

Gibsons & District Library Association
Regular Board Meeting Minutes January 11, 2014

Board members present: Sheila Carlson, Manjit Kang, Marci Beacham Fuller, Maria Giltrow, Matt Thomson, Lorne Lewis, Larry Smith, Janet Genders and Tracey Therrien (L.D.)

Regrets: Kim Wilkinson, Sheena Careless & Wayne Rowe

1. Call to Order by Board Chair M. Kang at 10:00am.

2. Guests: none.

3. Adoption of Agenda

Moved by J. Genders and seconded by L. Lewis

CARRIED

4. Adoption of Minutes: Meeting of December 7th, 2013.

Moved by M. Thomson and seconded by M. Beacham Fuller

CARRIED

5. Action Items from (and since) the last meeting:

a. S. Carless: business card contact information confirmed. Cards distributed at meeting.

b. M. Beacham Fuller: board manual updates. M. Beacham Fuller in correspondence with F. Lerner, will now proceed with updates.

6. Reports

a. Library Director's Report: written report.

o Reviewed new library website

b. Chair's Report: written report.

- Received request from D. McMahon and D. Riddle. They are proposing the creation of a Centre for Life Long Learning in Gibsons. Questioned if library is interested in proposal and exploring the idea. A committee has been struck to investigate further. M. Kang, L.D. and M. Thomson will attend meetings when scheduled. L. Lewis would also like to be informed.

c. InterLINK – L. Smith.

- o Reviewed proposed 2014 InterLINK budget. Changes for Gibsons include a \$170 increase in InterLINK fees. At December 2013 InterLINK meeting a motion was passed to adopt the 2014 provisional budget and authorized board members to take to individual boards for consideration and comment. Motion: That the GDPL board support the provisional 2014 InterLINK budget.

Moved by M. Thomson. Seconded by M. Beacham Fuller. CARRIED

- d. BCLTA – No report
- e. Communications – M. Thomson.
 - Press release regarding new library logo appeared in Coast Reporter in December, 2013.
 - Strategic Plan brochure complete. Board members encouraged to take some to have on hand.
- f. Foundation – M. Giltrow
 - Next meeting on Jan. 30th. M. Giltrow unsure if she is able to attend. Can the board appoint a back-up representative? M. Giltrow to ask foundation chair.
- g. Nominations – M. Beacham Fuller
 - S. Careless will not seek to renew her term; resulting in one trustee position available.
 - AGM announcement and call for nominations was placed in the Coast Reporter.
- h. Town of Gibsons – No report
 - M. Thomson reminded board members that the Official Community Plan process is underway and a committee has been struck. The library should be prepared to be engaged in the conversation.
 - L. Smith will monitor progress and keep board informed. M. Thomson will connect L. Smith with Town staff member responsible for committee.
- i. SCRD – L. Lewis
 - Reviewed budget process and reminded everyone that it is open to the public and encouraged members to attend. Budget must be completed and passed by March 31, 2014.

7. Centennial celebration committee update

- J. Genders reviewed activities planned for the celebration. March 29th official kick-off of centennial.
- Book bags have been ordered. L. Lewis would like extra bags as give aways for volunteers. He will contact J. Genders with order details.
- M. Kang will send a request to the Town of Gibsons to declare the week of March 24 – 30, 2014 official Gibsons Library week, in honour of the library's 100th anniversary.
- A call out for volunteers to help with kick-off event has begun.

8. Annual Budget Review

- A minor adjustment to the library's earlier budget submission has been made to include an additional \$1700 covering an increase in the library's dental premiums.
- Round 1 budget meeting scheduled for Jan. 21, 2014
- Discussion on employees' benefits and the budget cycle.

9. Annual Board Self Evaluation

- Reviewed evaluation template provided by M. Kang

- M. Kang requested completed evaluations be returned to him by Feb. 8 2014. He will compile results and present them at Feb/14 meeting.

10. Succession Planning

- Reviewed succession planning document prepared by M. Kang.
- Highlighted three areas of succession planning framework: Recruitment, Retention and Development.
 - Recruitment: an ongoing process, not only in preparation for AGMs. Decided that the Nominations committee should be a standing committee, actively searching for potential members, and creating and maintaining a list of the potential members. S. Carlson joined Nominations Committee.
 - Retention: knowledge transfer and engagement opportunities
 - Development: leadership development and learning opportunities. Board has budget for training. L.D. to inform board of any training opportunities.

11. Communications arising from Agenda Items – none.

12. Correspondence: see Chair's report

13. 2014 board meetings' schedule: February meeting changed from Feb. 8/14 to Feb. 15/14
Remainder will be scheduled at the first meeting of the new board on Mar. 8/14.

14. Public Questions – None

15. Adjournment – 11:45 pm

Next meeting Saturday February 15, 2014 at 10:00 am

Regular Board Meeting February 15th, 2014

MINUTES

Board members present: Janet Genders, Lorne Lewis, Manjit Kang, Marci Beacham Fuller, Larry Smith and Tracey Therrien, Library Director (LD).

Regrets: Kim Wilkinson, Wayne Rowe, Matt Thomson, & Sheena Careless

1. Call to Order by board chair M. Kang at 10:05 am.
2. Guest Speaker: Dr. Dorothy Riddle postponed visit to a future date.
3. Adoption of Agenda:
Moved by J. Genders and seconded L. Lewis CARRIED
4. Adoption of Minutes – Meeting of January 14th, 2014.
Moved by L. Lewis and seconded M. Beacham Fuller CARRIED
5. Action Items from the Last Meeting:
 - Request to declare GDPL Library Week (March 23 – 29 2014) by the Town of Gibsons: M. Kang contacted the Town and J. Genders has written a draft proclamation and will forward to Town for approval.
6. Reports (attached or appended to this agenda)
 - a. Library Director's Report: written report
 - Discussion regarding the diminishing role of the Libraries & Literacy Branch in the Ministry of Education; most recently the staff at the branch has been reduced to four and the budget line for public libraries has been removed from the provincial budget. In addition to funding the branch provides support to public libraries, in the form of training, compilation of library statistics, and general support in a variety of areas including privacy, professional development, policies, communication and best practices.
 - LD announced the resignation of the library's Community Outreach Coordinator, Lynda Kennedy. L. Kennedy's last day will be Feb. 28, 2014. She is returning to Vancouver to pursue other opportunities.
 - Financial Report (Formerly Treasurer's Report): written report
Waiting for final year-end figures from the accountant.

