

Gibsons & District Public Library Association  
ANNUAL GENERAL MEETING MINUTES

February 15th, 2010 – 7:00 p.m.

Four association members present.

Trustee regrets from Helene Baril, Connie Barber, Roger Swickis.

Regrets from Karen Esplen.

1. Call to order – welcome and introductions by the Board Vice Chair at 7pm.

2. *Moved by L. Turnbull, seconded by J. Clark that the Agenda be adopted. CARRIED*

3. *Moved by F. Lerner, seconded by K. Reynolds that the AGM minutes of February 16, 2009 be accepted.*

*CARRIED*

4. Third reading of proposed change to the Bylaws (Part 4 – Annual General Meeting paragraph 13 (a) )  
to

read “Eight (8) trustees are to be elected in total ...”, thereby increasing the size of the Board by one member.

No discussion *CARRIED*

5. Receipt of Annual Reports

5.1 Financial Statements 2009 (D. McMahon)

*Moved by K. Reynolds, seconded by L. Turnbull that the Membership accept the Financial Statements from the accountant.*

*CARRIED*

5.2 Chief Librarian (M. Southam)

*Moved by F. Lerner, seconded by L. Turnbull that the Membership accept the report from the Chief Librarian.*

*CARRIED*

5.3 Board of Trustees (D. McMahon)

*Moved by K. Reynolds, seconded by J. Clark that the Membership accept the report of the Board Chair.*

*CARRIED*

5.4 Nominations Task Group report (K. Reynolds, J. Clark)

Five nominees for five positions on the 2010 Board of Trustees.

*Moved by K. Reynolds, seconded by L. Turnbull that the Membership accept the report from the Nominations Committee)*

*CARRIED*

6. Elections

Sheen Careless, Manjit Kang, Fred Lerner, Anne MacLachlan and Donna McMahon declared by acclimation.

7. Approval of AGM minutes

*Moved by K. Reynolds, seconded by J. Clark that the Board be delegated to approve the minutes of the Feb 15<sup>th</sup>,*

*2010 AGM. CARRIED*

8. Questions from the floor

None.

9. Adjournment

The Board Vice Chair adjourned the meeting at 7:29 pm

## **Gibsons & District Public Library Association**

Regular Board Meeting

Saturday, January 23, 2010

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

R. Swickis (Chair), L. Turnbull.

ToG Liaison: G. Tretick

Regrets:

### **1. CALL TO ORDER**

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

CLARIFICATION BY G. TRETICK THAT THE TOWN OF GIBSONS POSITION IS THAT OF LIAISON, NOT BOARD MEMBER.

### **2. ADOPTION OF AGENDA**

MOVED BY C. BARBER, SECONDED BY K. REYNOLDS THAT THE AGENDA BE ADOPTED BY THE BOARD. **CARRIED**

### **3. ADOPTION OF MINUTES**

MOVED BY K. REYNOLDS, SECONDED BY F. LERNER THAT THE MINUTES OF THE NOVEMBER 21, 2009 REGULAR MEETING BE ADOPTED BY THE BOARD. **CARRIED**

### **4. REPORTS**

a. **Chief Librarian** – written submission from M. Southam

b. **Communications Task Group** – reporting by Donna and Julie – Message from the Board for the Annual Report is the current project. J. Clark is drafting.

c. **BCLTA** –

MOVED BY D. MCMAHON SECONDED BY L. TURNBULL THAT THE BOARD RENEW ITS MEMBERSHIP IN BCLTA FOR 2010. **CARRIED**

d. **InterLINK** – F. Lerner submitted a written report regarding the budget, circulation, vision and values statement, strategic directions and goals statements.

e. **Foundation** – Connie reported that Lynda Coote and Pat Stewart are not renewing their terms for 2010.

f. **Nominations Task Group** – J. Clark and K. Reynolds

**In accordance with Bylaw 10, paragraph 35, the Nominations Task Group advises that they**

**are proposing a change to the Bylaws (Part 4 – Annual General Meeting paragraph 13 (a) ) by**

**amending it to read “Eight (8) trustees are to be elected in total ...” , thereby increasing the size**

**of the Board by one member.**

The Bylaw amendment received first and second discussion.

