

**Gibsons & District Public Library Association
Minutes of the Annual General Meeting
Tuesday, Feb. 24, 2004
Mainil Room**

20 Association members attended the meeting.

- 1. Call to Order**
The meeting was called to order by Chair S. Cardinall at 7:40pm.
- 2. Adoption of Agenda**
Moved by A. Letman, seconded by LA Johnson
That the agenda be adopted. **CARRIED**
- 3. Receipt of Minutes**
Of February 25, 2003 as approved at the March 2003 regular board meeting.
- 4. Annual Report to the Membership**
 - a. Financial statements (Karen Esplen of Esplen Accounting)
 - b. Chief Librarian (Michelle Southam)
 - c. Board of Trustees (Shawn Cardinall, Chair)
- 5. Public Question Period**
- 6. Election of Trustees**
Nominations were received for Sandra Cunningham, LeeAnn Johnson, Marilyn Marshall and Patricia Stuart.
Following election by the members, LA Johnson, M. Marshall and P. Stuart were declared as trustees.

Moved by B. Curry, seconded by A. Letman
That the ballots be destroyed.
- 7. Approval of Minutes**
Moved by P. Stuart, seconded by LA Johnson
That the Board have the power to approve the minutes of the AGM. **CARRIED**
- 8. Adjournment**
There being no further business, the Chair adjourned the meeting at 8:45pm.

Gibsons & District Public Library Association

Minutes of the Regular Board Meeting
Saturday March 27, 2004

Present: S. Cardinall (Chair), B. Curry, LA Johnson, A. Letman, M. Marshall, P. Stuart, R. Swickis, W. Turner, M. Southam (Chief Librarian).

Absent: C. Fisher.

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:34am.

2. ADOPTION OF AGENDA

Moved by LA Johnson, seconded by W. Turner.

That the agenda as amended be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by M. Marshall, seconded by R. Swickis.

That the minutes of the March 27, 2004 regular board meeting be adopted.

CARRIED

4. BUSINESS ARISING

a. 2004 Financial review - appointment of accountant

Moved by W. Turner, seconded by LA Johnson

That the Board appoint Esplen Accounting as the Library's 2004 Financial Review accountant.

CARRIED

5. REPORTS

a. Planning

i. Library development *Forum in May will provide an opportunity for the community to provide input on the development of a vision to guide long-term planning.*

ii. Space & long-term capital planning

iii. Financial resource *Questions that require addressing and information from SCR D identified. Chief Librarian to obtain where applicable.*

iv. Advocacy & communications

1. 90th Anniversary celebrations

2. Letter to membership *Draft circulated.*

b. Policy & Bylaw Review

Moved by M. Marshall, seconded by P. Stuart

That the Board adopt the following recommendations:

1. That the Board adopt as policy 4.3.7

"(The Chief Librarian shall not): Fail to provide support to task groups duly charged by the Board, and shall not fail to communicate when Board or Task Group expectations exceed available time and resources."

2. That the Board adopt as policy 2.5.5

"(...Board Task Groups) Shall not fail to communicate to the Chief Librarian the need for Chief Librarian support to the task group in a clear and timely manner."

Gibsons & District Public Library Association

Minutes of the Regular Board Meeting

Saturday December 6, 2003

Present: S. Cardinall (Chair), B. Curry, LA Johnson, A. Letman, M. Marshall, P. Stuart, R. Swickis, M. Southam (Chief Librarian).

Absent: C. Fisher, W. Turner.

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:10 a.m.

2. ADOPTION OF AGENDA

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

That the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Minutes of the October 25, 2003 regular board meeting

Moved by B. Curry, seconded by M. Marshall.

That the minutes of the October 25, 2003 regular board meeting be adopted.

CARRIED

4. BUSINESS ARISING

- a. Bylaw 1018 requisition increase – a revised motion is required

Moved by LA Johnson, seconded by M. Marshall

That the previous motion to increase Bylaw 1018 from \$.28 to \$.32 be amended to reflect a five cent increase (\$.33).

CARRIED

- b. Meeting with SCR D staff to discuss lease, capital funding

Moved by P. Stuart, seconded by A. Letman

That the Board request that the SCR D explore options for capital funding/upgrades.

CARRIED

- c. SCR D Administrative fees

- d. Letter to Town re: vandalism

5. BOARD REPORTS

Moved by P. Stuart, seconded by M. Marshall

That all Board reports be received.

