahon, Kim Wilkinson, SCR D Liason Lorne Lewis.

Regrets: Janet Genders, Matt Thomson

Town of Gibsons Liaison Mayor Rowe arrived 11:00

CALL TO ORDER by Board Chair 10:10

1. ADOPTION OF AGENDA

Moved by Sheena, Keith

CARRIED

2. ADOPTION OF June 8 2012 MINUTES and July 23 2012 In-Camera Minutes

Moved by Kim, Fred

CARRIED

3. Chair's Report – Donna

4. Interlink – Fred

5. BCLTA – Sheena

6. Communications – Sheena

7. Finance - Fred/Manjit

Manjit noted we should include \$300 in the budget for building security (alarm response).

There was a discussion of the parking garage. Manjit has spoken to Eileen about our staff concerns and will follow up with Town.

8. Foundation - Donna had coffee with Bert, who is looking for our Wish List

9. SCR D- Lorne- emergency preparedness

10. Town of Gibsons – Wayne— Emmanuel Machado is the new Chief Administrative Officer, Winn Road development meeting Sept 8.

11. CL search follow-up: Tracey starts work October 1

Her orientation was discussed; Keith, Donna, Fred and Manjit will follow up. A possible welcome meet and greet was discussed - to be followed up.

12. Appointment of Nominations Task Group: Donna and Maria (maybe Keith) Keith and Kim to forward last year's nominations materials to Donna; Keith to update process documents.

13. Goals and Objectives for 2013—defer to Tracey's arrival, Schedule strategic planning process for November
Donna to find a facilitator, and set up a doodle poll for possible dates

14. 2013 Budget Process

15. Communications arising from Agenda Items- None

16. Correspondence - None

17. Public Questions

18. Motion to adjourn 11:20

Moved by Keith, Sheena

CARRIED

Next board meeting: Oct 20 2012

**Gibsons & District Public Library
Oct. 20, 2012 Regular Meeting**

Board Members Present: Janet Genders, Maria Giltrow, Manjit Kang, Fred Lerner, Donna McMahon, Matt Thomson, Keith Reynolds, Wayne Rowe, Kim Wilkinson, Lorne Lewis, Tracey Therrien (CL)
Regrets: Sheena Careless

1. CALL TO ORDER

- a. Called to order by the Board Chair at 11:06 am

2. ADOPTION OF AGENDA

- a. *Moved by M. Thomson, seconded by J. Genders* **CARRIED**

3. ADOPTION OF September 9, 2012 MINUTES

- a. *Moved by M. Thomson seconded by L. Lewis* **CARRIED**

4. REPORTS / ONGOING BUSINESS

- **Chief Librarian** written report
- **Chair** written report
- **InterLINK** written report
- Structure fee for *Just Ask* a shared chat reference service is based on population. Currently Gibsons fee is higher than Sechelt, though our service population is lower. CL will inquire further at upcoming InterLink meeting.
- CL to seek clarification from Libraries and Literacy about service population calculations; do they include a portion of Area D?
- **BCLTA** No report.
- **Finance** written report
 - Building Maintenance: new windows have been installed in library; windows in the Mainil room should be installed in the upcoming weeks.
 - **Motion: Signing Officers on Royal Bank and Bank of Montreal.**
 - *Moved by D. McMahon seconded by K. Wilkinson that Manjit Kang, Fred Lerner and Tracey Therrien will have signing authority.*
CARRIED
- **Foundation** No report
- **SCRD** No report
 - L. Lewis attending Futures of Libraries and Cities summit
- **Communication** M. Thomson and CL to meet and discuss communication of survey results
- **Nomination** Two possible candidates, M. Giltrow to follow-up
- **Town of Gibsons** No report.

