

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Saturday, January 20th, 2007

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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by S. Masters, seconded by K. Reynolds.
that the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by D. McMahon, seconded by S. Masters that the amended minutes of the November 25th, 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 Expansion Planning
Delegation to Town of Gibsons in December by D. McMahon.
Meeting with SCRD directors and the Town of Gibsons council in Jan.
Next steps draft plan – S. Masters.
 - ii. Nominations Task Group
Advertising completed within the necessary timelines.
W. Miller, K. Reynolds and R. Swickis need to re-submit nominations for the next term.
- d. Partnerships
 - i. SCRD – notes of the meeting with SCRD on November 30th.
Report of the meeting with SCRD in December.
Letter to SCRD regarding feasibility funding/capital reserve.
IT support – no news.
 - ii. Joint Library Planning – no report.
 - iii. InterLINK – S. Masters.
 - iv. Library Foundation – Foundation to attend next staff meeting.
Joint meeting with the Library Board planned.
 - v. BCLTA – D. McMahon.

5. New Business

- a. Final submission Operational & Capital Budget 2007.

Moved by S. Masters, seconded by R. Swickis that the board adopt the budget with a further amendment to include an additional \$15,000 request for use in Capital Planning CARRIED

- b. Annual General Meeting –Monday, February 19th @ 7pm.

- c. Board Orientation – invitation to the Trustee Orientation program to be held in Sechelt on March 17th.

6. CORRESPONDENCE RECEIVED – Letter from the Foundation.

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 11:10am.

Next meeting scheduled for 9:30am, Saturday March 10th, 2007

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Saturday, January 20th, 2007

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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by S. Masters, seconded by K. Reynolds.
that the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by D. McMahon, seconded by S. Masters that the amended minutes of the November 25th, 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 Expansion Planning
Delegation to Town of Gibsons in December by D. McMahon.
Meeting with SCRD directors and the Town of Gibsons council in Jan.
Next steps draft plan – S. Masters.
 - ii. Nominations Task Group
Advertising completed within the necessary timelines.
W. Miller, K. Reynolds and R. Swickis need to re-submit nominations for the next term.
- d. Partnerships
 - i. SCRD – notes of the meeting with SCRD on November 30th.
Report of the meeting with SCRD in December.
Letter to SCRD regarding feasibility funding/capital reserve.
IT support – no news.
 - ii. Joint Library Planning – no report.
 - iii. InterLINK – S. Masters.
 - iv. Library Foundation – Foundation to attend next staff meeting.
Joint meeting with the Library Board planned.
 - v. BCLTA – D. McMahon.

5. New Business

a. Final submission Operational & Capital Budget 2007.

Moved by S. Masters, seconded by R. Swickis that the board adopt the budget with a further amendment to include an additional \$15,000 request for use in Capital Planning CARRIED

b. Annual General Meeting –Monday, February 19th @ 7pm.

c. Board Orientation – invitation to the Trustee Orientation program to be held in Sechelt on March 17th.

6. CORRESPONDENCE RECEIVED – Letter from the Foundation.

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 11:10am.

Next meeting scheduled for 9:30am, Saturday March 10th, 2007

Gibsons & District Public Library Association

ANNUAL GENERAL MEETING MINUTES

February 19, 2007 – 7:00 p.m.
Mainil Room

Thirteen association members present.
Trustee regrets from W. Miller, L. Rempel.

1. Call to order – welcome and introductions by the Board Vice Chair at 7pm.
2. Moved by D. McMahon, seconded by LA Johnson that the Agenda be adopted. CARRIED
3. Moved by LA Johnson, seconded by S. Masters that the AGM minutes of February 20, 2006 be accepted. CARRIED
4. Moved by LA Johnson, seconded by S. Masters that the annual reports be received. CARRIED
 - 4.1 Financial Statements 2006 (K. Esplen)
 - 4.2 Chief Librarian (M. Southam)
 - 4.3 Board of Trustees (K. Reynolds)
 - 4.4 Nominations Task Group report (S. Masters)
5. Moved by LA Johnson, seconded by B. Irvine that the Board accept the report of the Nominations Task Group. CARRIED
6. Elections
Julie Clark, S. Masters for W. Miller, K Reynolds and R. Swickis spoke to their nominations and were declared by acclamation.
7. Approval of AGM minutes
Moved by B. Irvine, seconded by LA Johnson that the Board be delegated to approve the minutes of the February 19, 2007 AGM. CARRIED
8. Questions from the floor
None.
9. Adjournment
The Board Vice Chair adjourned the meeting at 7:40 pm.