MOVED BY K. REYNOLDS, SECONDED BY D. MCMAHON THAT THE BOARD MOVE THE PROPOSED BYLAW AMENDMENT TO SECOND READING. **CARRIED**

MOVED BY J. CLARK, SECONDED BY D. MCMAHON THAT THE BOARD MOVE THE PROPOSED BYLAW AMENDMENT TO THIRD READING. **CARRIED**

### **5. BUSINESS ARISING FROM THE MINUTES**

a. **Staff Appreciation Event** – Board would like to make this an annual report.

b. **Harbour Plan** – A meeting of the planning committee is coming up and F. Lerner will attend for the Board if the date falls when R. Swickis is out of town.

R. Swickis and D. McMahon met with Town of Gibsons representatives regarding the proposed and drafted Agreement.

c. **2010 AGM** – To be held Feb 15<sup>th</sup> @ 7pm. D. McMahon will Chair.

GDPL Minutes of January 23, 2010 2

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

**6. NEW BUSINESS**

**a. Board Evaluation**–R. Swickis led a discussion of the Board Evaluation.

**b. Chief Librarian Evaluation** – M. Southam presented a seven page document outlining the results of the 2009 Strategic Operating Plan and Executive Limitations. Board moved in-camera for further discussion excluding the Chief Librarian.

**7 CORRESPONDENCE** – InterLINK and BCLTA.

**8. PUBLIC QUESTIONS** – NONE

**9. NEXT MEETING** February 27, 2010 will be a Board Orientation session.

Adjourned

## **Gibsons & District Public Library Association**

Regular Board Meeting

Saturday, Feb 27, 2010

Present: S. Careless, J. Clark, M. Kang, F. Lerner, A. MacLachlan, D. McMahon, K. Reynolds, M. Southam

(Chief Librarian), L. Turnbull.

G. Tretick TOG Liaison

Regrets: R. Swickis

### **1. CALL TO ORDER**

The meeting was called to order by the Chief Librarian at 11:20 am.

### **2. ADOPTION OF AGENDA**

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

**CARRIED**

### **4. ADOPTION OF MINUTES**

*Moved by K. Reynolds, seconded by F. Lerner that the amended minutes of the January 23, 2009 regular meeting be adopted by the Board. CARRIED*

*Moved by M. Kang, seconded by F. Lerner that the minutes of the February 15, 2010 annual general meeting be adopted by the Board. CARRIED*

### **5. BUSINESS ARISING**

#### **a. Election of Chair and ViceChair**

– nomination by ballot, voting by ballot.

R. Swickis voted Chair for 2010.

D. McMahon voted Vice-Chair for 2010.

#### **a. Appointment of GDPL Accountant –**

*Moved by K. Reynolds, seconded by S. Careless that the Board appoint Esplen Accounting as the accountant for 2010. CARRIED*

**b. Appointment of 2010 board representatives and task groups –** Deferred to March meeting.

#### **c. Appointment of Signatories for Cheques –**

*Moved by L. Turnbull, seconded by M. Kang that F. Lerner be appointed as a GDPL signatory. J. Clark and R. Swickis will continue with ongoing signatory M. Southam*

**CARRIED**

### **6. REPORTS / ONGOING BUSINESS**

#### **a. Monitoring/Chief Librarian –**

**b. Nominations Committee –** Information and notes will be brought forward that will aid in identifying what needs to be formally discussed

*Moved by A. MacLachlan, seconded by M. Kang that new Board members will be mentored with established Board members.*

CL to bring overheads on roles of the Chair and roles of the Board from BCLTA to next meeting. **CARRIED**

**c. SCR D Budget Process –** Verbal report from D. McMahon and F. Lerner. SCR D had questions regarding landscaping, parkade security and the five year figures.