CARRIED

- a. Short-term Funding – M. Marshall

Chief Librarian to secure a copy of the RD Board resolution.

- b. Joint Library Planning – S. Cardinall, P. Stuart

Moved by B. Curry, seconded by M. Marshall

That the Board refer the Long term planning process to the March meeting.

CARRIED

c. Policy Review – S. Cardinall

Moved by P. Stuart, seconded by M. Marshall

That the Chief Librarian provide annually (in March) a Strategic Operating Plan that reflects the Goals.

Moved by P. Stuart, seconded by M. Marshall

That the Board conduct the next annual Chief Librarian performance evaluation in December 2004.

Moved by P. Stuart, seconded by M. Marshall

That the two reserves be amalgamated into one Planning/Capital Reserve Fund with the same limitations.

CARRIED

d. Communication & Advocacy Plan – R. Swickis

e. Space and Long-term Capital Planning – W. Turner

f. InterLINK – LA Johnson

g. Foundation – P. Stuart

h. Friends – R. Swickis

6. CHIEF LIBRARIAN REPORT

Moved by B. Curry, seconded by M. Marshall

Receipt of the Chief Librarian's report as read.

CARRIED

7. NEW BUSINESS

b. Annual General Meeting 2004

i. Proposed date, location - 7:30 p.m. Tuesday February 24, Mainil Room

ii. Draft terms of reference - nominations task group

Moved by P. Stuart, seconded by M. Marshall

That the Board appoint B. Curry and R. Swickis to the Nomination Task Group

CARRIED

Moved by M. Marshall, seconded by P. Stuart

That the Board adopt the Task Group Terms of Reference.

CARRIED

Moved by A. Letman, seconded by LA Johnson

That the Task Group Terms of Reference be added to Governance Policy appendix.

CARRIED

Moved by A. Letman, seconded by P. Stuart

That the Board adopt the proposed date and location of the Library Association's AGM.

CARRIED

8. CORRESPONDENCE –

W. Hubbs, Chair, G&DL Foundation - role of Chief Librarian

9. PUBLIC QUESTION PERIOD

10. ADJOURNMENT

The meeting was adjourned by the Chair at 11:40 a.m.

Gibsons & District Public Library Association

Minutes of the Regular Board Meeting
Saturday December 4, 2004

Present: S. Cardinall (Chair), B. Curry, C. Fisher, LA Johnson, A. Letman, M. Marshall, P. Stuart, R. Swickis, M. Southam (Chief Librarian).

Absent:

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by P. Stuart, seconded by W. Turner.

That the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by A. Letman, seconded by P. Stuart.

That the minutes of the November 6, 2004 regular meeting be adopted.

CARRIED

4. REPORTS

Moved by M. Marshall, seconded by A. Letman

That all reports be received by the Board.

CARRIED

a. Monitoring / Chief Librarian

Moved by C. Fisher, seconded by M. Marshall

That a meeting be established between a committee of the Board (comprised of the Chief Librarian, the Board Chair, the SCR D representative to the Board and the Town's representative) and Douglas Holmes and John France to discuss informal financial information requests.

CARRIED

b. Policy

Moved by P. Stuart, seconded by W. Turner

That the Board adopt the following as policy 2.2.7 "Develop long term financial stability and growth by advocating for equitable local tax funding that supports prudent long term planning requirements for provision of library services to the whole community".

CARRIED

Moved by M. Marshall, seconded by W. Turner

That the following be adopted into Governance Policies as Appendix 7
Procedures for Bequests and Gifts to GDPL

A. Funds dedicated by the donor for a particular purpose: into the budget of the current year to be spent by the CL for the intended purpose, unless otherwise approved by the Board.

B. For undedicated funds:

I. Under 5,000: into the Operating Budget of the current year for use at the discretion of the CL

II. 5,000 and over:

a. 50% to be invested as undedicated reserve to be used

- with Board approval for major projects and emergencies
- b. 50% to be put into the budget to be used at the discretion of the Chief Librarian.