The SCRD Chief Financial Officer expressed concern regarding the motion passing the library's 2014 proposed budget. The CFO was unsure if the motion included the additional capital costs in addition to the operational costs. L. Lewis will discuss with the CFO during round two of SCRD budget process. The board felt the library's budget submission clearly outlined the expenses and the total request to the SCRD.

- b. Chair's Report – M.Kang written report.
Spoke on highlights of budget submission and the meeting with Dorothy Riddle, Donna McMahon, M Thomson, M.Giltrow, and LD regarding the Learning Centre. As the 2014 budget submission did not include funding for the project a pilot project was suggested to gauge community members interest in the project and explore partnerships. Discussion continued around library's role as a life-long learning organization and the public's perception of libraries and their roles.
- c. Interlink – L. Smith. Next meeting Tue. Feb 18, no meeting held in January. February agenda includes the approval of the budget, Direct Patron Request proposal and the appointing of the finance and personal committees. L. Smith noted that currently there is no InterLINK alternative GDPL representative. M. Kang explained that all GDPL appointments are made at the first meeting after the AGM; an alternative will be appointed at that time.
- d. BCLTA – Sheena: no report.
- e. Communications – Sheena, Matt. No report.
- f. Foundation – LD. At last meeting the foundation agreed to apply for the gaming licence needed for the Centennial raffle: Dinner on the Deck. Foundation chair attending next centennial meeting to obtain further information on the raffle and other centennial events to see how the foundation can help.
- g. Town of Gibsons – W. Rowe. No report
- h. SCRD – L. Lewis. Spoke about Libraries of the Future summit he attended and the message he took from it: how libraries will develop and change to suit their community's needs. Budget round two starting Feb. 17, 2014. Discussion on different budget departments, and tax assessments.

7. Preparation for the Annual General Meeting

- a. AGM Agenda, reviewed draft agenda, with discussion regarding the AGM annual report which includes the LD's report, a Trustees' report, financials, and statistics.
- b. Reports to be presented, Chair, LD and a short report from the Centennial committee highlighting the activities planned to date. J. Genders will not be attending AGM, what other members can present report? Possibly M. Giltrow or M Beacham Fuller.
- c. Nominees for Election/Re-Election: discussed the order of the nominations. First report on current state of trustees and who is up for re-election and the announcement of the one opening. Nominate the trustees that are up for re-election

and ask board members to approve. Next, announce the candidate to fill the open trustee position. Ask the candidate to say a few words about themselves and why they would like to become a trustee. Elect candidate.

- d. Does the accountant need to be appointed at AGM? M. Kang will find out.
- e. Other items: Do we honour S. Careless's time on the board at the AGM or the first meeting following the AGM? Decided to do this at the regular board meeting in March. Will there be enough trustees at the AGM to form a quorum? L. Smith, L. Lewis, M. Beacham Fuller and M. Kang confirmed their attendance. LD will email board members and ask that they confirm their attendance. If not enough to form a quorum AGM must be postponed to March 11th. Further discussion on the date of the AGM, next year consider holding it later as it is difficult to have year-end financials prepared by the end of February.

8. Annual Board Self-Evaluation – Summary of Results

- 6 responses, increase over last year's responses. Reviewed results; overall trustees feel positive about the job the board is doing, and its relationship with LD. In the future keep an eye on the few points that need improvement. M. Kang asked if trustees were satisfied with the format, received positive response.

9. Succession Planning Framework

- a. Recruitment: This is the last board meeting with the current members. The new board will include a standing nominations committee.
- b. Retention:
- c. Development: Upcoming Training Opportunities – BCLTA Conference in March and CLA in May. Two TOP training sessions also upcoming. M. Kang mentioned helpful documents on BCLTA website "Taking the Lead" information on how to be a Chair. K. Wilkinson to reschedule the TOPS video training after AGM. M. Kang emphasised the importance of looking and reporting on the different learning/training opportunities for board members and participating in some of them.

10. Communications arising from Agenda Items: None

11. Correspondence:

- a. Letter from SCRD announcing the official appointment of Lorne Lewis as the regional district representative and the alternative, Lee Turnbull.
- b. Telus Wise program discussion. Asked to review library's sponsorship and programming policies and pass comments onto LD.

12. Public Questions: none

13. Adjournment: 12 noon

Next regular board meeting Saturday March 8, 2014, at 12 noon in the library

Regular Board Meeting March 8th 2014

MINUTES

Board members present: Janet Genders, Lorne Lewis, Manjit Kang, Marci Beacham Fuller, Larry Smith, Matt Thomson, Rob Martin, Kim Wilkinson, Maria Giltrow and Tracey Therrien, Library Director (LD).

Regrets: Sheila Carlson

Guest: Donna McMahan

1. Call to Order by LD at 11:20 am.
2. Board Orientation: Donna McMahan
3. Adoption of Agenda:
Moved by M. Kang and seconded K. Wilkinson CARRIED
4. New Board Business
 - a. Election of Chair
J. Genders nominated M. Kang, seconded by K. Wilkinson CARRIED
 - b. Election of Vice Co-Chairs
L. Smith nominated M. Thomson & M. Thomson nominated M. Beacham Fuller
seconded by K. Wilkinson CARRIED
 - c. Appointment of 2014 Board representatives
 - i. InterLINK: L. Smith and R. Martin as alternative
 - ii. Library Foundation: M. Giltrow and J. Genders as alternative
 - iii. BCLTA: M. Thomson and K. Wilkinson as alternative
 - d. Appointment of accountant – Nelson Alvarez
Moved by M. Thomson and seconded by J. Genders CARRIED
 - e. Selection of Committees
 - i. Board Recruitment and Development (replacing Nominations Committee): K. Wilkinson, J. Genders & S. Carlson.
 - ii. Finance Committee: M. Kang
 - iii. Centennial Committee: M. Beacham Fuller, M. Giltrow, J. Genders, S. Carlson.
 - iv. Communications Committee: Decided to fold Communications Committee into the Centennial Committee for 2014. In 2015 re-evaluate the role of Communications Committee. In the meantime if the Board has

communications to share with general public M. Thomson will complete.