Gibsons & District Public Library Association

ANNUAL GENERAL MEETING MINUTES

February 19, 2007 – 7:00 p.m.
Mainil Room

Thirteen association members present.
Trustee regrets from W. Miller, L. Rempel.

1. Call to order – welcome and introductions by the Board Vice Chair at 7pm.
2. Moved by D. McMahon, seconded by LA Johnson that the Agenda be adopted. CARRIED
3. Moved by LA Johnson, seconded by S. Masters that the AGM minutes of February 20, 2006 be accepted. CARRIED
4. Moved by LA Johnson, seconded by S. Masters that the annual reports be received. CARRIED
 - 4.1 Financial Statements 2006 (K. Esplen)
 - 4.2 Chief Librarian (M. Southam)
 - 4.3 Board of Trustees (K. Reynolds)
 - 4.4 Nominations Task Group report (S. Masters)
5. Moved by LA Johnson, seconded by B. Irvine that the Board accept the report of the Nominations Task Group. CARRIED
6. Elections
Julie Clark, K Reynolds and R. Swickis spoke to their nominations, and S. Masters spoke on behalf of W. Miller, who was unable to attend. All were declared by acclamation.
7. Approval of AGM minutes
Moved by B. Irvine, seconded by LA Johnson that the Board be delegated to approve the minutes of the February 19, 2007 AGM. CARRIED
8. Questions from the floor
None.
9. Adjournment
The Board Vice Chair adjourned the meeting at 7:40 pm.

Gibsons & District Public Library Association

Minutes of the Regular Board Meeting

Saturday, March 24th, 2007

Present: W. Miller (Chair), J. Clark, B. Irvine, L.A. Johnson, D. McMahon, K. Reynolds,
R. Swickis, L. Turnbull.

Regrets: M. Southam (Chief Librarian), L. Rempel.

1. CALL TO ORDER

The meeting was called to order by the Chair at 10:05 am.

2. ADOPTION OF AGENDA

Moved by K. Reynolds, seconded by R. Swickis that the agenda be adopted. CARRIED

3. ELECTION OF THE CHAIR AND VICE CHAIR

L.A. Johnson took temporary charge of the meeting to receive nominations for Chair. K. Reynolds nominated W. Miller as Chair, seconded by D. McMahon. W. Miller accepted the position of Chair. R. Swickis nominated K. Reynolds as Vice Chair, seconded by B. Irvine. K. Reynolds accepted the position of Vice Chair.

4. ADOPTION OF MINUTES

Moved by L.A. Johnson, seconded by B. Irvine that the minutes of the January 20th, 2007 regular board meeting be adopted by the Board. CARRIED

Moved by D. McMahon, seconded by J. Clark that the minutes of the February 19, 2007 Annual General Meeting be adopted with the following amendment for clarity:

6. *Elections: Julie Clark, K Reynolds and R. Swickis spoke to their nominations, and S. Masters spoke on behalf of W. Miller, who was unable to attend. All were declared by acclamation.* CARRIED

5. REPORTS / ONGOING BUSINESS

a. Monitoring / Chief Librarian - no report

b. Policy - no report.

c. Task Groups

i. Facilities Expansion Planning

W. Miller delivered a report, as task group chair S. Masters was unable to attend. The Task Group met on Friday, March 23 with the Museum and Capilano College. There are no apparent opportunities for partnership with the college, but the Museum is interested in possibilities for collaboration. They will be in touch after their AGM.

W. Miller has also spoken to a company with library planning experience and the Task Group will be drafting an RFP for our next planning phase.

The need to create terms of reference and timelines around this Task Group was expressed, since the workload will be large. S. Masters, although no longer on the board, has agreed to continue with the Task Group until the fall. Both R. Swickis and J. Clark volunteered to join the Task Group.