A Finance Task Group appointed by the Board to report back on the Library's cash position. Group comprised of F. Lerner, K. Reynolds, A. MacLachlan and M. Kang.

#### **d. Harbour Plan Agreement** Copies

of the signed agreement were handed out to all Board members.

#### **e. Board Review –**

GDPL Minutes of Feb. 27, 2010 2

*Moved by K. Reynolds, seconded by L. Turnbull that the Board receive the notes from the annual evaluation. CARRIED*

f. **Librarian Review** – Tabled to March –

g. **Board Goals and Objectives** – Tabled to March - CL confirmed understanding that the Operational Review will be delayed because both review and goals not completed by March.

## **7. NEW BUSINESS**

### **a. OnLine**

**Board Manual**– CL to inquire as to whether it is feasible to have a private log in portal.

**8. CORRESPONDENCE – NONE**

**9. PUBLIC QUESTIONS – NONE**

**10. NEXT MEETING** March 20, 2010

Adjourned

## **Gibsons & District Public Library Association**

Regular Board Meeting

Saturday, March 20, 2010

Present: S. Careless, J. Clark, M. Kang, D. McMahon, K. Reynolds, M. Southam (Chief Librarian), R. Swickis (Chair),

L. Turnbull.

Regrets: F. Lerner, A. MacLachlan, G. Tretick TOG Liaison.

### **1. CALL TO ORDER**

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

### **2. ADOPTION OF AGENDA**

*Moved by K. Reynolds, seconded by M. Kang that the agenda be adopted by the Board. CARRIED*

### **3. ADOPTION OF MINUTES**

*Moved by J. Clark, seconded by D. McMahon that the amended minutes of the Feb. 27, 2010 regular meeting be adopted by the Board. CARRIED*

### **4. LIBRARY BOARD OBJECTIVES**

*Moved by J. Clark, seconded by M. Kang that the seven Goals be adopted by the Board CARRIED*

**Goal 1** Develop a vision for the library collection, its programs and services to reflect the interests of the community based on ongoing evaluation.

- Determine priorities for the collection and service development in the short term, i.e. over the next 1-2 years by meeting and working with the Chief Librarian.
- Conduct a community survey to gather information from library users and non-users.

**Goal 2** Enhance public awareness of library services.

- Actively monitor library services and to broadcast/inform/promote them within the community in accordance with the Board's Communications and Advocacy Plan.

Objectives relating to this goal:

- We would like to see strategies for making better use of the GDPL website to promote our facility and our people, e.g. more information on governance, photos of events, photos of staff and board, etc.

- We would like to see some outreach targeted at seniors, especially outreach that would involve bringing seniors into the library

rather than trying to stretch our services offsite.

- We would like the CL to continue outreach initiatives using new media. We were very pleased to note that the CL has been reading

books on marketing and we are interested in hearing ideas derived therefrom, and perhaps considering a marketing plan.

**Goal 3** Foster the growth, development and morale of a library team comprised of staff, trustees and volunteers.

- Assume an active role and work with the Library Foundation in volunteer/donor recognition.
- Take an active role in staff recognition.

**Goal 4** To maintain and improve our existing facility and infrastructure.

- Identify strategies for reducing greenhouse gas emissions.
- Determine a direction for improving the existing facility.

Objectives relating to this goal:

- We would like the CL to look for a creative solution to the ongoing challenge of landscape maintenance. One suggestion is to approach Communities in Bloom or the Gibsons Garden Club to see if some volunteer group would like to take this on as a project.

- We would like the CL to arrange with the SCR D for an evaluation of our building's long term maintenance requirements, especially

what can be done to improve our energy efficiency, and possible sources of funding for building improvement.

**Goal 5** To expand (or build) a facility to meet the needs of the community.

- Represent the library's interests in the Town of Gibsons Harbour Planning Process.
- Reconstitute the expansion planning task group and recruit members from outside the board.
- Position the library to go forward with a capital referendum campaign.

