

**Gibsons & District Public Library Association**

Regular Board Meeting

Saturday, January 22, 2011

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

G. Tretick TOG Liaison

Regrets: S. Careless, L. Turnbull

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

Moved by 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 F. Lerner that the minutes of the November 27, 2010 regular meeting be adopted by the Board.

**CARRIED**

**4. CHIEF LIBRARIAN –** Written report.

**5. TASK GROUP REPORTS**

**InterLINK** –F. Lerner - \$600,000 received from the Provincial Government for operations.

**BCLTA** – D. McMahon – TOP taking place in Richmond on Feb. 26, 2011; BCLTA Conference in Victoria; BCLTA membership dues.

**Moved by D. McMahon, seconded by A. MacLachlan to pay the BCLTA membership invoice of \$515.26.**

**CARRIED**

**Moved by M. Kang, seconded by K. Reynolds to send up to three (3) people to TOPs to a maximum Board expenditure of \$550.00.**

**CARRIED**

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

**FINANCE** – F. Lerner, M. Kang – Second round Budget discussion date of Feb. 11, 2011 to be confirmed.

More planning required for budget presentations/SCRD budget meetings. A second round budget planning meeting will be held on Friday Jan 28, 2010 @ the Library.

**EXPANSION PLANNING** – G. Tretick update – There will be a public meeting of the master plan for the Harbour area on Feb. 23, 2010 at the Legion with a 7:00pm start time. The economic feasibility of the vision will be presented.

**NOMINATIONS** – Three vacancies, three candidates coming forward.

**Board report need to be with the CL by Feb. 15<sup>th</sup> for inclusion in the Annual Report.**

**R. Swickis will invite Foundation to the AGM.**

**7. OTHER BUSINESS**

a. Bargaining Update – in-camera item.

b. **Board Goals and Objectives for 2011 – to be addressed and finalised on-line.**

c. Staff Appreciation 2010 – **Moved by F. Lerner, seconded by K. Reynolds to approve \$120.00 more in costs for the 2010 event.**

**CARRIED**

**8. NEXT MEETING** – February 19, 2011 @ 9:30am.

9. Adjourned 11:30pm.

**In-Camera meeting to discuss bargaining and review Chief Librarian Annual Evaluation documents.**

## Gibsons & District Library Association

Regular Board Meeting

Mainil Room – Gibsons Library

0930 Saturday February 19, 2011

Board Members Present: S. Careless, J. Clark, M. Kang, F. Lerner, A. MacLachlan, D. McMahon, K. Reynolds, M. Southam (Chief Librarian), Lee Turnbull.

Regrets: R. Swickis

### Call to Order

Called to order by the Vice Chair at 9:30am.

### Adoption of Agenda

**Moved by J. Clark, seconded by S. Careless that the Board adopt the agenda. CARRIED**

### Adoption of Minutes - Meeting of January 22, 2011

**Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ that the Board adopt the agenda CARRIED**

### Librarian's Report

Written report which addressed status of Collective Bargaining.

### Task Group Reports

**Interlink** – F. Lerner - No Report

**BCLTA** – D. McMahon – Conference website down when viewing. Conference sessions are not recorded.

**Communications** – Donna/Julie/Sheena

**Finance** – F. Lerner/M. Kang

F. Lerner reported on the meeting between Roger, myself, John France, Peter Longhi and Joanne Fraser (minutes attached)

1. 2011 Board budget

The board has a budget of \$1500 for 2011

Based on past experience the Finance Committee is estimating the following expenditures:

Advertising \$085

TOPS-4 people \$700 (4 people\*\$150 + \$100 travel)

Staff appreciation \$200

BCLTA dues \$515

Conferences \$ 0

Total \$1500

These numbers may have to be revised once we have the approved budget from the SCRD.

2. Board budget tracking and reporting for 2011:

In addition we are proposing that the Finance Committee sign off all individual expenditures before forwarding them to Michelle for reimbursement and that we report on the position of the budget at each Board meeting.

Process

a. Board member completes expenses (at this point we have no particular form) and deposits it in Finance committee filing folder at the library.

b. Board member emails Finance committee members (Fred and Manjit) to let them know that expense is ready for approval.

c. Finance committee member reviews and approves expense and forwards to Michelle for payment.

d. CL writes cheque and deposits in board member's filing folder.