5. Parking Garage follow up:

- CL will write a Letter of Understanding between the Library and Town of Gibsons outlining the Library Parking Garage agreement to include 8 parking stalls and gate opening at 8am, for a six-month trial period.
 - Bike rack: L. Lewis indicated that funding for a bike rack in the parking garage might be available through the Gas Tax program
6. **2013 Budget:** First meeting with SCRD scheduled for Friday Nov. 23rd
 7. **Planning for Strategic Plan:** Possible facilitator, Sherry Masters. Tentative Date: Mid November. Schedule; two half day sessions. Task group formed to discuss details: K. Wilkinson, J. Genders, D. McMahon, M. Kang, and CL
 8. **Christmas Party:** Friday Dec. 7th or 14th. CL to canvass staff for best date and report on 2011 party costs. Committee: K. Wilkinson, M. Giltrow, and CL.
 9. **Correspondence:** Letter from SCRD re: Joint SCRD/Library Board Pre-budget Meeting
 10. **Public Questions:** None
 11. **ADJOURNMENT 11:30am.**

The next regular board meeting is scheduled for Nov. 10, 2012 @ 10:00am

Gibsons & District Library Association

November 17, 2012, Regular Board Meeting Minutes

Board members present: Donna McMahon, M. Kang, Fred Lerner, Keith Reynolds, Marie Giltrow, Sheena Careless, Matt Thomson, Lorne Lewis, Tracey Therrien (CL)

Regrets: Wayne Rowe, Kim Wilkinson & Janet Genders

1. Call to Order

Called to order by the Board Chair at 10:05 am

2. Adoption of Agenda

Moved by S. Careless seconded by M. Thomson

CARRIED

3. Adoption of Minutes – Meeting of October 20, 2012

Moved by K. Reynolds seconded by M. Thomson

CARRIED

4. Reports / Ongoing Business

- Chair's Report – written report
- Chief Librarian – written report
- Interlink – written report
- BCLTA – written report
 - Upcoming summit; Changing Times: Inspiring Libraries December 6 and 7 in Vancouver. There is money in the Board budget to send interested members. May be informative as we start our strategic planning process.
- Communications – written report
 - Considering a press release in January highlighting Survey Results and connection between results and Strategic Planning process
- Finance – written report
 - Reviewed final costs for CL recruitment process. Total costs less than budgeted. CL to review Library budget and consider adding recruitment costs to annual operating costs rather than a special project taken from reserve funds
 - Library building maintenance budget, inquire about details at upcoming Library & SCRD budget meeting. Bring list of concerns, canvass staff for their opinion.
- Foundation
 - CL met with Foundation Chair and discussed library wish list.
- Nominations Task Group
 - A potential candidate will attend December meeting.
 - K. Reynolds has been corresponding with another potential candidate, who may also attend the December meeting.
 - K. Reynolds will send AGM and Nomination timeline to board members
 - AGM date: February 18, 2013 / Regular board meeting dates: Jan. 12/13 & Feb. 23/13
 - CL and D. McMahon will update last year's ad and place in paper by December 18, 2012
- Town of Gibsons – no report

- SCRD
 - L. Lewis, summarised the summit he attended: Cities and Libraries – preparing together for the future.
5. A six-month Parking Garage Letter of Agreement has been signed by the Town and Library. Will monitor for six-months, if no problems arise another Letter of Agreement will be drafted extending the agreement.
 6. Job Descriptions - Chief Librarian & Library Board Chair
 - D. McMahon presented updated Chief Librarian and Library Board Chair descriptions for adoption.
Moved by K. Reynolds seconded by M. Thomson CARRIED
 7. 2013 Budget
 - CL submitted 2013 proposed budget to the regional district in preparation for the first budget meeting; Nov. 23, 2012
 - D. McMahon, F. Lerner, M. Kang and CL to meet prior to Nov. 23rd meeting to review budget.
 - Meet with Regional District council members to discuss library budget, prior to January budget meeting
 8. Strategic Planning
 - Sue Inglis will facilitate the strategic planning process.
 - S. Inglis presented the process and gave board members a set of questions to answer. She will then interview board members individually to record and discuss their answers.
 - The same process is planned for the staff.
 - S. Inglis and S. Careless will connect and prepare strategic planning activities for the next board meeting and staff appreciation/holiday party.
 9. Staff Appreciation/Holiday Party
 - Invitations have been sent and a caterer secured
 - Menu and service rentals discussed
 - Decided to invite Karen Dyck; D. McMahon will contact
 - Lee Turnbull, former SCRD representative is attending and board will present her with a gift in appreciation for her time spent on the board.
 10. Communications arising from Agenda Items - none
 11. Correspondence – none
 12. Public Questions - none
 13. Adjournment: 12:01 pm