**Goal 6** To form and maintain strategic alliances.

- Recognize and maintain our core alliances (Town of Gibsons, SCR D, Foundation, BCLTA ,and InterLink).
- Make strategic use of our interactions with the Town of Gibsons and the SCR D.

**Goal 7** To improve board operations.

- Plan for succession.

- Review board member roles.
  - Plan board training.
- Regular Minutes March 20, 2010

- Foster a positive working relationship with the Chief Librarian.

### **5. Monitoring/Chief Librarian –**

Written report by CL

### **6. Task Groups**

Finance Task Group – has not yet met.

Appointment of Groups/Representatives (Communications: Expansion Planning; Foundation; etc.

D. McMahon to BCLTA – table appointment of alternate

F. Lerner to InterLINK; J. Clark alternate.

### **7. Ongoing Business**

BCLTA - D. McMahon to contact Sechelt to determine if there are enough new Board members to invite TOP program to the Sunshine Coast.

Budget - Budget is going to the Board level on March 30, 2010 for adoption.

Board to do a press release on the 2010 budget.

Harbour Plan R. Swickis to send an email notifying Board of next planning committee meeting.

Policy Manual All Board members to look at the Board section of the website and return to next meeting with comments.

Foundation AGM on March 31<sup>st</sup> @5:15 in the Library. Mainil Room not available for meeting.

**8. 2010 Meeting Dates** – dates set to 3<sup>rd</sup> Saturday of each month, excluding August.

**9. Next Meeting** – April 24, 2010 @ 9:30am.

Adjourned

## **Gibsons & District Public Library Association**

Regular Board Meeting

Saturday, April 24, 2010

Present: S. Careless, M. Kang, F. Lerner, A. MacLachlan, D. McMahon, K. Reynolds, M. Southam (Chief Librarian),

R. Swickis (Chair), L. Turnbull.

G. Tretick TOG Liaison

Regrets: J. Clark

### **1. CALL TO ORDER**

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

### **2. ADOPTION OF AGENDA**

*Moved by K. Reynolds, seconded by M. Kang that the modified agenda be adopted by the Board.*

**CARRIED**

### **3. ADOPTION OF MINUTES**

*Moved by S. Careless, seconded by M. Kang that the amended minutes of the March 20, 2010 regular meeting be adopted by the Board. CARRIED*

### **4. TASK GROUP NAME REPRESENTATIVES**

**InterLINK: F. Lerner ; Alternate J. Clark**

**BCLTA: D. McMahon ; Alternate M. Kang**

**Foundation: M. Kang ; Alternate K. Reynolds**

**Communications Committee: S. Careless, J. Clark, D. McMahon**

**Expansion Planning Committee: K. Reynolds, A. MacLachlan**

*Moved by F. Lerner, seconded by L. Turnbull that the Board convene a Finance Committee comprised of F.*

*Lerner, R. Swickis. CARRIED*

### **5. Monitoring/Chief Librarian –**

Written report by CL

### **6. Task Group Reports**

InterLink – verbal report by D. McMahon

BCLTA – verbal report by D. McMahon

### **7. Annual Strategic Operating Plan**

Submitted by the CL

Approved (with discussed revisions) by the Board

### **8. Communications and Advocacy Plan**

*Moved by D. McMahon, seconded by S. Careless that the Board approve the Communications & Advocacy Plan.*

**CARRIED**

Communication Committee to identify changes required for the Board portion of the website.

### **9. Ongoing Business**

Budget - Budget was approved by the Regional Board.

Meeting with Sechelt Library Board – R. Swickis to draft a letter to Sechelt Board suggesting a possible meeting.