- f. Board Meeting 2014 schedule: April 12, May10, June 14, Sept.13, Oct.4, Nov.1, & Dec.6
 - g. Board Contact List: L.D will distribute contact list and ask board members to verify contact information.
5. Annual Board Agenda:
- a. Reviewed and updated Annual Board Agenda. New agenda to be added to the online board manual replacing 2012/13 document.
 - b. Reviewed Annual Board Goals and Objectives. New goals and objectives to be added to the online board manual replacing 2012/13 document.
6. Upcoming development opportunities for Board members:
- a. Trustee Orientation training in April (Vancouver) and May (Victoria at Canadian Library Association Conference),
 - b. Chairing the Board workshop in May at conference in Victoria.
- All trustees are encouraged to attend, if interested register and library will reimburse for the cost of training, transportation and if necessary accommodation.
7. Correspondence: none
8. Public Questions: none
9. Adjournment: 12:20 pm

Next regular board meeting Saturday April 12, 2014, at 10:00am in the library

Regular Board Meeting April 12, 2014

MINUTES

Board members present: Janet Genders, Lorne Lewis, Sheila Carlson, Marci Beacham Fuller, Larry Smith, Matt Thomson, Rob Martin, Maria Giltrow and Tracey Therrien, Library Director (LD).

Regrets: Manjit Kang, Kim Wilkinson, Wayne Rowe

1. Call to Order by Co-Vice Chair M. Beacham Fuller at 10:00am.
2. Guest Speaker: Jocelyn Stewart, Library Technical Assistant.
Jocelyn spoke about her tasks at the library including, Interlibrary loan procedures Reference services, Circulation, Cataloguing, and helping members with computer questions.
3. Adoption of Agenda:
Moved by L. Lewis and seconded M. Thomson CARRIED
4. Adoption of Minutes – Meeting of March 8th, 2014
Adopted with amendments. Moved by M. Thomson and seconded by J. Genders.
CARRIED
5. Action Items form the Last Meeting:
 - a. TOPS training. S. Carlson is attending the in-person session in Vancouver and L. Smith is attending the in-person session in Victoria.
Others are meeting in the library on May 31st at 10am to go through the online training materials together. Everyone is welcome to come to the library at noon the same day for a general discussion on the training.
 - b. Update board manual.
M. Fuller Beacham is working on this in the upcoming week.
 - c. Board contact list.
LD sent list with March board minutes, has had no reply. Will send out again.
Please inform her of any mistakes or omissions.
6. Reports
 - a. Library Directors Report: Written Report.
Discussed Seagulls on the roof, continuing to monitor as the Seagulls are returning. Reviewed 2013 Provincial Grant Report and 2014 reporting and spending expectations; tied to provincial government priorities. Confirmation that

Provincial library funding will remain the same to 2017.
LD requested to change her work schedule to accommodate her school requirements.
Motion: That T.Therrien complete her 37hr work week in 4 days rather than 5 until

her Master's degree is finished in October, 2014.
Moved by L. Lewis and seconded M. Thomson

CARRIED

- b. Financial Report: LD, written report.
 - c. Chairs Report: M. Kang, no report.
 - d. Interlink Report: L Smith
Discussed March InterLink agenda items; world language collection, New to BC program, and the TeenRC program. The InterLINK board is looking to fill a number of committees, L Smith is considering joining the planning committee.
 - e. BCLTA: M. Thomson sent newsletter to board members. BCLTA is seeking nominations for trustees.
 - f. Recruiting & Development: K. Wilkinson has handed in her resignation due to health concerns. Discussion on filling her position. Board members to think of possible candidates. LD can place poster in library and mention in Library article. K. Wilkinson will finish the work she has started on the recruitment process.
 - g. Foundation: M. Giltrow. Foundation is considering consolidating their funds with the Sunshine Coast Community Foundation (SCCF). Benefits of this would include a higher rate of interest earned on the funds. In addition the SCCF has marketing materials in place promoting community members to donate to individual funds. The SCCF would take a percentage for the administration of the funds.
 - h. Town of Gibsons: no report
 - i. SCRD: L. Lewis attended the Columbia Institute Conference, the focus on the conference was food security, and many informed and experienced speakers in the field presented.
7. Centennial Celebration Update: J. Genders
Kick-off event great success, over 200 people attended. Staff and organizers received many complements. Next event Dinner on the Deck, has run into some hurdles, but working with Foundation to solve. In May the CBC will inform Centennial Committee if they are able to host an event in October at the library. Still working on a plan B if this falls through.
Library song; Lowry Olafson hired to facilitate the creation of the Library Song and to perform it at the Kick-off event, informed M. Kang that for a fee of \$4000 he can record the song with professional musicians and singers and create a total package ready for commercial use. The Board felt this was too high a fee for our budget. The song belongs to the library and we can choose to record it or sing and play it at any time.
8. Annual Board Agenda items: M. Beacham Fuller. April tasks include meeting with Sechelt Board. LD suggested that in the past the Board Chairs and any other trustees met informally over a coffee to discuss any issues or opportunities. M. Kang to follow-up.
9. Review bylaws; M. Thomson. Suggested that a committee be struck to review bylaws over the summer and have recommendations for changes if any ready for the fall.

Committee members: M. Thomson, M. Beacham Fuller, T. Therrien

10. Other business: M. Beacham Fuller. Suggested that Board members could attend Library Staff Meetings, and speak briefly on the role of the Board and trustees. LD to email board members prior to staff meeting and ask who is available to attend meeting. L. Smith indicated that he lives close by and might be available

11. Communications arising from Agenda: none

12. Correspondence:

Conveyance Letter from Ministry of Education, Libraries Branch re. 2014 funding and reporting requirements.

Sunshine Coast Regional District letter; library budget has been adopted as presented.

13. Public questions: none

14. Adjournment: 11:35 pm

Next regular board meeting Saturday May 10, 2014, at 10:00am in the library

Regular Board Meeting May 10, 2014

MINUTES

Board members present: Janet Genders, Lorne Lewis, Sheila Carlson, Marci Beacham Fuller, Wayne Rowe, Larry Smith, Matt Thomson, Rob Martin, Manjit Kang and Tracey Therrien, Library Director (LD).