- d. Partnerships
 - i. SCR D – Our 2007 Budget was approved by the SCR D, and the money from Roberts Creek was divided equally between us and the Sechelt Library. W. Miller thanked Lee Turnbull and our other elected representatives (Lorne Lewis, Donna Shugar and Barry Janyk) for their support and assistance in this process.
There was no further information on SCR D plans for IT support. L. Turnbull recommended staying in touch with the head of IT. She also recommended that we check back with SCR D staff at the end of the summer re the Roberts Creek agreement, to make sure it hasn't fallen off the radar again. L.A. Johnson mentioned that the School Board is looking at getting fibre optic service, which might provide an opportunity for the Town and the Library.
 - ii. Joint Library Planning – no report.
 - iii. InterLINK
Moved by B. Irvine, seconded by W. Miller that K. Reynolds be appointed as InterLINK representative. D. McMahon and B. Irvine volunteered as alternates. CARRIED
 - iv. Library Foundation
R. Swickis reported that the Foundation AGM was held this week and went well. The board members have impressive expertise, and their new brochures and website are very professional.
Moved by K. Reynolds, seconded by B. Irvine to retain R. Swickis as our Foundation representative. CARRIED
 - v. BCLTA – D. McMahon.
Brochures were distributed for the BCLTA AGM and conference May 10-12 in Kelowna. D. McMahon estimated the cost of sending a delegate as approx. \$900. Subsidies are available, but the amount is not disclosed until all applications are received. It was agreed that D. McMahon should submit an application for a subsidy by the March 31 deadline. As a decision will be needed prior to the next board meeting, the board will discuss this via email when a response to our subsidy request is received.
- 6. New Business
 - a. Draft 2007 Strategic Operating Plan.
Moved by B. Irvine, seconded by L.A. Johnson that the board adopt the Strategic Operating Plan. CARRIED
 - b. Appointment of Accountant
Moved by K. Reynolds, seconded by L. Turnbull to appoint Karen Esplen as our accountant for 2007. CARRIED
 - c. Appointment of Signing Officers
Moved by L. Turnbull, seconded by J. Clark that the board appoint B. Irvine, D. McMahon, W. Miller and R. Swickis as signing authorities on library cheques in conjunction with the Chief Librarian (M. Southam). CARRIED
- 7. CORRESPONDENCE RECEIVED – n/a.
- 8. PUBLIC QUESTIONS
- 9. COMMUNICATION – D. McMahon will prepare Board business cards.
- 10. Meeting adjourned at 11:40 a.m.

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Saturday, April 28th, 2007

Present: W. Miller (Chair), L.A. Johnson, D. McMahon, L. Rempel, K. Reynolds, M. Southam (Chief Librarian), R. Swickis.
Regrets: B. Irvine, J. Clark, L. Turnbull.

1. CALL TO ORDER

The meeting was called to order by the Chair at 9.39 am.

2. ADOPTION OF AGENDA

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

3. ADOPTION OF MINUTES

Moved by K. Reynolds, seconded by R. Swickis that the minutes of the March 24th, 2007 regular meeting be adopted by the Board. CARRIED

4. REPORTS / ONGOING BUSINESS

a. Chief Librarian

Moved by L. Rempel, seconded by D. McMahon that the “artist with the sculpture” painting be returned without prejudice to the Jorgens family. CARRIED

b. Policy - no report.

c. Task Groups

i. Facilities Expansion Planning – K. Reynolds (Chair)

Draft terms of reference

Moved by D. McMahon, seconded by R. Swickis that

the Board adopt the Terms of Reference of the Facilities Planning Task Group.

CARRIED

Visioning of future library role in the community on Friday, June 1, 2007 with the library staff, J. Clark will facilitate.

d. Partnerships

i. SCRD – The SCRD will continue to support the libraries’ IT needs.

ii. Joint Library Planning – no report.

iii. InterLINK

K. Reynolds reported that he may have a line on a library architect.

iv. Library Foundation

Joint meeting, suggested date of May 16th, 2007.

BCLTA – D. McMahon.

5. New Business

a. Capital items for presentation to the Foundation: CL has not received a formal request as yet, but the Library list will be emailed to the Board prior to the joint meeting date. CARRIED

b. Communication & Advocacy Plan.

D McMahon will assume responsibility for the Plan for 2007.

7. CORRESPONDENCE RECEIVED – Letter from P. Powley re-iterating concerns over a book. Original complaint addressed through policy procedure.