### **10. Next Meeting – May 29, 2010 @ 9:30am.**

Adjourned 11:35



## **Gibsons & District Public Library Association**

Regular Board Meeting

Saturday, May 29, 2010

Present: S. Careless, J. Clark, F. Lerner, D. McMahon, K. Reynolds, M. Southam (Chief Librarian), R. Swickis

(Chair), L. Turnbull (10:25).

G. Tretick TOG Liaison

Regrets: M. Kang, A. MacLachlan

### **1. CALL TO ORDER**

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

### **2. ADOPTION OF AGENDA**

Moved by K. Reynolds, seconded by F. Lerner that the agenda be adopted by the Board. **CARRIED**

### **3. ADOPTION OF MINUTES**

Moved by S. Careless, seconded by J. Clark that the minutes of the May 29, 2010 regular meeting be adopted by

the Board. **CARRIED**

It was clarified that all action items will be incorporated into the minutes.

### **4. Monitoring/Chief Librarian –**

Written report by CL

### **6. Task Group Reports**

InterLink – verbal report by F. Lerner – last meeting discussed the proposed multilingual collection.

BCLTA – verbal report by D. McMahon with comments on the BCLTA request for funding cut information

from all libraries and the current Federal issue of the continuation of the Book Rate.

Foundation – Discussion regarding the ambiguity of the annual wish list and the need for some guidelines.

**R. Swickis will write a letter to the Foundation alerting them to the Board's desire to reach a mutual**

**understanding of parameters for the wish list at the upcoming joint meeting.**

Communications – D. McMahon, J. Clark, S. Careless – Suggestions currently under consideration for the

Board page of the Library website; the group is re-framing/re-wording goals for distribution to the public; would

like to send thank-yous to previous year's Library supporters; Annual Board agenda updated.

Comments regarding website information will be incorporated into D. McMahon's draft.

Finance – F. Lerner – nothing to report

Expansion Planning – K. Reynolds – **Keith is working on creating a summary document for future Board and Task group members.**

Phase 1 of Harbour Planning is complete

Phase 2 is economic feasibility which is to be completed by end of this calendar year.

### **7. Communications and Advocacy Plan**

Summary: Business community should be considered a "core" target group.

**J. Clark will get background information on the various business groups within the community.**

*Moved by K. Reynolds, seconded by D. McMahon that the Library will pay the \$75.00 nonprofit membership*

*due to the Gibsons Landing Business Association. CARRIED*

### **8. Succession Planning**

Nominations Task Group will be formed earlier in the calendar year to begin recruiting process for Board

members.

Nominations Form on website should have a date on it with a notice that the form could be revised.  
**Information held by various Board members needs to be organised and centralised at the Library.**

**Summaries of InCamera**

**meetings need to be incorporated into regular minutes.**

**R. Swickis will create an outline of Tasks that Chair currently does.**

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### **9. Other Business**

There is a need to update Appendix 2 and add negotiator hiring in October/November.

2010 Survey still needs addressing

Sehelt Board is currently too tied up for a joint meeting.

**Finance Group will arrange to meet with the SCRD to learn more on the mechanics of Library funding and taxation. This group will prepare an information sheet on library financing.**

**10. Next Meeting – June 26, 2010 @ 9:30am.**

Adjourned 12:00pm

## **Gibsons & District Public Library Association**

Regular Board Meeting

Saturday, June 26, 2010

Present: J. Clark, F. Lerner, A. MacLachlan, D. McMahon, M. Southam (Chief Librarian), R. Swickis (Chair), L.

Turnbull (10:40).

G. Tretick TOG Liaison

Regrets: S. Careless, M. Kang, K. Reynolds.

Guests: Foundation Members Vern Giesbrecht and Bert Reeves.

### **1. CALL TO ORDER**

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

### **2. ADOPTION OF AGENDA**

Moved by F. Lerner, seconded by J. Clark that the modified agenda be adopted by the Board.