Regrets: Maria Giltrow

1. Call to Order by Chair M. Kang at 10:05 am.
2. Guest Speaker: Trustee Sheila Carlson
Sheila attended the Trustee Orientation Program (TOP) training in-person. There were 7 trustees in total at the session, and the majority represented large urban libraries. The program has been updated along with the documentation. The training reviewed among other topics the differences between a Public Library Association and a Municipal Library and the provincial library statistics. Sheila expressed the value of the training.
3. Adoption of Agenda:
Moved by M. Beacham Fuller and seconded M. Thomson CARRIED
4. Adoption of Minutes – Meeting of April 12, 2014
Moved by M. Thomson and seconded by J. Genders. CARRIED
5. Action Items form the Last Meeting:
 - a. Meeting with Sechelt Library Board Chair: M. Kang, discussed in Chair's report.
 - b. Updating Board Manul: M. Beacham Fuller, ongoing.
6. Reports
 - a. Library Directors Report: Written Report.
R. Martin, reviewed Library's technology set-up and made recommendation to L.D. L.D expressed her gratitude, the advice was very useful.
 - b. Financial Report: LD, written report.
Some Trustees expressed that the Financial Report is unclear. L.D. to speak with M. Kang and will try to make clearer.
 - c. Chairs Report: M. Kang
Annual agenda suggests a yearly meeting with Sechelt Library Board. This would be difficult to arrange and unclear what topics would be included in agenda.

Rather, M. Kang met with Sechelt board chair, each chairperson gave an update on library activities. They discussed Sechelt's new funding agreement with local funders. Sechelt will receive an approximate 5% yearly increase in their local

government funding over the next 5 years making their funding closer to the provincial per/capita average. Briefly discussed upcoming union negotiations for both Sechelt and Gibsons library staff. The new Sechelt Chief Librarian and GDPL LD have been working together, sharing costs of author readings, and other activities, also discussing shared purchasing on different items.

It was suggested that the Shechelt and Gibsons Library Boards could host a Candidates Meeting for the upcoming fall elections. Who will take the lead on this?

M.Kang gave a Library presentation to the Rotary Club, giving Rotary Members an overview of the governance of the library and the programs and services the library offers.

- d. Interlink Report: L Smith, no meeting since last GDPL Board Meeting.
 - e. BCLTA: M. Thomson, BCLTA AGM being held on May 30th at the Canadian Library Association annual conference in Victoria.
 - f. Recruiting & Development: No report.
 - g. Foundation: M. Giltrow. No report
 - h. Town of Gibsons: No report. M. Kang brought up the issue of the lack of bus service to the library. In the past a bus route passed near the library (within easy walking distance). The board may want to consider reminding the Town of the value of bus service to the Library and other neighbouring Municipal services such as the Town of Gibsons, ICBC, the School District and Health Unit offices.
 - i. SCRCD: L. Lewis attended a meeting with the Squamish First Nation and gave them a Library mug. He mentioned that SCRCD manages transit and plans are in the works to replace some of the large buses with smaller coaches on some of the routes, this might improve bus service to the library. This service comes at an extra cost.
7. Nominees to fill Kim Wilkinson's position on the Board;
K. Wilkinson forwarded a name of a potential candidate. No other names were brought forward at the meeting.
8. Board Recruitment & Development Planning Role
- a. Re-fill K. Wilkinson's role: M. Kang and J. Genders will meet with potential candidate
 - b. Recruitment & Development Plan: K Wilkinson has been working on collecting all documentation and will pass on to Trustee who will take on the role. M. Kang asked if any Trustee was interested in the position. No one expressed interest at this time.

9. Bylaw Review Committee Update: M. Thomson, M. Beacham Fuller and L.D. will meet over the summer to review and propose updates to Board in September.

10. Centennial Celebration update: J. Genders. Due to a Gaming Licence issue the Library Foundation cannot apply for a licence on behalf of the library to host the Dinner on the Deck raffle event. The committee is looking at the possibility of other non-profit agencies applying on the library's behalf. Time is running out and if no agency is found within the next week the event will be cancelled. The committee has discussed backup plans for the summer. Latest correspondence from the CBC suggest they are able to come and host a noon hour radio show live from the library in October. An author event is also being discussed for October which would include a panel of local mystery/crime authors.

11. Communications arising from Agenda: none

12. Correspondence:
 - (Email) Reminder of upcoming deadlines for Provincial deliverables:
 - a. Statement of Financial Information (SOFI): Due Thursday May 15th
 - b. Annual Survey of BC Public Libraries; Due May 23rd.

13. Public questions: none

14. Adjournment: 11:30 pm

Next regular board meeting Saturday June 14, 2014, at 10:00am in the library

MINUTES: Regular Board Meeting June 14, 2014

Board members present: Janet Genders, Lorne Lewis, Sheila Carlson, Marci Beacham Fuller, Wayne Rowe, Larry Smith, Matt Thomson, Maria Giltrow, Manjit Kang and Tracey Therrien, Library Director (LD).

Regrets: Rob Martin

1. Call to Order by Chair M. Kang at 10:00 am.
2. Guest : Janet Hodgkinson
3. Adoption of Agenda:
Moved by J. Genders and seconded M. Thomson CARRIED
4. Adoption of Minutes – Meeting of April 12, 2014
Moved by M. Beacham Fuller and seconded by L. Lewis CARRIED
5. Action items from last meeting: none
6. Appointment of new board member
Motion: To appoint Janet Hodgkinson as a Gibsons & District Public Library Trustee
Moved by L. Lewis and seconded by J. Genders CARRIED
At the 2015 AGM J. Hodgkinson, once elected will start her two year term.
7. Review of Collective Agreement
In Camera
8. Ratification of Collective Agreement
Motion: To ratify the 2014 – 2017 Collective Agreement as presented.
Moved by M. Beacham Fuller and seconded by M. Thomson CARRIED
9. Letter from The North Vancouver District Public Library Board to the Minister of Education regarding public library funding and the provincial Libraries Branch reconfigurations.
Discussion about the letter; board members felt it was a well-constructed letter and addressed pertinent points. Board questioned if the BCLTA has taken a position on the recent changes at the Libraries Branch and agreed that a collective voice sending the same message is stronger than individual boards' voice.
M. Thomson to send email to BCLTA referencing letter and asking what if any plans the BCLTA has in addressing the issues brought up in the letter.
10. Reports
 - a. Library Directors Report: Written Report.
 - b. Financial Report: LD, written report.
LD and M. Kang met to revise Financial Report layout. Board members found the new format easier to read and interpret.