The next regular board meeting is scheduled for Dec. 8, 2012 at 10:00am

Gibsons & District Library Association

December 8, 2012, Regular Board Meeting Minutes

Board members present: Donna McMahon, Fred Lerner, Keith Reynolds, Marie Giltrow, Sheena Careless, Manjit Kang, Matt Thomson, Wayne Rowe, Kim Wilkinson, Janet Genders, & Tracey Therrien (CL)

Regrets: Lorne Lewis

Guest: Marcie Beacham Fuller

1. Call to Order
Called to order by the Board Chair at 10:00 am
2. Adoption of Agenda
Moved by F. Lerner seconded by J. Genders CARRIED
3. Adoption of Minutes with revisions – Meeting of November 17, 2012
Moved by M. Giltrow seconded by M. Kahn CARRIED
4. Introduction of Guest
5. Reports / Ongoing Business

Chair's Report:

Pleased with preliminary budget meeting with Regional District. Reported on BCLTA survey results of trustees' preference for a one day conference.

Chief Librarian – written report

- Service population discussion. Provincial Government not compensating library for 50% of Roberts Creek population, Libraries and Literacy branch have been informed and would like a copy of the funding agreement between the library and the Regional District. D. McMahon to provide paperwork to CL and she will pass on to Libraries & Literacy branch.
- BetterWorld Books; ask Lynda K (Library outreach coordinator) to create press release.
- CL attended Changing Times: Inspiring Libraries summit.

Interlink – written report

- Reviewed Gibsons' English as a Second Language statistics. Not significant enough for

Gibsons to participate in the InterLink foreign language collection.

- At last InterLink board meeting, appreciation was expressed for Libraries & Literacy and the work they do on behalf of public libraries during this time of fiscal restraint.

BCLTA – written report

- S. Carless has corresponded with BCLTA inquiring about procedures on what to do when public informally make comments/complaints to individual board members. Is there an official policy? Question has been placed in the December issue of the BCLTA bulletin. Fred will bring up at next InterLink meeting.

Communications

- Draft press release re: Survey and Strategic Plan is complete. Suggestions to add circ./programming statistics (Tracey will supply) and a Thank-you to those who completed survey. Will submit in January.

Finance

- Preliminary meeting with Regional District went well. Next meeting library will provide details, outlining each line item and the difference between 2012 and 2013. An overall maximum increase of 2% was requested including the 2.5% CUPE negotiated wage increase for 2013. Extra funding in 2014 was requested for the library's centennial celebrations.

Foundation

- New Foundation board member; Deborah Gas.
- Foundation registered in the Credit Union "Changelit" fundraising program.
- Discussion around library book sales; would the Foundation be interested in organizing a yearly sale?
- Foundation Members not invited to Volunteer Tea – reminder to invite them next year.

Nominations Task Group

- D. McMahon in contact with potential candidate
- K. Reynolds has a potential candidate for 2014

SCRD - no report

- F. Lerner inquired about bike rack. Will ask L. Lewis at next meeting.

Town of Gibsons:

- Funding has been secured for the first phase of the Harbour Expansion Project.
- New RCMP building open

6. Budget: see Finance Report

7. Strategic Planning:

- S. Careless led group through a Values exercise and will pass on results to Strategic Planning Facilitator.
- S. Carless will lead "Build Our Future Library" activity at staff appreciation/Christmas party

8. Staff Appreciation/Holiday Party

- Number of attendees verified, cards signed and chocolate for staff to be purchased. D. McMahan to say a few welcoming words at party.

9. Communications arising from Agenda Items - none

10. Correspondence – none

11. Public Questions - none

Adjournment: 12:01 pm

The next regular board meeting is scheduled for Jan. 12, 2012 at 10:00am