8. PUBLIC QUESTIONS

9. COMMUNICATION – D. McMahon will prepare Board business cards.

10. Meeting adjourned at 11:30 a.m.

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Saturday, June 2, 2007

Present: W. Miller (Chair), J. Clark, B. Irvine, L.A. Johnson, K. Reynolds, M. Southam
(Chief Librarian), R. Swickis L. Turnbull.

Regrets: D. McMahon, L. Rempel.

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:39 am.

2. ADOPTION OF AGENDA

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

CARRIED

3. ADOPTION OF MINUTES

Moved by R. Swickis, seconded by LA Johnson that the minutes of the April 28th, 2007 regular meeting be adopted by the Board.

CARRIED

4. REPORTS / ONGOING BUSINESS

a. Chief Librarian

b. Policy - no report.

c. Task Groups

i. Facilities Expansion Planning – K. Reynolds (Chair)

Visioning of future library role – a meeting will be arranged when the information is compiled and the web information explored and summarized before meeting with the consultants.

General update on the RFP process – Several strong proposals received. Three proponents will be interviewed.

d. Partnerships

i. SCRCD – A letter needs to be written from the Chair to the SCRCD inquiring about the capital reserve set-up proposition.

ii. Joint Library Planning – no report.

iii. InterLINK

K. Reynolds reported on Lillooet joining InterLINK.

iv. Library Foundation

Joint meeting May 14th – all but one of the library wish list items were approved.

BCLTA – Conference report attachment.

5. New Business

a. Board business cards distributed.

6. Meeting adjourned at 11:00 a.m.

Gibsons & District Public Library Association
Minutes of the Regular Board Meeting
Monday, June 25, 2007

Present: W. Miller (Chair), J. Clark, B. Irvine, L.A. Johnson, K. Reynolds, M. Southam
(Chief Librarian), R. Swickis L. Turnbull.

Regrets: D. McMahon, L. Rempel.

1. CALL TO ORDER

The meeting was called to order by the Chair at 10:00 am.

2. ADOPTION OF AGENDA

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

CARRIED

3. ADOPTION OF MINUTES

Moved by K. Reynolds, seconded by LA Johnson that the minutes of the June 2, 2007 regular meeting be adopted by the Board.

CARRIED

4. REPORTS / ONGOING BUSINESS

a. Chief Librarian

b. Policy - no report.

c. Task Groups

i. Facilities Expansion Planning – in-camera report.

d. Partnerships

i. SCRD – A letter was sent from the Chair to the SCRD inquiring about the capital reserve set-up proposition.

ii. Joint Library Planning – no report.

iii. InterLINK – no meeting to report in.

iv. Library Foundation – minutes from meeting attached.

5. New Business – none

6. Correspondence – none.

7. Public Question – none

**8. Communication – Letter from the Foundation regarding the Library's Wish List for 2007.
Resignation from the Board by L. Rempel for family obligations.**

9. Meeting adjourned at 10:10 a.m.

Gibsons & District Public Library Association

Minutes of the Regular Board Meeting

Saturday Sept. 8th, 2007

Present: W. Miller (Chair), J. Clark, B. Irvine, L.A. Johnson, K. Reynolds, D. McMahon, M. Southam (Chief Librarian), R. Swickis L. Turnbull.

Regrets: None

1. CALL TO ORDER

The meeting was called to order by the Chair at. 9:30 am.

2. ADOPTION OF AGENDA

Moved by J. Clark, seconded by B. Irvine that the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by K. Reynolds, seconded by Julie Clark that the minutes of the June 25th, 2007 regular meeting be adopted by the Board.

CARRIED

4. REPORTS / ONGOING BUSINESS

a. Chief Librarian

Moved by LA Johnson, seconded by J. Clark that the Chief Librarian be encouraged and supported to investigate options for IT services and support with associated costs.

CARRIED

Discussion regarding BC onecard grant and unanticipated increased budget expenses for the 2007 budget year associated with the BC Onecard. The Library will use the grant to offset associated increased costs. Budget costs should be addressed by the grant.

b. Policy - no report.

c. Task Groups

- i. Facilities Expansion Planning –The task group met with the consultants and addressed space issues and possible expansion options. There is still a need to discuss actual space requirements; consult with the staff; and provide costing comparisons.

d. Partnerships

- i. Joint Library Planning – The Chair will endeavour to set up a joint meeting for the near future.
- ii. InterLINK – K. Reynold’s alternate needs to attend several future meetings.
- iii. Library Foundation – Desert Theatre Fundraiser, October 28th.
- iv. BCLTA -- D. McMahon to draft a letter from the Board regarding library book postage rates and the Private Members Bill.