- c. Chairs Report: M. Kang
Participated in library and union bargaining, J. Genders and M. Kang met with J. Hodgkinson, providing her with an overview of the role of the board and trustees, and met with the L.D and reviewed the layout of the library's financial reports.
Noted that Edmonton Public Library was nominated Public Library of the year by the American Library Association; the first time a Canadian library has won. The Edmonton library focuses on embracing technology, launching literacy programs and making the library accessible to all. How do Edmonton library's goals line up with GDPL's strategic directions.
- d. Interlink Report: L Smith
Board passed a motion to move \$45,000 from reserves to purchase and set-up a Canadian server for the new ILL software to comply with BC privacy laws. By doing so InterLink libraries are one step closer to achieving the goal of allowing direct patron requests. An additional motion moved \$5000 from reserves to support a Speakers Series for library staff. L. Smith noted that it is costly to send library staff from libraries located outside of the Lower Mainland (Sechelt, Gibsons, Pemberton, Lillooet etc.) because of this it is less likely that they would take advantage of the training. Taking this into consideration InterLink will look into recording the sessions for members that cannot attend in person.
L. Smith attended a TOPs session in Victoria; 22 trustees attended the training, lots of interesting people. He noted that the online training is a good option when you cannot attend in person, its advantage over the in-person training is that you can do it at your own pace. He encouraged BCLTA to keep the online training available on the BCLTA website.
- e. BCLTA: M. Thomson, will contact BCLTA Director with GDPL Board's concern over eliminating the online TOP training.
- f. Recruiting & Development: No report.
- g. Foundation: M. Giltrow. Foundation is planning AGM, date TBA waiting for financial documents. Foundation Board will take a break over the summer. Still debating the pros and cons of the Library Foundation joining the Sunshine Coast Community Foundation.
- h. Town of Gibsons: W. Rowe, update on the Boil Water Advisory.
- i. SCRD: L. Lewis attended the Canadian Library Association conference in Victoria. He found the conference very interesting, focus on information. All sessions he attended were excellent in particular the Emergency Preparedness for Libraries. Discussion on the GDPL's plan. LD reported that the Joint Health and Safety Committee are developing an orientation package for new members.

11. Board Recruitment & Development Planning Role

This role is still open. Role includes not only recruiting trustees but also succession planning and training. S. Carlson interested in the position, she will contact K. Wilkinson and ask for details. L. Smith suggested that R. Martin might also be interested in the position or joining a committee.

12. Annual Board Agenda Items

- a. June; Meet with Library Foundation. Similar to the Annual Board Agenda meeting with Sechelt Board, it was decided that one or two GDPL trustees would meet with Foundation members rather than the entire board. It was also decided to postpone the meeting until after the foundation has held its AGM, sometime in the Fall. What would the objectives of the meeting be? How can the GDPL board support the foundation
- b. September
 - Review annual budget and five year financial plan: LD to have draft ready for Sept. meeting.
 - ii Develop board's Annual Goals and Objectives; M. Kang asked that board members think about potential goals and objectives over the summer and to bring them to the September meeting.
 - iii Bylaw Review Committee Update.

13. Centennial Celebration update: The Dinner on the Deck raffle has been cancelled due to gaming licence issues. The committee has identified four community events at which the centennial celebration will have a presence. The committee is looking for volunteers to help with the displays at these events. Duck Pluck July 5th, Sea Cavalcade July 26th, Writers Festival 15 - 17, and Synchronicity Festival Aug. 23 & 24th

14. Communications arising from Agenda: none

15. Correspondence: none

16. Public questions: none

17. Adjournment: 11:40 am

Next regular board meeting September 13, 2014, at 10:00am in the library

MINUTES: Regular Board Meeting September 13, 2014

Board members present: Janet Genders, Lorne Lewis, Sheila Carlson, Marci Beacham Fuller, Larry Smith, Matt Thomson, Maria Giltrow, Janet Hodgkinson, Manjit Kang and Tracey Therrien, Library Director (LD).

Regrets: Rob Martin, Wayne Rowe

1. Call to Order by Chair M. Kang at 10:00 am.
2. Adoption of Agenda as amended (addition of UBCM meeting):
Moved by L. Lewis and seconded J. Genders CARRIED
3. Adoption of Minutes – Meeting of April 12, 2014
Moved by S. Carlson and seconded by L. Lewis CARRIED
4. Action items from last meeting:
 - a. Review of bylaws & next steps: M. Thomson reviewed bylaws and suggested that language incorporating the appointment of co vice-chairs (in addition to vice-chair) be added to section 5.
The board thanked M. Thomson for his work in reviewing the bylaws and making recommendations.
 - b. Contact BCLTA: M. Thomson reported through correspondence with BCLTA that the association is strengthening their relationship with staff and the Minister in the Ministry of Education and they believe this is a productive way in which to approach and inform the provincial government on the value of public libraries and the need for continued support. M. Thomson suggested we respect this process and wait and see the outcome of this method before addressing the Minister directly through a letter, similar to that which was sent by the North Van. District Public Library’s board.
 - c. Elimination of online TOP Training: M. Thomson reviewed online training material, but was uncertain what was missing. He suggested that M. Beacham-Fuller might be more aware of missing content. M. Beacham-Fuller and M. Thomson to follow-up.
 - d. Contact K. Wilkinson re. Board Recruitment & Development Planning Role: S. Carlson & J. Hodgkinson. K. Wilkinson provided extensive nomination information and notes regarding Board Development & Planning.
Discussion regarding the difference between the Board Recruitment & Development Planning Committee and the Nominations Committee. It was decided that the Nominations Committee would be a sub-committee of the Board Recruitment & Development and members would change depending if they were coming up for nomination or not.

Confirmed Board Recruitment & Development committee members: J. Hodgekinson, S. Carlson, & J.Genders

5. Reports

- a. Library Directors Report: Written Report.
 - a. Building re-design. The planning consultant spent a day in the library interviewing staff and board members on their thoughts of the current space and ideas of how to change it. He will spend one more day at the library, measuring, accessing our collection vs space, watching the workflow of staff and patterns of library users. A completed report is expected by mid-October.
- b. Financial Report: LD, written report.
- c. Chairs Report: M. Kang
Participated at Sea Calvalcade – Centennial Committee had an informational table at the Saturday festivities. Met with L.D. to discuss financials and met with the Re-design planner to discuss ideas and plans for the project.
- d. Interlink Report: L Smith
No meetings held since May. Next meeting Sept. 28th. L. Smith is now on the InterLink Planning Committee.
- e. BCLTA: M. Thomson. No news.
- f. Recruiting & Development: S. Carlson & J. Hodgkinson

M. Thomson, L. Smith, & M. Giltrow are all standing for nomination at our next AGM.

Discussion regarding the need to assess the make-up and skills of the current board and to recruit new members strategically adding to the skill set of the board members. Also it was expressed that ideally a new chair would be in place prior to M. Kang leaving the board so he can act as a mentor and pass on his knowledge of the role and responsibilities of the chair.