**Moved by F. Lerner, seconded by M. Kang that the Board approve the process for reporting Board expenses. CARRIED**

**Foundation** – M. Kang – Foundation did not make any money on a Way with Words this year, participation was down. Vern is retiring from the Foundation.

**Town of Gibsons** – G. Tretick (Holland Pk meeting Feb 23)

Written report submitted by G. Tretick

**Board Evaluation 2010** - Acceptance of final version

**Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ that the Board approve the final version after D. McMahon clarifies statement made by L. Turnbull. CARRIED**

**Goals and Objectives 2011** - Adoption of final version

Goals and Objectives attached.

**Moved by J. Clark, seconded by M. Kang that the Board adopt the 2011 Goals and Objectives. CARRIED**

**Communications and Advocacy Plan** - Annual Review, develop press release for AGM

D. McMahon will develop a press release following the AGM.

**Moved by J. Clark, seconded by F. Lerner, that task group reports are submitted as written reports prior to the regular meeting. CARRIED**

**Adjournment**

Next Meeting: March 12, 2011 or March 19, 2011 @ 9:30am

**In Camera**

Chief Librarian Evaluation

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

Special Board Meeting

Monday February 21, 2011

Board Members Present: S. Careless, J. Clark, M. Kang, F. Lerner, A. MacLachlan, D. McMahon, K. Reynolds, M. Southam (Chief Librarian), R. Swickis (Chair), Lee Turnbull.

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

The meeting was called to order by the Chair at 6:40pm.

### **2. Contract Ratification**

The CL went through the Memorandum of Agreement and answered questions.

Moved by K. Reynolds, seconded by S. Careless that the MOA be ratified by the Board. CARRIED

**Gibsons & District Public Library Association**  
**Annual General Meeting**  
Monday February 21, 2011

Board Members Present: S. Careless, J. Clark, M. Kang, F. Lerner, A. MacLachlan, D. McMahon, K. Reynolds, M. Southam (Chief Librarian), R. Swickis (Chair), Lee Turnbull.  
G. Tretick TOG Liaison  
K. Esplen, Accountant

**1. CALL TO ORDER**

The meeting was called to order by the Chair at 7:00pm.

**2. ADOPTION OF AGENDA**

*Moved by K. Reynolds, seconded by D. McMahon that the agenda be adopted by the membership. CARRIED*

**3. ADOPTION OF MINUTES**

*Moved by C. Budd, seconded by J. Clark that the minutes of the Feb. 15<sup>th</sup> 2010 AGM be adopted by the membership. CARRIED*

**4. Receipt of Annual Reports**

**4.1 Annual Financial Statement (K. Esplen)**

*Moved by K. Reynolds, seconded by M. Kang that the membership accept the Financial Statements from the accountant. CARRIED*

**4.2 Chief Librarian (M. Southam)**

*Moved by S. Careless, seconded by A. MacLachlan that the membership accepts the report from the Chief Librarian. CARRIED*

**4.3 Board of Trustees (R. Swickis)**

Presentation to outgoing chair by J. Clark on behalf of the Board and my M. Southam on behalf of the Library staff.

**4.4 Report from the Nominations Task Group (S. Careless & D. McMahon)**

The candidates (M. Thomson, J. Genders, K. Wilkinson) on Board slate.

**5. Election of Trustees for 2011**

*Moved by S. Careless, seconded by L. Turnbull that the membership accept the proposed slate of trustees. CARRIED*

**6. Approval of AGM minutes**

*Moved by M. Kang, seconded by D. McMahon that the Board be delegated to approve the minutes of the Feb. 21<sup>st</sup> 2011 AGM. CARRIED*

**7. Questions from the floor**

None

**8. Adjournment**

Meeting adjourned at 7:30 pm

**Gibsons & District Public Library**

**March 12<sup>th</sup>, 2011 Regular Meeting**

Board Members Present: Sheena Careless, Julie Clark, Janet Genders, Fred Lerner, Donna McMahon, Keith Reynolds, Matt Thomson, Kim Wilkinson, Lee Turnbull (arrived 10:40am)