CARRIED

- c. Planning task groups
 - i. Library development – no report
 - ii. Space and long term capital –
 - iii. Financial resource – no report
 - iv. Advocacy & communications
- d. Partnerships
 - i. Joint Library Planning
 - ii. InterLINK
 - iii. Library Foundation
 - iv. Friends of the Library – no report
 - v. BCLTA – no report

5 NEW BUSINESS

- e. Annual evaluation: rescheduled to January 28, 2005 @ 9:30am
- f. Annual general meeting
 - i. Date
Moved by P. Stuart, seconded by R. Swickis
That the AGM be held February 22, 2005 @ 7:30pm in the Mainil Room. CARRIED
 - ii. Nominations task group
Moved by P. Stuart, seconded by A. Letman
That S. Cardinall and M. Marshall will form the nomination committee. CARRIED
- g. Provincial Strategic Plan
Moved by P. Stuart, seconded by A. Letman
That the Provincial Strategic Plan discussion be referred to the Janaury 2005 Regular Board Meeting. CARRIED
- h. Trustee Liability Insurance
Trustees, when acting with the full authority of the Board, are covered by the Library Act.

6 CORRESPONDENCE RECEIVED

None received

7 PUBLIC QUESTIONS ...none

8 ADJOURNMENT

Gibsons & District Public Library Association

**Minutes of IN CAMERA Board Meeting
Saturday, December 4, 2004**

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

1. CALL TO ORDER

The Chair called the meeting to order at 11:45 a.m.

2. ADOPTION OF AGENDA

Moved by P. Stuart, seconded by W. Turner

THAT the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

Moved by P. Stuart, seconded by M. Marshall

THAT the minutes of June 26, 2004 in camera meeting be approved.

CARRIED

Moved by P. Stuart, seconded by W. Turner

That the minutes of November 9, 2004 special in camera meeting be approved

CARRIED

Moved by LA Johnson, seconded by R. Swickis

That the November 26, 2004 special in camera meeting be approved

CARRIED

4. CUPE negotiations update

5. Chief Librarian Salary Review

6. ADJOURNMENT

The meeting was adjourned by the Chair at 12:04 p.m.

Gibsons & District Public Library Association

**Minutes of the Regular Board Meeting
Saturday February 28, 2004**

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

Absent: A. Letman, M. Marshall.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by P. Stuart, seconded by La Johnson.

That the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved W. Turner, seconded by P. Stuart.

That the minutes of the January 31, 2004 regular board meeting be adopted.

CARRIED

Moved R. Swickis, seconded by S. Cardinall.

That the minutes of the February 20, 2004 special board meeting be adopted.

CARRIED

Moved S. Cardinall, seconded by W. Turner.

That the minutes of the February 24, 2004 annual general meeting be adopted.

CARRIED

4. BUSINESS ARISING

a. Election of Chair; Vice-Chair

S. Cardinall nominated as Chair by P. Stuart

CARRIED

P. Stuart nominated as Vice-Chair by W. Turner

W. Turner nominated as Vice-Chair by P. Stuart

W. Turner declined nomination

P. Stuart, Vice-Chair

CARRIED

b. Appointment of 2004 board representatives and task groups

P. Stuart re-appointed as rep. to Foundation; LA Johnson re-appointed as rep. to InterLINK; R. Swickis re-appointed as rep. to Friends.

Moved by LA Johnson, seconded by W. Turner

That the Board continue to hold regular meetings on Saturdays at 9:30am.

CARRIED

c. Financial review

Moved by LA Johnson, seconded by B. Curry

That wording to direct interest earned on the Restricted Fund be referred to the Policy Review Committee.

5. REPORTS

Moved by P. Stuart, seconded by LA Johnson

That the board adopt all reports.

CARRIED

a. Planning

i. Advocacy & communications

Community forum; anniversary celebration
ii. Space & long-term capital planning

b. Policy & Bylaw Review

Moved by B. Curry, seconded by P. Stuart

That upon receipt of the annual Strategic Operating Plan in March, the Board will review and adopt it, and identify appropriate indicators, for the purpose of monitoring achievement of the Mission & Goals Policies. That the Chief Librarian report monthly on compliance with Policies 4.0 Executive Limitations.

That the 2004 evaluation be comprised of a round table meeting in November to discuss outcomes and performance relative to Governance Policies and to the respective roles of Board and Chief Librarian.

CARRIED

c. Monitoring

i. Chief Librarian

Moved by P. Stuart, seconded by B. Curry

That the Board send a letter to Area F Residents' Association requesting an opportunity to make a presentation on behalf of the library.