**CARRIED**

### **3. ADOPTION OF MINUTES**

Moved by F. Lerner, seconded by J. Clark that the minutes of the May 29, 2010 regular meeting be adopted by

the Board. **CARRIED**

### **4. Monitoring/Chief Librarian –**

Written report by CL

### **5. Library Foundation**

Agreement that there is a need for joint donor recognition. Foundation will go over past Library requests and

identify which items members unanimously approved and which items were not as popular with members. Will

also pull out common descriptors which can be used as criteria for future wish list requests.

### **6. Task Group Reports**

**InterLink** –F. Lerner – No report.

**BCLTA** – M Kang and D. McMahon met to review BCLTA. D. McMahon spoke to GDPL's representative.

PLSB will get back to D. McMahon on any recent new building projects on similar sized libraries.

**Communications** – D. McMahon, J. Clark, S. Careless – No meeting this past month. J. Clark does not have

enough information yet to provide conclusions on association membership benefits. D. McMahon passed on

information for webpage changes. Some discussion regarding amount of content. **The task group will bring**

**forward a written report addressing the scope and necessary steps to run a survey in the fall.**

**Finance** – F. Lerner – F. Lerner and R. Swickis met. **R. Swickis will write a letter to D. Shugar to arrange**

**for SCR D to meet with the Library finance task group.** M. Kang has created statistical comparison charts. **Task**

**group will meet with CL to determine which libraries GDPL should be compared to.**

**Expansion Planning** – K. Reynolds – No report.

### **7. Other Business**

Review Progress to date on 2010 Goals and Objectives

No progress towards Goal 1.

Some progress towards Board webpage.

No real progress towards broadcasting/informing/promoting library services.

There will be a staff recognition party at the end of the year.

September Board meeting will further address recognition.

Regarding Goal 5, G. Tretick indicated that it would be important for the Library Board to be consulted by the TOG Planning Consultant.

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Board is making good continual progress in maintaining Core alliances.

Regarding Goal 7, R. Swickis is working on a Board Chair outline of current tasks and responsibilities.

**8. Next Meeting** – July 24, 2010 @ 9:30am.

Adjourned 11:35 am

## **Gibsons & District Public Library Association**

Regular Board Meeting

Saturday, September 25, 2010

Present: S. Careless, M. Kang, F. Lerner, D. McMahon, M. Southam (Chief Librarian), R. Swickis (Chair), L.

Turnbull (10:50).

Regrets: J. Clark, A. MacLachlan, K. Reynolds, G. Tretick TOG Liaison

### **1. CALL TO ORDER**

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

### **2. ADOPTION OF AGENDA**

Moved by F. Lerner, seconded by M. Kang that the modified agenda be adopted by the Board.

**CARRIED**

### **3. ADOPTION OF MINUTES**

Moved by F. Lerner, seconded by D. McMahon that the minutes of the June 26, 2010 regular meeting be

adopted by the Board. **CARRIED**

### **4. STATISTICS**

F. Lerner presented statistical information comparing similar libraries with Gibsons.

Highlighted that

membership rates have been declining on the Sunshine Coast including Powell River, but that Gibsons

membership rate has declined the least.

### **5. MONITORING/CHIEF LIBRARIAN –**

Written report by CL highlighting that circulation and membership rates are up for the first time in years (until the end of August).

### **6. TASK GROUP REPORTS**

**InterLink** – F. Lerner – Strategic Plan revised; motion coming forward to withdraw from audiobook production and distribution.

**BCLTA** – UBCM happening, BCLTA hosting a reception for invitees only; 2011 BCLTA Conference will be

held in April in Victoria; Brian Liberman (Chair, Kitimat Library) the Gibsons representative on the BCLTA.

**COMMUNICATIONS** – D. McMahon, J. Clark, S. Careless – No meeting this past month. Survey will determine the use of services and programs by users and non-users and identify barriers to access.

**FINANCE** – F. Lerner, M. Kang – F. Lerner and M. Kang met with the Chief Librarian to understand the cash

and overall financial position of the library. Would like to utilise cash position to improve services. Suggests that

survey should be used to identify service improvement requirements.