Regrets: M. Kang

Gerry Tretick – Town of Gibsons Liaison

1. CALL TO ORDER

Called to order by the CL at 10:06am

2. ADOPTION OF AGENDA

*Moved by S. Careless, seconded by J. Clark that the amended agenda be adopted.*

CARRIED

3. ADOPTION OF MINUTES

a. February 19 regular meeting (re-created minutes)

*Moved adoption of re-created minutes with the understanding that all minutes and motions were properly moved at the time, though the original, written minutes were lost, seconded by D. McMahon.*

CARRIED

b. February 20 special meeting

*Moved by D. McMahon, seconded by F. Lerner that the Board adopt the minutes of the special meeting of Feb. 20<sup>th</sup>, 2011*

CARRIED

c. February 20 annual general meeting

*Moved by F. Lerner, seconded by S. Careless that R. Swickis' name be specified in the minutes and the minutes be adopted by the Board.*

CARRIED

4. BUSINESS ARISING

a. Election of Chair, Vice Chair

D. McMahon appointed Chair, M. Kang appointed vice-chair (in-absence)

b. Appointment of GDPL accountant.

*Moved by F. Lerner, seconded by K. Reynolds that the Board appoint K. Esplen as the review engagement accountant.*

CARRIED

*Moved by K. Reynolds, seconded by S. Careless that the Board table the appointment of K. Wilkinson to the Board, until the next regular Board meeting.*

CARRIED

*Moved by K. Reynolds, seconded by S. Careless that the Board appoint J. Clark to the vacant 1 year term on the Board.*

CARRIED

Board will review committee appointments in June 2011

c. Appointment of 2011 board representatives and task groups.

*Moved by S. Careless, seconded by F. Lerner that the Board appoint M. Kang to the position of Foundation liaison, subject to his acceptance.*

CARRIED

*Moved by J. Clark, seconded by J. Genders that S. Careless be appointed and K. Reynolds as alternate as the BCLTA liaison.*

CARRIED

*Moved by J. Clark, seconded by J. Genders that M. Kang and F. Lerner serve as the Finance committee.*

CARRIED

*Moved by J. Genders, seconded by F. Lerner that M. Thomson, S. Careless, J. Clark form the Communications Committee.*

CARRIED

d. Appointment of Signatories for cheques

*Moved by K. Reynolds, seconded by S. Careless that F. Lerner and J. Clark be appointed by the Board as bank signatories with the Chief Librarian.*

CARRIED

5. REPORTS / ONGOING BUSINESS

- a. Chief Librarian
- b. Nominations Committee (Sheena, Donna)

**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 “Nine (9) trustees are to be elected in total ...” , thereby increasing the size of the Board by one member.**

***Moved by K. Reynolds, seconded by S. Careless that the Board accept first reading of the Bylaw amendment.***

**CARRIED**

***Moved by J. Clark, seconded by F. Lerner that the Board accept second reading of the Bylaw amendment.***

**CARRIED**

- c. Harbour Plan (Donna)  
Further discussion ensued.
- d. InterLINK (Fred)
- e. Finance (Manjit, Fred)  
Budget passed without alterations at SCRD 3<sup>rd</sup> round budget talks.  
Discussion around SCRD administration fee.  
F. Lerner to contact SCRD (Joanne Fraser) to determine actual administration fee amount for 2011.  
SCRD recognizes that the building envelope left too long unmaintained.
- f. BCLTA (annual facility survey) D. McMahon will complete.

6. NEW BUSINESS

- a. Board photograph (Donna)  
Photograph will be taken at next Board meeting.
- b. Board Annual Work Plan (Julie)  
Proposed workplan roles and responsibilities proposed.  
Each committee will come to the next meeting with action plans for their group.
- c. Date for Orientation  
Prior to the April meeting start at 9am
- d. 2010 Meeting Dates  
Next meeting will be April 30<sup>th</sup>, 10am

7. BOARD COMMUNICATIONS (Donna)

8. CORRESPONDENCE RECEIVED – Thank you card from Patricia Swadden

9. PUBLIC QUESTIONS

none

10. ADJOURNMENT at 11:50

*The next regular board meeting is scheduled for April 30<sup>th</sup> @ 10:00am*

In-Camera meeting to discuss CL review.