CARRIED

d. Partnerships

i. Joint library Planning group

ii. InterLINK

iii. Library Foundation

iv. Friends of the Library

6. NEW BUSINESS

7. CORRESPONDENCE

Moved by W. Turner, seconded by R. Swickis

That correspondence to the Board be received.

CARRIED

a. J. Reynolds, MP, anonymous donation

b. BCLTA

Moved by P. Stuart, seconded by W. Turner

That the Chair become the Board's representative to BCLTA.

CARRIED

c. Town of Gibsons re: vandalism

8. PUBLIC QUESTION PERIOD

9. ADJOURNMENT

The next regular board meeting is scheduled for March 27th, 2004 at 9:30 a.m.

Gibsons & District Public Library Association

**Minutes of the Regular Board Meeting
Saturday January 31, 2004**

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

Absent: A. Letman, M. Marshall.

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:10 a.m.

2. ADOPTION OF AGENDA

Moved by LA Johnson, seconded by B. Curry.

That the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved P. Stuart, seconded by B. Curry.

That the minutes of the December 6, 2003 regular board meeting be adopted.

CARRIED

4. BUSINESS ARISING

- a. Budget 2004 update
- b. Review of 2003 financial statements
- c. Annual general meeting

5. BOARD REPORTS

Moved by B. Curry, seconded by C. Fisher

That the Board adopt all reports.

Carried

- a. Joint Library Planning – S. Cardinall, P. Stuart
- b. Policy Review – meeting date
- c. Communication & Advocacy Plan – R. Swickis

Moved by P. Stuart and W. Turner

That the Board adopt the Communication and Advocacy Plan

Carried

Moved by LA Johnson, seconded by P. Stuart

That the Board adopt the 2004 Annual Communication and Advocacy Plan.

Carried

- d. Space and Long-term Capital Planning – W. Turner

Moved by W. Turner, seconded by P. Stuart

That the Board supports the planning assumption of 2% annual growth and a 20 year projection, and that it looks to do collaborative planning with the Town of Gibsons and the museum, further that the Board looks for interim measures to address space concerns.

Carried

Moved by P. Stuart, seconded by LA Johnson

That the Board write a letter to the Town of Gibsons notifying them of the library's capital planning initiative and the need to work in conjunction

with the Town and the museum.

Carried

- e. InterLINK – LA Johnson
- f. Foundation – P. Stuart
- g. Friends – R. Swickis

6. CHIEF LIBRARIAN REPORT

Moved by C. Fisher, seconded by W. Turner

That the Board receives the Chief Librarian's report.

Carried

7. NEW BUSINESS

8. CORRESPONDENCE

Moved by P. Stuart, seconded by LA Johnson

That the Board receives correspondence to the Board.

Carried

- a. M. Woods, Public Library Services Branch – interlibrary lending grant
- b. E. Steeves, SCR D – appointment of C. Fisher to GDPLA Board
- c. Town of Gibsons re: vandalism

9. PUBLIC QUESTION PERIOD

10. ADJOURNMENT

The next regular board meeting is scheduled for February 28, 2004 at 9:30 a.m.

Gibsons & District Public Library Association

Minutes of the Regular Board Meeting
Saturday June 26, 2004

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

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:42am.

2. ADOPTION OF AGENDA

Moved by M. Marshall, seconded by A. Letman.

That the agenda as amended be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by LA Johnson, seconded by M. Marshall.

That the minutes of the April 24, 2004 regular board meeting be adopted.

CARRIED

4. REPORTS

1. REPORTS

a. CL

b. Partnerships

i. Joint Library Planning Group

ii. InterLINK

iii. Library Foundation

iv. Friends of the Library

v. BCLTA

c. Planning

i. Library development

ii. Space and long term capital

iii. Financial resource

iv. Advocacy & communications

1. Forum

- Moved by M. Marshall, seconded by W. Turner

- That the Board move adoption of the Thank you letter to participants and the summary results attachment.

-

CARRIED

2. Anniversary Events

- Letter to Town to be sent regarding the planting of an anniversary tree.

d. Policy review

5. NEW BUSINESS – no new business

6. CORRESPONDENCE

7. PUBLIC QUESTION PERIOD – no questions

8. ADJOURNMENT

The meeting was adjourned by the Chair at 11:15 a.m.