5. New Business – Board vacancy – Nomination discussion to be had at the next regular Board meeting.

6. Correspondence –i. SCRD re: Capital Funding response – Chair will re-send original letter so that the Directors have it in their upcoming meeting package.

ii. PLSB re: Operating Funding - Chief Librarian will draft a letter regarding GDPL’s percentage of Roberts Creek funding.

7. Public Question – none
8. Communication –
9. Meeting adjourned at 11:35 a.m.

Gibsons & District Public Library Association

Minutes of the Regular Board Meeting

Saturday Sept. 8th, 2007

Present: J. Clark, B. Irvine, L.A. Johnson, K. Reynolds, D. McMahon, M. Southam (Chief Librarian), R. Swickis.

Regrets: W. Miller (Chair), L. Turnbull.

1. CALL TO ORDER

The meeting was called to order by the Vice Chair (K. Reynolds) at 9:35 am.

2. ADOPTION OF AGENDA

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

CARRIED

3. ADOPTION OF MINUTES

Moved by B. Irvine, seconded by J. Clark that the minutes of the September 8th, 2007 regular meeting be adopted by the Board.

CARRIED

4. REPORTS / ONGOING BUSINESS

a. Chief Librarian

b. **Policy** - no report.

c. Task Groups

- i. Facilities Expansion Planning – Discussion around the architects' directions and next steps. A meeting is scheduled for October 11, 2007. Next steps to be pinned down at that meeting.

d. Partnerships

- i. Joint Library Planning – Discussion around possible agenda items and topics.
- ii. InterLINK – No report.
- iii. Library Foundation – Further update on the Desert Theatre Fundraiser, October 28th.
- iv. BCLTA -- D. McMahon – Discussion around 2008 conference.

5. New Business – Moved to an In-Camera meeting

- i. Board vacancy
- ii. Draft Operational Budget

6. Correspondence –none.

7. Public Question – none

8. Communication –

9. Meeting adjourned at 11:05 a.m.

Gibsons & District Public Library Association

Minutes of the Regular Board Meeting

Saturday October 27, 2007

Present: W. Miller (Chair), J. Clark, L.A. Johnson, K. Reynolds, D. McMahon, M. Southam (Chief Librarian), R. Swickis, L. Turnbull.

Regrets: B. Irvine

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by J. Clark, seconded by K. Reynolds that the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by K. Reynolds, seconded by D. McMahon that the minutes of the September 27th, 2007 regular meeting be adopted as corrected by the Board.

CARRIED

4. REPORTS / ONGOING BUSINESS

a. **Chief Librarian** – CL to pull circulation and membership statistics together for the next Board meeting.

b. **Policy** - no report.

c. **Task Groups**

i. **Facilities Expansion Planning** – Conceptual plan needs to be put into context. The concept plans should not look like architectural plans. Board to begin thinking of presentation materials.

ii. The task group level should address a communication plan. Late November or early December are good dates to meet with Gibsons Town Councillors and local Directors.

d. **Partnerships**

i. **SCRD** – Budget meeting November 8th.

Chair to request that Agenda includes an item regarding the bylaw request for Capital Reserve.

ii. **Joint Library Planning** – joint meeting October 5th

ii. **InterLINK** – No report.

iii. **Library Foundation** – No report.

iv. **BCLTA** -- D. McMahon – Forum started on the BCLTA website.

5. New Business

i. **Board vacancy** – Received an expression of interest from Connie Barber. She is filling out an application form

Moved by K. Reynolds, seconded by L. Turnbull that the Nominating Committee recommend a person to fill the current vacancy for the next meeting at which time the Board will vote on the recommendation.

CARRIED

ii. **Draft Operational Budget** – Moved In Camera.

6. **Correspondence** – none.

7. **Public Question** – none

8. **Communication** –

9. **Meeting adjourned at 11:30 a.m.**

Gibsons & District Public Library Association

Minutes of the Regular Board Meeting

Saturday November 24, 2007

Present: W. Miller (Chair), J. Clark, B. Irvine, K. Reynolds, D. McMahon, M. Southam (Chief Librarian), R. Swickis.