## **Gibsons & District Library Association**

Regular Board Meeting  
9:00 Saturday April 30, 2011

### **Minutes**

Board members present: Sheena Careless, Janet Genders, Manjit Kang, Fred Lerner, Donna McMahon, Keith Reynolds, Matt Thomson, Kim Wilkinson.  
Regrets Julie Clark, Lee Turnbull

Guests: Shawn Cardinall

1. **Annual Board Orientation and Photo** – Chief Librarian and Shawn Cardinall.
2. **Call to Order** by the Chair at 10:15am for Regular Meeting

#### **3. Adoption of the Agenda**

*Moved by K. Reynolds, seconded by M. Thomson that the Board adopt the Agenda* CARRIED

#### **4. Adoption of the Minutes.**

*Moved by J. Genders, seconded by M. Kang that the Board adopt the minutes of the regular meeting of March 11, 2011* CARRIED

#### **5. Third and Final Reading of Motion to amend the Bylaws:**

*MOVED by M. Thomson, seconded by J. Genders that the Bylaws (Part 4 - Annual General Meeting paragraph 13a) be amended to read "Nine (9) trustees are to be elected in total..."* CARRIED

#### **6. Appointment of K. Wilkinson**

*Moved by S. Careless, seconded by K. Reynolds that the Board appoint Kim Wilkinson to the Board* CARRIED

#### **7. Reports** (attached to agenda package)

- Chief Librarian's Report
- Chair's Report - Donna
- Interlink - Fred
- BCLTA - Sheena
- Communications - Julie/Sheena/Matt
- Finance - Fred/Manjit (CL will provide copy of monthly oversheet to Finance on a quarterly basis)
- Foundation - Manjit

#### **8. Board Secretary Role** - Discussion (see Fred's report, Attachment 8)

Following discussion, Board to retain the status quo re: secretary.

#### **9. Foundation Wish List:** discussion - Board to pursue idea of a possible Donor Wall for recognition of Library supporters (Foundation). CL will move fourth priority up higher on the 2011 wish list.

#### **10. Community Survey**

Finance Task group proposes that the Survey task group re-work the numbers based on a larger budget and larger survey group.

Committee will draft an RFP and re-draft both documents for next meeting. RFP draft will be circulated 1-2 weeks prior to the meeting in May.

Finance will have a proposal for next meeting regarding survey funding.

#### **11. Mentoring of New Board Members**

No plan at this time.

#### **12. Board Manual Update**

D. McMahon and K. Wilkinson will form task group to look for update requirements in manuals and missing documents for June meeting.

#### **12. 2011 Meeting Dates**

##### **Adjournment 11:45**

##### **In Camera Session**

Update on staff issue/grievance

Chief Librarian Annual Salary Review



## Gibsons & District Public Library

### May 28, 2011 Regular Meeting

Board Members Present: Sheena Careless, Julie Clark (arrived 10:25am), Janet Genders, Fred Lerner, Donna McMahon, Keith Reynolds, Matt Thomson, Kim Wilkinson, Lee Turnbull (arrived 11:05am).

Gerry Tretick – Town of Gibsons Liaison

Regrets: M. Kang

#### 1. CALL TO ORDER

Called to order by the Chair at 10:05am

#### 2. ADOPTION OF AGENDA

*Moved by K Reynolds seconded by J. Genders*

CARRIED

#### 3. ADOPTION OF MINUTES

Moved by M Thomson, seconded by K. Wilkinson

CARRIED

Website bylaws now need updating for Part 4, paragraph 13a

#### 4. BUSINESS ARISING

**Community Survey** – Remove “outcome point” that survey to help position library for a capital referendum.

Perhaps add: determine service expansion needs and unmet service needs.

Add Use information to plan service priorities.

Change: Library is ‘owned by the SCRD’ and “funded” by the taxpayers.....

Add that we want an online survey

Note that we want statistically relevant survey results

Put it on BC Bid

Post on website

2nd draft to be circulated before next meeting.