- g. Foundation: M. Giltrow. Foundation held AGM in July. One new board member was elected at AGM.

Discussion about the difference between a “Friends of the Library” group and a “Library Foundation”.

Sechelt Public Library has an active Friends group who holds monthly book sales; on average they raise approx. \$1300 at each sale.

- h. Town of Gibsons: No report.
- i. SCRD: L. Lewis attending UBCM in Whistler, Sept. 22-26. L. Lewis to speak on Public Library Resolution.

6. Annual Board Agenda Items

- a. Preparation for Annual Budget cycle – first high-level review: L.D.
Review of plans for the 2015 budget submission: first meeting with the Regional

District in Oct./Nov. 2014 and our final submission and presentation in Jan./Feb 2015.

L.D. suggested minor changes to our 2015 budget submission (from 2014 budget). Changes include an increase in the library's maintenance budget and wages arising from the new CUPE agreement.

Building re-design plan should be complete by the first meeting with the regional district in Oct./Nov. 2014. At this time we can review the costs for the project with the Regional District. These costs will be included in the 2015 or 2016 budget submissions.

Looking ahead (5 year budget), our current collection budget will need readjusting to coincide with the trend of declining physical item circulation rates and the increase in digital item circulation. Additionally the libraries increasing program and training activities must be considered in future budgets.

- b. Initiate 2015 Annual Goals & Objectives: M.Kang asked that board members review the 2014 Goals & Objectives for the next meeting and to have ideas for discussion on 2015 Goals & Objectives for the board. Board members were reminded to review the library's Strategic Plan (found on the library website under "About Us" – "Board Manual") to help generate goals.
7. Centennial Celebration update: October 17th CBC event is shaping up. The library will host the Almanac Show, which will broadcast live from the library with a focus on libraries. There will be cake, coffee/tea and a performance of our "Library Song". In the evening the Crime Writers Forum event will take place from 7-8:30pm. Authors William Deverell, Chevy Stevens, Robin Spano, and Gwen Southin will discuss their novels. A final event for November with Driftwood Players is also being considered. The board acknowledge the great work the committee has done through-out the year.
8. Civic Election Meet-the-Candidates Event: M.Kang. During the last Civic Election the library board hosted an all candidates evening, allowing candidates to meet with board members, staff and library members. The focus was on the library, an opportunity to inform candidates about the library, our services etc.

The evening of October 29, 2014 was chosen as a date for the event. L. Lewis suggested we contact other agencies that may also be hosting similar events to make sure the date didn't overlap with another event.

J.Genders will contact the Sunshine Coast Cultural Alliance. M. Kang and J. Hodgkinson will work on organizing the event.
9. UBCM, Public Library Funding Resolution: L. Lewis informed the board of the resolution being made at the upcoming Union of BC Municipalities meeting. The resolution requests the reinstatement of a dedicated line item for library funding in British Columbia. Prior to the 2012 provincial budget Public Libraries had a dedicated line item in the budget, it is feared that without a dedicated line item, provincial funding for public libraries could eventually be eliminated. The resolution has been made and passed at the 2012 & 2013 UBCM meetings. L. Lewis asked for comments or thoughts he could bring to the meeting on this topic. L.D. will provide some information to L. Lewis.

10. Communications arising from Agenda: none

11. Correspondence:

- a. Email – CLTP Emergency Resolution for UBCM conference. L.D. explained the details of the Community Library Training Program: a program that was available online at a reasonable cost. It is an important training program for small rural libraries that have limited budgets. Two colleges offer online diploma programs that are more intensive and at a higher cost.

12. Public questions: none

13. Adjournment: 11:40 am

Next regular board meeting October 4, 2014, at 10:00am in the library

MINUTES: Regular Board Meeting October 4, 2014

Board members present: Rob Martin, Lorne Lewis, Wayne Rowe, Marci Beacham Fuller, Larry Smith, Matt Thomson, Maria Giltrow, Janet Hodgkinson, Manjit Kang and Tracey Therrien: Library Director (LD).

Regrets: Sheila Carlson, Janet Genders

1. Call to Order by Chair M. Kang at 10:00 am.
2. Guest Speaker, Heather Evans-Cullen GDPL Outreach Community Coordinator. H. Evans-Cullen spoke about library programming highlighting upcoming events in October and November.
3. Adoption of Agenda:
Moved by M. Thomson and seconded M. Beacham-Fuller CARRIED
4. Adoption of Minutes – Meeting of September 13, 2014
Moved by M. Thomson and seconded M. Beacham-Fuller CARRIED
5. Action items from last meeting:
 - a. TOP online training: M Beacham Fuller, reviewed past correspondence with BCLTA regarding the online training and confirmed that the current online portion is out of date. BCLTA suggested an in-person training session for the Gibsons Board.
 - b. Bylaw updates: M. Beacham Fuller. M Thomson reminded the board that these changes must be adopted at the AGM before they can be officially changed.
6. Reports
 - a. Library Directors Report: Written Report.
 - b. Financial Report: LD, written report.
 - c. Chairs Report: M. Kang
Met with J. Hodgkinson to plan Candidates event on Oct. 29th. Re-working talking point document for board members to use at event. Met with Sechelt board chair and chair of the Sechelt Friends of the Library. Discussed their fundraising events.
 - d. Interlink Report: L Smith
Attended regular Sept. meeting and a planning meeting. Interlink is developing a new strategic plan. L. Smith stressed that every member libraries' opinion are valued and their votes have equal measure. Discussed the value of Interlink services, L. Smith to bring back to InterLink planning committee. If anyone has further comments inform L. Smith.
 - e. BCLTA: M. Thomson. Forwarded the latest BCLTA newsletter that discussed the meeting with the Minister of Education at the UBCM meeting. Provincial public

library funding is secure for another 3 years at the current amount of 14 million. The newsletter also contained tips and ideas about public library advocacy for the upcoming local government elections.

- f. Recruiting & Development: J. Hodgkinson
As J. Hodgkinson will be up for election at the next AGM she cannot be part of the nomination committee. R. Martin has volunteered to be part of the nominations committee along with S. Carlson.