Regrets: LA Johnson, L. Turnbull.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

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

CARRIED

3. ADOPTION OF MINUTES

Moved by K. Reynolds, seconded by D. McMahon that the minutes of the October 27th, 2007 regular meeting be adopted as corrected by the Board.

CARRIED

4. REPORTS / ONGOING BUSINESS

a. Chief Librarian

b. Policy - no report.

c. Task Groups

- i. Facilities Expansion Planning –General update provided. The task group is looking to arrange a new date for a final meeting. Currently a partial draft report has been received.

d. Partnerships

- i. SCRD – Budget meeting November 8th.

Second annual meeting. The capital bylaw cannot be continued. Staff to come back to first round of budgets with recommendations. IT costs will reduce the administration charge if we withdraw from SCRD IT support. The revised budget submission will incorporate Planning Development costs for the coming year.

- ii. Joint Library Planning – joint meeting October 5th

- ii. InterLINK – No report.

- iii. Library Foundation – No report.

- iv. BCLTA -- D. McMahon – TOP training session coming to North Vancouver..

5. New Business

- i. Board vacancy

Moved by K. Reynolds, seconded by D. McMahon that the Board appoint Fred Lerner to the vacant trustee position until February AGM elections.

CARRIED.

6. Correspondence –none.

7. Public Question – none

8. Communication –

9. Meeting adjourned at 11:40 a.m.

Gibsons & District Public Library Association

Minutes of the Special Board Meeting

Wednesday, December 19, 2007

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

Regrets: B. Irvine (left at beginning of meeting), L. Turnbull.

1. CALL TO ORDER

The meeting was called to order by the Chair at 5:05pm.

2. ADOPTION OF AGENDA

Moved by LA Johnson, seconded by F. Lerner that the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by LA Johnson, seconded by J. Clark that the minutes of the November 24th, 2007 regular meeting be adopted by the Board.

CARRIED

4. LIBRARY EXPANSION PLANNING

i. Next steps and timelines

Next step is to solicit staff input.

McFarlane Green - Keith will communicate the following with them:

- ideally we'd like several sketches of the third level: as library space (in the long term) and as flex space, so we can emphasize its possibilities
- we'd like "softer" building drawings so they don't look as final
- we'd like a sketch of a possible future expansion to the south and the realignment of the parking entrance
- we'd like a little text pointing out pros and cons of south expansion and why we did not chose that option
- we're rescheduling Planning to Feb. 12
- we'd like some more estimates on costs and scheduling for 2008

* **Town** - Board will reschedule the presentation to the Planning Group to Feb. 12. A briefing note will be written to go with the report, explaining exactly what the Board wants from the Town (approval to expand on that footprint) and stressing that this is still at the concept stage and that no one should get bogged down in too much detail.

* **SCRD** - The Board will approach John France and ask for an estimate of how large a tax levy the Library would need to request for this project, as costed by McF/G and amortized over 20 or 25 years. We'd also like to look at the numbers if Roberts Creek is factored in, paying into the project at 50% of the mill rate charged in Areas E, F and Gibsons.

It was generally agreed that the Board will ask for capital funding from Roberts Creek and thus cannot tiptoe around Roberts Creek usage statistics any longer. It was suggested that the Chair meet Donna Shugar for coffee and give her a heads-up.

5. BUDGET

- a. SCR D Budget Round 1 - December 10th
- b. 2008 Budget Amendments
 - i. Library expansion planning
 - ii. IT - consultants report & budget implications
- c. SCR D Budget Round 2 - week of Feb4-8 2008

* Budget Implications for 2008 – The Board needs to consider design costs, staff time (staff will need an in-depth briefing), and media/ presentation costs. Board members will discuss estimates via email and bring them to the next board meeting. A delegation is required to attend and present the budget amendments at the SCRCD's 2nd round budget process during the week of Feb. 4-8.

6. AGM –

MOVED by Keith and seconded by Roger

That the Annual General Meeting be set for Monday, March 3.

CARRIED

7. BOARD AND CHIEF LIBRARIAN PERFORMANCE EVALUATION – TARGET DATE

The board felt that it has enough on its plates, so the board self evaluation will be delayed until March.

8. MEETING ADJOURNED.