Put out RFP on Directors listserv: university/college applicable schools.....etc

#### 5. REPORTS / ONGOING BUSINESS

Chief Librarian enclosed

Chair enclosed

InterLINK no meeting/no report

BCLTA survey open for conference critique/review

Finance SCRD working on building maintenance

Foundation No report

Town of Gibsons Wordsmithing of Official Community Plan - June14 consultant brings to Committee, then goes back to public process.

SCRD no report – question requesting admin cost – ask for Function Report from Joanne Fraser for this answer.

#### 6. NEW BUSINESS

Strategic Operating Plan - Chief Librarian presents 2011 Strategic Operating Plan - discussion

Terms of Reference for Task Groups and Committees -need draft terms for Communications and Finance Task Groups for next meeting.

#### BOARD COMMUNICATIONS (Janet)

June 17 – party for Michelle -5pm-7pm, Library will close 60 minutes early. Invitations have been circulated.

7. CORRESPONDENCE RECEIVED – none

8. PUBLIC QUESTIONS -none

9. ADJOURNMENT at 11:15

*The next regular board meeting is scheduled for June 11th @ 10:00am*

In-Camera meeting to discuss on-going grievance followed by CL salary.

## Gibsons & District Public Library

### June 11, 2011 Regular Meeting

Board Members Present: Sheena Careless, Janet Genders, Manjit Kang, Fred Lerner, Donna McMahon, Keith Reynolds, Matt Thomson, Kim Wilkinson, Lee Turnbull (arrived 11:05am).

Gerry Tretick – Town of Gibsons Liaison

Regrets: Julie Clark

Gibsons Public Library Foundation Members present: Burt Reeve

#### 1. CALL TO ORDER

Called to order by the Chair at 10:08am

2. **Report by B. Reeve on the Foundation.** Board is 1 short of a full slate. Decline in interest rates means a decrease in funding – changed investments to moderate losses of interest income. Way with Words event was not overly successful this past event.
3. **Report by D. McMahon on the recent efforts of the Board.** ie Finance committee work with SCRD; working on Board mentoring; next big thing is the community survey. Will be holding a Meet-the-Candidates event. Anniversary party for the Chief Librarian.

#### 4. ADOPTION OF AGENDA

*Moved by J. Genders seconded by F. Lerner*

**CARRIED**

#### 5. ADOPTION OF MINUTES

*Moved by M Thomson, seconded by K. Wilkinson*

**CARRIED**

#### 6. REPORTS / ONGOING BUSINESS

Chief Librarian enclosed – Michelle will find out how Sechelt avoided AskAway hours.

Chair no report, on vacation

InterLINK F. Lerner, enclosed

BCLTA No report

Finance

Foundation No report.

Town of Gibsons Harbour Plan workshop coming up – by invitation (June14). If interest, call Michael Epp to see if possible to attend. Will be receiving and going over draft plan.

SCRD No report

Communications Id what current services users are familiar with and valued.

What will be done with data: add prioritise funding directions

Should have a list of links for more information

Should have a list/outline of outcome for proposal section and then list of final deliverables.

Need to understand how they plan to achieve project deliverables (detailed outline of methodology).

RFP will be circulated by email and then posted.

*Moved by M. Thomson, seconded by S. Careless to approve the expenditure of Board reserve funds up to \$12,000 costs of the Community Survey.*

**CARRIED**

7. **Moved by M. Kang seconded by D. McMahon to go in-camera.**

**CARRIED**

8. **Moved by M. Thomson, seconded by S. Careless to move out of in-camera**

**CARRIED**

9. Moved by M. Kang, seconded by S. Careless to transfer a fund of 100k of accumulated depreciation to the internally restricted Capital Reserve Fund for use on future requirements as approved by the Board.

**CARRIED**

10. Moved by K. Reynolds seconded by K. Wilkinson to approve the expenditure of Board reserve funds up to \$20,000 for possible costs related to the administration of the collective agreement. **CARRIED**

**11. NEW BUSINESS**

Board Manual updated Table of Conference distributed. (D. McMahon)

Terms of Reference for Task Groups and Committees -need draft terms for Communications and Finance Task Groups for September meeting.

BOARD COMMUNICATIONS (Janet)  
CL Anniversary Party update.