**Expansion Planning** – K. Reynolds – No report. Chair feels need to meet with another Board member to

pass on historical material and background information of expansion planning. F. Lerner came forward to meet

with R. Swickis.

### **7. OTHER BUSINESS**

a) Nominations Task Group – S. Careless and D. McMahon will form the Task Group. The tentative date for

the AGM will be Feb. 21<sup>st</sup> 2011.

b) Annual Budget – First draft of 2011 budget brought forward by CL. Hydro and gas line items will be increased for second draft to reflect costs closer in line with the reality of running the units throughout the year to maintain 21-22 degree temperatures. Budget to be kept in-camera in light of upcoming union bargaining.

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c) SCR D Building Maintenance Report/Meeting – Meeting held in August between Board and SCR D. Building envelope will be inspected and reported on. Any alarm monitoring or the parkade sprinkler

system needs to be performed by the SCR D.

d) Review Progress to date on 2010 Goals and Objectives – tabled to next meeting.

e) Staff Appreciation 2010 – CL to suggest date in late November or early December. S. Careless will help

F. Lerner in organising the event.

f) Meeting times – Discussion of meeting dates and times to continue with incoming Trustees as current time not bringing in full Board attendance.

## **Gibsons & District Public Library Association**

Regular Board Meeting

Friday, October 8, 2010

Present: S. Careless, J. Clark, M. Kang, F. Lerner, D. McMahon, K. Reynolds, M. Southam (Chief Librarian), R.

Swickis (Chair), L. Turnbull (10:10 departed 11:30am).

Regrets: A. MacLachlan, G. Tretick TOG Liaison

### **1. CALL TO ORDER**

The meeting was called to order by the Chair at 9:33 am.

### **2. ADOPTION OF AGENDA**

Moved by K. Reynolds, seconded by D. McMahon that the agenda be adopted by the Board.

**CARRIED**

### **3. ADOPTION OF MINUTES**

Moved by M. Kang, seconded by S. Careless that the corrected minutes of the Sept. 25, 2010 regular meeting be

adopted by the Board. **CARRIED**

### **4. MONITORING/CHIEF LIBRARIAN –**

Written report by CL. Fred provided an update on statistical position compared with similar libraries based on

newly available 2009 statistics.

### **5. TASK GROUP REPORTS**

**InterLink** –F. Lerner –

Moved by F. Lerner, seconded by K. Reynolds that Public Library InterLINK officially cease to be a producer of

audiobook titles effective Jan. 1, 2011. **CARRIED**

**BCLTA** – D. McMahon – Nothing to report.

**COMMUNICATIONS** – D. McMahon, J. Clark, S. Careless – Michelle did draft of survey questionnaire but

Task Group has not met.

**FINANCE** – F. Lerner, M. Kang – Meeting with the SCRD still pending. Discussion regarding Board utilising

Nov. 26<sup>th</sup> meeting to encourage management of building envelope and related concerns as soffit issues continue to

be an outstanding problem. Need to understand who in SCRD is contact for various Library building issues.

**EXPANSION PLANNING** – K. Reynolds – No report. Chair has passed on files to Fred Lerner.

**FOUNDATION** – M. Kang – Wish List approved except for Book in a Bag funding – notice should be coming

soon.

### **7. OTHER BUSINESS**

a) Annual Budget – in-camera item.

b) SCRD Building Maintenance Report/Meeting – Nothing to report at this time as SCRD has not made

report available.

c) Review Progress to date on 2010 Goals and Objectives –

Goal 1 is a goal that should be retained for 2011

Goal 2 is important to keep but there is room for improvement over 2010. Fred would like to see the

statistics used within this goal

Keith suggested that Communication be an item on each agenda – the Board would then determine if

something from each meeting needed to be communicated to the public or to the staff.

Goal 3 should be improved by determining a method/mechanism for enhancing and monitoring relationship with the CL. Currently no mechanism in place for determining morale of CL.