The next regular board meeting is scheduled for 9:30 a.m. August 28th, 2004.

Gibsons & District Public Library Association

**Minutes of the Regular Board Meeting
Saturday March 27, 2004**

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

Absent: A. Letman, W. Turner.

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:50am.

2. ADOPTION OF AGENDA

Moved by P. Stuart, seconded by B. Curry.

That the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by LA Johnson, seconded by B. Curry.

That the minutes of the February 28, 2004 regular board meeting, as amended, be adopted.

CARRIED

4. BUSINESS ARISING

Moved by P. Stuart, seconded by M. Marshall

That the Board adopt the Annual Library Strategic Operating Plan for 2004, for the purpose of monitoring achievement of the Mission and Goals Policies.

CARRIED

Moved by M. Marshall, seconded by P. Stuart

That the Board focus for 2004 be to develop a Library Development Plan that incorporates a five year financial plan and long-term space and capital plan, and includes the Board Advocacy and Communications Plan, and the Library Strategic Operating Plan.

CARRIED

c. Appointment of Board representatives

CL to report back on feasibility of a filing cabinet in the library for the Board.

Board identified responsible members for 5 task groups, identified task group members, representatives, and alternate representatives.

Moved by M. Marshall, seconded by LA Johnson

That the Board recognize the identified members.

CARRIED

5. REPORTS

a. Planning

i. Advocacy & communications

1. Community forum

2. Anniversary celebration

ii. Space & long-term capital planning

b. Policy & Bylaw Review

c. Monitoring

i. Chief Librarian

- d. Partnerships**
 - i. Joint library Planning group**
 - ii. InterLINK**
 - iii. Library Foundation**
 - iv. Friends of the Library**

6. NEW BUSINESS

7. CORRESPONDENCE

- a. Town of Gibsons – receipt of library space planning information**

8. PUBLIC QUESTION PERIOD

9. ADJOURNMENT

The next regular board meeting is scheduled for April 24th, 2004 at 9:30 a.m.

Gibsons & District Public Library Association

Minutes of the Regular Board Meeting
Saturday May 29, 2004

Present: S. Cardinall (Chair), B. Curry, C. Fisher, LA Johnson, A. Letman (9:50am),
M. Marshall, P. Stuart, R. Swickis, M. Southam (Chief Librarian).

Absent: W. Turner.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

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

That the agenda as amended be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by B. Curry, seconded by P. Stuart.

That the minutes of the April 24, 2004 regular board meeting be adopted.

CARRIED

4. BUSINESS ARISING

5. REPORTS

1. REPORTS

a. Partnerships

i. Joint Library Planning Group

Moved by M. Marshall, seconded by B. Curry

That a draft letter re-affirming cooperation between the libraries and the reading centers of the lower coast be written and discussed at the June regular Board meeting.

CARRIED

Moved by M. Marshall, seconded by B. Curry

That a Task Group be struck to gather pertinent information around the Sechelt Library situation and the implications for the Gibsons Public Library. The Task group will be comprised of S. Cardinall, B. Curry, and M. Southam. The group to bring forward an advocacy plan to the June Board meeting.

CARRIED

ii. InterLINK

iii. Library Foundation

Next meeting Wednesday, Sept. 22, 2004, 5:00pm @ the Library.

iv. Friends of the Library

v. BCLTA

b. Planning

i. Library development

ii. Space and long term capital

iii. Financial resource

- iv. Advocacy & communications
- c. Policy review
 - i. Monitoring / Chief Librarian

6. NEW BUSINESS – no new business

7. CORRESPONDENCE

8. PUBLIC QUESTION PERIOD – no questions

9. ADJOURNMENT

The meeting was adjourned by the Chair at 11:45 a.m.

The next regular board meeting is scheduled for June 26, 2004 at 9:30 a.m.

Gibsons & District Public Library Association

Minutes of the Regular Board Meeting
Saturday November 6, 2004

Present: S. Cardinall (Chair), B. Curry, LA Johnson, A. Letman, M. Marshall, P. Stuart, R. Swickis, M. Southam (Chief Librarian).

Absent: C. Fisher.

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:36am.

2. ADOPTION OF AGENDA

Moved by P. Stuart, seconded by R. Swickis.