**12. CORRESPONDENCE RECEIVED – none**

**13. PUBLIC QUESTIONS -none**

**14. ADJOURNMENT at 12:15**

*The next regular board meeting is scheduled for September 10, 2011 @ 10:00am*

In-Camera meeting to discuss on-going labour grievance.

**Gibsons & District Public Library  
September 10, 2011 Regular Meeting**

Board Members Present: Sheena Careless, Julie Clark, Janet Genders, Manjit Kang, Fred Lerner, Donna McMahon, K. Reynolds, Kim Wilkinson

Regrets: Matt Thomson, Gerry Tretick – Town of Gibsons Liaison, Lee Turnbull

**1. CALL TO ORDER**

Called to order by the Chair at 10:05am

**2. ADOPTION OF AGENDA**

*Moved by M. Kang, seconded by F. Lerner*

**CARRIED**

**3. ADOPTION OF CORRECTED MINUTES**

*Moved by J. Genders, seconded by M. Kang*

**CARRIED**

Moved In-Camera at 10:07am to discuss administration of Collective Agreement.

Moved out of In-Camera at 10:14

**4. REPORTS / ONGOING BUSINESS**

Chief Librarian enclosed – discussion regarding SCRD soffit repairs.

Chair enclosed

InterLINK no report, no meeting

BCLTA enclosed

Finance No report

Foundation No report.

Town of Gibsons No report.

SCRD No report

Communications No report – working on RFP.

**5. NEW BUSINESS**

Board goals and objectives will need addressing for 2012.

2012 budget coming forward in October

Nominations task group will need forming – K. Reynolds

Board will need to plan and organize for municipal elections – J. Genders, (D. McMahon – will revise/write briefing paper).

Terms of Reference for Task Groups and Committees -need draft terms for Communications and Finance Task Groups for September meeting.

**6. RFP**

Task group will develop more information to provide clarification to shortlisted consultants. Further they will:

a. seek more clarification from shortlisted consultants.

b. address confidence level among shortlisted consultants – request them to provide survey size requirements.

**7. CORRESPONDENCE RECEIVED – none**

**8. PUBLIC QUESTIONS -none**

**9. ADJOURNMENT at 11:20**

*The next regular board meeting is scheduled for October 15, 2011 @ 10:00am*

## Gibsons & District Public Library

### October 15, 2011 Regular Meeting

Board Members Present: Sheena Careless, Julie Clark, Janet Genders, Manjit Kang, Fred Lerner, Donna McMahon, Keith Reynolds, Matt Thomson, Kim Wilkinson; Lee Turnbull (SCRD representative arrived 11:40am).

Gerry Tretick – Town of Gibsons Liaison

Regrets: None

#### 1. CALL TO ORDER

Called to order by the Chair at 10:05am

#### 2. ADOPTION OF AGENDA

*Moved by M Thomson, seconded by M. Kang*

**CARRIED**

#### 3. ADOPTION OF CORRECTED MINUTES

*Moved by M Thomson, seconded by K. Reynolds*

**CARRIED**

Moved In-Camera at 10:07am to discuss administration of Collective Agreement.

Moved out of In-Camera at 10:17

#### 4. REPORTS / ONGOING BUSINESS

**Chief Librarian** enclosed – discussion regarding SCR D soffit repairs, CL will do signs on workstation desks recognising the Foundation.

**Chair** enclosed – update on local elections. Enclosed 2011 Briefing Paper for the local government elections. The paper may be edited to reflect that the SCR D owns the building “on our behalf”/or that built by tax funds through referendum.

**InterLINK** no report, no meeting

**BCLTA** no report

**Finance** enclosed –

Discussion: may utilise Survey pitch for key points/messages to be made during the budget presentations.

**Foundation** No report.

**Town of Gibsons** Waterfront Plan meeting occurred last week –the reporting back of that Open House will be happening at the next Planning Meeting in early November. Museum & Library lands will not see any real change – it looks like it will remain public community lands.

Town of Gibsons has requested that the Library Board submit comments on the Harbour Plan. The Board will submit a brief statement. Donna will help with the letter, Julie will submit the points brought up in the discussion and forward to Donna for the letter.

**SCR D** L. Turnbull – suggested that Board should send letter to Peter to ask for an accounting of the budget expenditures from the Capital Reserve fund.