M. Thomson reported that he spoke with a potential trustee candidate. At this time all the current trustees are interested continuing on the Library Board. It was noted that developing a list of potential candidates is good practice.
 - g. Foundation: M. Giltrow, no report.
M. Giltrow will invite Foundation members to participate at Candidates event in the library. Discussion on the Foundations fundraising role.
 - h. Town of Gibsons: W. Rowe.
Reported on the little library located on the corner of O'Shea and Shaw. He also spoke about the water chlorination and upcoming election issues.
 - i. SCRD: L. Lewis
Attended UBCM in Whistler. Both library resolutions passed; representing strong provincial support for public libraries.
7. Centennial Celebration Update
Preparation for the broadcasting of CBC Radio's Almanac (noon to 1pm) and the Crime writer's forum (7pm – 8:30pm) on October 17th are underway. Committee asked for volunteers to help set-up and take-down at Crime Writers Forum.

An additional event has been planned to cap-off the yearlong celebrations. A free musical concert with the Rakish Angles with cake and refreshments will take place on Sunday Nov. 16th. Also at this event the winners of the Short Story Contest will be announced.

The board thanked the Centennial Committee for the great job they are doing.
8. Civic Election Meet-the-Candidates Event: M.Kang & J. Hodgkinson.
Date and time is October 29th from 5pm – 7pm at the library. J. Hodgkinson is reworking the document used in past elections for the event. It outlines the library's funding structure, our services and programs. She suggested having a display at the event highlighting all the programs the library offers. M. Kang and J. Hodgkinson asked that all board members attend.
9. 2015 Annual Goals & Objectives. M. Kang.
- a. M. Kang presented a document that condensed the board's past goals and included specific actions. He asked that board members for the next meeting provide comments

and suggestions with the aim of creating a draft document at the November board meeting and adopting it at the December meeting.

10. Confirm next meeting date: November 8th, 2014

11. Library security list: L.D.

When the library was without a L.D. a staff member was added to the library security list (the names of those who are called if the alarm goes off), prior to this only the LD and a board member were on the list. Currently no board member is on the list. The L.D. suggested that having staff members and herself on this list may be more appropriate than a board member, as staff have better knowledge of the physical layout of the library (exits etc.). It was agreed that this is a basic operational cost (the cost of a staff member attending a security call) and staff members should remain on the list.

12. Communications arising from Agenda: none

13. Public questions: none

14. Adjournment: 11:50 am

Next regular board meeting November 8, 2014, at 10:00am in the library

MINUTES: Regular Board Meeting November 8, 2014

Board members present: Rob Martin, Lorne Lewis, , Marci Beacham Fuller, Sheila Carlson, Janet Genders, Maria Giltrow, Janet Hodgkinson, Manjit Kang and Tracey Therrien: Library Director (LD).

Regrets: Matt Thomson, Wayne Rowe & Larry Smith

1. Call to Order by Chair M. Kang at 10:00 am.

Guest Speaker, Danielle Arsenault GDPL Children's /Youth Librarian. D. Arsenault spoke about her role and children's/youth library programming.

2. Adoption of Agenda:
Moved by M. Beacham-Fuller and seconded by L. Lewis CARRIED
3. Adoption of Minutes – Meeting of October 4th, 2014
Moved by J. Genders and seconded M. Beacham-Fuller CARRIED
4. Action items from last meeting: none.

5. Reports

- a. Library Directors Report: written report.
Rec'd draft space re-configuration report. Waiting for drawings and costing. Report focused on re-arranging current shelving configuration to gain more space and to use a portion of the foyer for a teen area.
- b. Financial Report: LD, written report.
- c. Chairs Report: M. Kang
Met with LD to discuss 2015 budget submission to the Sunshine Coast Regional District. Helped organize and attended the Meet the Candidates Event; all candidates attended and the event was well attended by the public.

Board members commented on event, some expressed that the room was too small for the event, it was too crowded hard to have a conversation. Suggestions for next time included holding the event after hours and use the main area of the library in order to accommodate the large number of attendees. Others wondered if it was necessary to invite School Board Trustee candidates; it was decided that it was appropriate to do so. Overall the board felt that this is an important event; providing an opportunity to highlight the library to the candidates and for the public to meet the candidates.

- d. Interlink Report: L. Smith asked that M. Kang on his behalf, express to the board his positive comments about Michael Burris InterLink's Director and inform them of the good job his is doing in this role.
- e. BCLTA: No report. Latest BCLTA newsletter was forwarded by M. Thomson.
- f. Recruiting & Development: S. Carlson & R. Martin

AGM scheduled for Saturday March 15, 2015 at 10:00am. Regular board meeting to follow. AGM was scheduled in March rather than February as it can be difficult to have the completed library year-end financials available by mid-February.

S. Carlson and R. Martin will prepare AGM advertisement for newspaper and collect trustee applications.

- g. Foundation: M. Giltrow, no report.
Discussion on the Foundations fundraising role and it was decided that being a board member for the Foundation and the Library would be a conflict of interest.
 - h. Town of Gibsons: No report
 - i. SCRD: L. Lewis, encouraged everyone to vote on November 15th.
6. Centennial Celebration Update
CBC Radio's Almanac and the Crime writer's forum on October 17th was a great success. Preparations are underway for the final Centennial Celebration event; a free musical concert with the Rakish Angles with cake and refreshments on Sunday Nov. 16th. Also at this event the winners of the Short Story Contest will be announced and presented with their prizes.
7. 2015 Annual Goals & Objectives. M. Kang.
Discussion and suggestions on Annual Goals & Objectives. M. Kang will compile suggestions and present at December meeting for approval by the board.
8. 2015 Budget: LD
- a. Overview of the draft budget submitted to Sunshine Coast Regional District (SCRD). Budget submission did not include the proposed re-configuration costs.
 - b. Next steps:
Nov. 13th preliminary meeting with SCRD to review submission, answer questions and introduce the re-configuration project.
Jan., Feb. & March: Final budget presentations.
Board Chair and LD represent library at these meetings; other board members are encouraged to attend also.
9. Confirm next meeting date: December 6, 2014
10. Communications arising from Agenda: Gibsons Public Art Gallery; congratulations on your centennial and year-long celebrations.
11. Public questions: none
12. Adjournment: 12:05 pm

Next regular board meeting December 6, 2014, at 10:00am in the library

MINUTES: Regular Board Meeting December 6, 2014

Board members present: Rob Martin, Marci Beacham Fuller, Sheila Carlson, Maria Giltrow, Janet Hodgkinson, Manjit Kang, Wayne Rowe, Larry Smith and Tracey Therrien: Library Director (LD).