That the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by M. Marshall, seconded by W. Turner.

That the minutes of the September 25, 2004 regular meeting be adopted.

CARRIED

4. REPORTS

a. Monitoring / Chief Librarian

Moved by M. Marshall, seconded by P. Stuart

That the Chief Librarian is authorized to sign a contract of purchase for the Dynix Horizon library software system.

CARRIED

CL to distribute the letter sent to the Foundation via email to trustees.

Moved by A. Letman, seconded by W. Turner

That the difference in the cost to purchase the Horizon system between the 2004 budgeted amount and the actual cost to purchase be addressed in the 2005 budget.

CARRIED

b. Policy

c. Planning task groups

i. Library development – no report

ii. Space and long term capital –

Moved by A. Letman, seconded by M. Marshall

That the Chief Librarian contact Ken Haycock for a Board spring visioning/planning session and that the funds be put into the 2005 budget up to \$2000.00.

CARRIED

iii. Financial resource – no report

iv. Advocacy & communications

d. Partnerships

i. Joint Library Planning

ii. InterLINK

Moved by A. Letman

That the Chief Librarian investigate funding opportunities for libraries in the Provincial Strategic Plan and report back to the Board.

FAILED

- iii. Library Foundation
- iv. Friends of the Library – no report
- v. BCLTA – no report

2. NEW BUSINESS

- a. Draft 2005 budget and five-year financial plan.
 - b. Annual evaluation
- November 19, 2004 1:30-4:00pm

3. CORRESPONDENCE RECEIVED

- a. Provincial Strategic Plan
- To be brought forward to next regular board meeting.

4. PUBLIC QUESTIONS ...none

5. ADJOURNMENT

Gibsons & District Public Library Association

Minutes of the Regular Board Meeting
Saturday September, 2004

Present: S. Cardinall (Chair), B. Curry, LA Johnson, M. Marshall, P. Stuart, R. Swickis, M. Southam (Chief Librarian).

Absent: C. Fisher, A. Letman.

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:42am.

2. ADOPTION OF AGENDA

Moved by LA Johnson, seconded by R. Swickis.

That the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

Moved by M. Marshall, seconded by W. Turner.

That the minutes of the June 26 2004 regular meeting be adopted.

CARRIED

4. REPORTS

Moved by M. Marshall, seconded by P. Stuart

That the reports be adopted

CARRIED

1. REPORTS

a. Monitoring / Chief Librarian

Moved by M. Marshall, seconded by P. Stuart

That a mandate and policy discussion regarding bargaining be moved to the next board working session.

CARRIED

Moved by P. Stuart, seconded by w. Turner

That the board sends a letter to the architect stating concerns and asking for a renovation time frame.

CARRIED

Moved by P. Stuart, seconded by W. Turner

That the matter of bequests be referred to the next policy discussion.

CARRIED

b. Policy

i. Draft vision

Moved by P. Stuart, seconded by M. Marshall

That a "Vision" discussion be referred to the next policy meeting whereby each trustee will bring forward 1 or 2 library vision statements for discussion.

CARRIED

ii. Funding

Moved by P. Stuart, seconded by M. Marshall

That a funding philosophy and goals draft be referred to the next policy meeting.

CARRIED

*Note for the minutes: If regional funding is pursued Areas E, F, G and D library tax rates would increase.

c. Planning task groups

- i. Library development – see draft vision
- ii. Space and long term capital – no report
- iii. Financial resource – no report
- iv. Advocacy & communications
 - 90th anniversary events
 - funding advocacy

d. Partnerships

- i. Joint Library Planning – no report
- ii. InterLINK – no report
- iii. Library Foundation
- iv. Friends of the Library – no report
- v. BCLTA – no report

2. NEW BUSINESS

- a. SCR D Bylaw No. 1018.3, adopted May 27, 2004
- b. Review of annual budget priorities and five-year financial plan

3. CORRESPONDENCE RECEIVED

4. PUBLIC QUESTIONS ...none

5. ADJOURNMENT

Staff List 2004

Michelle Southam, Chief Librarian

Lynda Carlson, Circulation Clerk

Eileen Hare, Administrative Assistant

Laura Houle, Assistant Librarian

Lisa Housden, Children's Assistant

Pat Swadden, Technical Assistant

Maureen Young, Circulation Assistant

Stu Young, Technical Assistant