Goal 4 needs something more targeted at the SCR.D.

Goal 5 “expand” too large a word for 2011 goal. Remove objective of “reconstitute the expansion planning...” or add “when appropriate”

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Monitor instead of “represent” in 1<sup>st</sup> objective.

Goal 6 should include “Host meet-and-greet candidates event” for 2011.

Goal 7 Archiving needs improving and centralising.

d) Staff Appreciation 2010 – December 10<sup>th</sup> to be the date. Format will be the same as 2009. Roger will do

intro and certificate presentation. Michelle to make a special presentation to Pat.

e) Director’s Liability Insurance – CL to look into cost with Talbot and find out exactly what it is.

**8. NEXT MEETING** – November 27, 2010 @ 9:30am.

9. Adjourned 11:45am.

In-Camera meeting to discuss 2011 and 5 year Budget.



## **Gibsons & District Public Library Association**

Regular Board Meeting

Saturday, Nov. 27, 2010

Present: S. Careless, J. Clark, M. Kang, F. Lerner, D. McMahon, K. Reynolds, M. Southam (Chief Librarian), R. Swickis

(Chair), L. Turnbull (10:35am).

G. Tretick TOG Liaison

Regrets: A. MacLachlan

### **1. CALL TO ORDER**

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

### **2. ADOPTION OF AGENDA**

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

**CARRIED**

### **3. ADOPTION OF MINUTES**

**Moved by M. Kang, seconded by K. Reynolds that the corrected minutes of the Oct. 23, 2010 regular meeting be adopted by the Board. CARRIED**

### **4. MONITORING/CHIEF LIBRARIAN –**

**Moved by S. Careless, seconded by F. Lerner that the CL may spend up to \$2,000.00 for travel and accommodation**

**costs for interviewing short-listed applicants for a new librarian position. CARRIED**

### **5. TASK GROUP REPORTS**

**InterLink** – F. Lerner – application made to Telus for the Teen Reading Program. Looking to make OPACs visible

for all InterLINK libraries. Looking for ways to improve deliveries and improve InterLINK visibility.

**BCLTA** – D. McMahon – Pushing province to make adjustments to Act if total revision on hold.

Pursuing a closer

relationship with UBCM.

**COMMUNICATIONS** – D. McMahon, J. Clark, S. Careless – Nothing to Report.

**FINANCE** – F. Lerner, M. Kang –

**EXPANSION PLANNING** – G. Tretick update – Consultant working on the Harbour Plan. Now doing an economic

analysis which should be completed in December. Will then be presented to the public. Analysis looking at both public

and private lands and Holland Park is part of the analysis. Will be presented at a Planning Committee meeting.

**The Communication Committee will create a brief on the building report to keep interested parties informed.**

**NOMINATIONS** – Between 2 to 5 vacancies, three positions open for sure, three nominations packages have

gone out, three other people have declined.

**Nomination form will be forwarded to Michelle.**

**Ad to run in paper mid-December.**

### **7. OTHER BUSINESS**

a) Annual Budget – in-camera item.

b) SCRD Building Maintenance Report/Meeting – Nothing to report at this time as SCRD has not made report

available.

c) Board Goals and Objectives for 2011 – Brainstorming session

d) Staff Appreciation 2010 – On track. Board will contribute to retirement gift. CL will sign card to Pat on behalf of Board.

**Moved by M. Kang, seconded by J. Clark that the Board can spend \$100 on Appreciation Event.**

**CARRIED**

e) Robert's Creek Agreement – Agreement has expired, will need to be addressed in the Spring.  
Regular Minutes November 27, 2010

Manuals need Robert's Creek Agreement

**Lease Agreement etc., D. McMahon will get back to CL on missing documents.**

**8. NEXT MEETING** – January 22, 2011 @ 9:30am.

9. Adjourned 12:30pm.

In-Camera meeting to discuss 2011 and 5 year Budget.