Regrets: Matt Thomson, Lorne Lewis, Janet Genders

Informal meeting with the Library Foundation:

The meeting was an opportunity for members from both the Library Board and the Foundation Board to meet, introduce members and for the Foundation to provide an update on their recent activities. Additionally the Library Board and the LD gave an update on the library's reconfiguration project. Foundation members expressed their interest in the project and their commitment to helping raise funds for the project.

Regular Library Board Meeting

1. Call to Order by Chair M. Kang at 10:00 am.
2. Adoption of Agenda:
Moved by M. Beacham-Fuller and seconded by J. Hodgkinson CARRIED
3. Adoption of Minutes with amendments – Meeting of November 8, 2014
Moved by M. Beacham-Fuller seconded by M. Giltrow CARRIED
4. Action items from last meeting: none.
5. Reports
 - a. Library Directors Report: written report.
Due to the retirement announcements of two staff members, the LD with guidance from M. Kang re-submitted the library's 2015 budget to the Sunshine Coast Regional District. The changes included the division of hours between two positions which resulted in an increase to employee benefits.
 - b. Financial Report: LD, written report.
 - c. Chairs Report: M. Kang
Presented the library's 2015 budget submission to the Sunshine Coast Regional District. This is the first meeting, normally followed by two other meetings, giving the opportunity for the Regional District Directors to ask further questions. Discussion also included the maintenance of the library building in particular the roof, which will need major repairs soon. The Regional District is responsible for such repairs and are proceeding with a plan. The meeting was also an opportunity to introduce the library reconfiguration project, informing the Regional District Directors on the progress of the plan and the potential timeframe. It was noted that if any major repairs were done on the roof, it could be beneficial (economical) to incorporate some of the library reconfiguration plans or to consider a minor library expansion at the same time as roof repairs or replacement.
 - d. Interlink Report: L. Smith presented the proposed 2015 InterLink budget. The

budget will be voted on at the Feb. 2015 InterLink meeting. L. Smith noted that there is nothing unusual to the proposed budget and InterLink membership continues to provide a valuable service to Gibsons' library members. A motion supporting a Leadership Professional Development program was defeated. Some InterLink board members were concerned about the appropriateness of the program for small libraries and requested additional information about the program before revisiting the motion at the Feb. 2015 meeting.

- e. BCLTA: No report.
 - f. Recruiting & Development: J. Hodgkinson reported on a Succession Planning webinar she, S. Carlson, J. Genders and M. Kang took. Feedback was positive from all those that participated. Worksheets were provided that can be adapted for the Gibsons Board. J. Hodgkinson will do this and present at an upcoming board meeting. The Recruiting & Development committee were thanked for pursuing Succession Planning training and reminding the board of the importance of a plan to ensure the effectiveness of the library board.
 - g. Foundation: M. Giltrow.
The Foundation presented the library with a donation of \$5000 to replace the public library catalogue computers with tablets and secure devices for mounting the tablets.
 - h. Town of Gibsons:
The board congratulated W. Rowe on his election as Mayor. M. Rowe informed the board that he will no longer act as the Town's liaison on the library board. A Town Councillor will be appointed at a Council meeting in December. He has enjoyed his time on the board and expressed his appreciation of board members for volunteering their time and their commitment helping maintain and improve library services to residents.
 - i. SCR D: No report
6. 2015 Annual Goals & Objectives. M. Kang.
Adoption of 2015 Annual Goals & Objectives as presented.
Moved by L Smith and seconded by R. Martin. CARRIED
7. Reconfiguration Plan: M. Kang & LD
Update on reconfiguration Plan – should be complete by the end of 2014. Next steps include a feasibility study determining which of the 20 recommendations can be completed and by when.
Formed a Reconfiguration Committee: L. Smith, R. Martin and LD
LD will forward the latest version of the plan to committee for feedback and will forward to consultant.
8. Confirmation of next Board Meeting: Jan. 10, 2015

9. Public questions: none

10. Adjournment: 11:15 pm

Next regular board meeting January 10, 2015, at 10:00am in the library

Gibsons & District Public Library
March 8th, 2014
Annual General Meeting

Board Members Present: Manjit Kang (Chair), Lorne Lewis (SCRD representative), Wayne Rowe (Town of Gibsons representative), Kim Wilkinson (Co Vice-Chair), Janet Genders (Co Vice-Chair), Matt Thomson, Maria Giltrow, Sheena Careless, Larry Smith, Marci Beacham Fuller and Tracey Therrien (Library Director)

Four members of the public including two Library Foundation members in attendance.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by, Clint Budd seconded by Kim Wilkinson CARRIED

3. RECEIPT OF AGM 2013 MINUTES

Moved by Janet Genders seconded by Maria Giltrow CARRIED

4. REPORTS

4.1 2013 Annual Financial Statement Report - Nelson Alvarez, CGA

Moved by Lorne Lewis, seconded by Marci Beacham Fuller that the Annual Financial Statement as presented be accepted by the membership. CARRIED

4.2 Report of the Library Director – Tracey Therrien

Moved by, Matt Thomson seconded by Donna McMahon the report of the Chief Librarian be accepted by the membership. CARRIED

4.3 Report of the Board of Trustees - Manjit Kang

Moved by, Marci Beacham Fuller seconded by Lorne Lewis that the report of the Board Chair be accepted by the membership. CARRIED

4.4 Report from the Nominations Task Group – Marci Beacham Fuller

Moved by Lorne Lewis, seconded by Janet Genders that the report from the Nominations Task Group be accepted by the membership. CARRIED

4.5 Report from the Centennial Celebration Committee – Janet Genders

5. ELECTION OF TRUSTEES FOR 2014

Moved by Matt Thomson, seconded by Lorne Lewis that Manjit Kang, and Maria Giltrow, be re-appointed to the Board for a two-year term. CARRIED

Moved by Matt Thomson, seconded by Marci Beacham Fuller that Sheila Carlson, and Rob Martin, be appointed

6. PUBLIC QUESTIONS; none

7. ADJOURNMENT at 10:35am
Moved by Lorne Lewis