**Communications** Messages to accompany budget presentations needs to be created for near future. All Candidates meeting will be held on October 29<sup>th</sup> @10am in the Mainil Room. Foundation will be invited. Coffee mugs will be rented. Coffee and danishes will be served. May be as many as 39 people. No paid advertisement will be issued. Kim and Julie will do the Staff Appreciation event; Keith and Janet will coordinate the Candidates Meeting.

**Nominations** – K. Reynolds and K. Wilkinson agree to serve as the Nominations Task Group.

## **5. NEW BUSINESS**

Board Goals & Objectives No work done to date. Will come to next meeting agenda. Julie will bring forward previous year's Goals and Objectives.

2012 Budget – Discussion regarding amortization and budget dollars. Finance Committee will contact Sechelt Library to find out how they address amortization; and they will seek more information from K. Esplen (accountant) on how to budget and report as a non-profit with amortisation.

We will work on a budget template for submission to the SCRD.

Need a report from the SCRD on spent numbers from the Planning Reserve fund.

## **6. COMMUNITY SURVEY**

Quality assurance statement should be spelled out in the Contract i.e. RFP to be attached as a Schedule to the contract if possible – have the deliverables been met. But details of surveys not typically included in a contract. No contract will guarantee numbers (quantity of responses) but SPARC was most willing to continue efforts to attempt to reach the sample size that required.

Survey data collection will be December 17, 2011.

There will be a user survey and a non-user survey.

There will probably be a bulk mail component to the outlying areas.

Moved by M. Thomson and seconded by S. Careless to sign the contract with SPARC if the RFP is included as Schedule.

CARRIED

## **7. CORRESPONDENCE RECEIVED – Letter from the Town re: Harbour Planning**

## **8. PUBLIC QUESTIONS -none**

## **9. ADJOURNMENT at 12:05**

*The next regular board meeting is scheduled for November 5, 2011 @ 10:00am*

## Gibsons & District Public Library

### Nov 5, 2011 Regular Meeting

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

Gerry Tretick – Town of Gibsons Liaison

Regrets: L. Turnbull (SCRD rep.)

#### 1. CALL TO ORDER

Called to order by the Chair at 10:05am

#### 2. ADOPTION OF AGENDA

*Moved by S. Careless, seconded by M. Kang*

**CARRIED**

#### 3. ADOPTION OF CORRECTED MINUTES

*Moved by M Thomson, seconded by K. Wilkinson*

**CARRIED**

Moved In-Camera at 10:07am to discuss administration of Collective Agreement.

Moved out of In-Camera at 10:30

#### 4. REPORTS / ONGOING BUSINESS

**Chief Librarian** enclosed –

**Chair** enclosed – discussion of how security is addressed at other SCR D buildings. CL will query alarm company to determine number of callouts in the past year. Board will request SCR D to take over call-outs as part of the other security detail of SCR D.

**InterLINK** No report

**BCLTA** Enclosed

**Finance** Enclosed –

Began budget process. Meeting with K. Esplen shortly. Will have a meeting with P. Harvey of the Sechelt Library to discuss budget formatting. SCR D building maintenance, most items addressed – remaining items will be addressed in the 2012 SCR D maintenance budget. SCR D Admin charge last year \$38,000 – SCR D anticipates charge may be less than 2010.

**Foundation** No report.

**Town of Gibsons** Nothing to report.

**SCR D** No report

**Communications** Friday, Dec. 2 – 5 to 7pm will be the staff appreciation event. Board budget of \$200 for event.

**Nominations** – Need one, may need two new members. There are potential candidates from previous years. AGM and Nominations Timeline handout enclosed. AGM will be held Feb. 27, 2012 at 7:00pm.

#### 5. NEW BUSINESS

Board Goals & Objectives Discussion and review of enclosed. Changes will be come to next meeting.

#### 6. COMMUNITY SURVEY

Discussion around prize for completing the survey - iPad, cash for Christmas, eReader etc.

Discussion around wording of survey preamble regarding filling out/participating in the survey.

Needs highlighting around instruction for user vs non-user survey. Ensure people fill out correct survey and don't get part way through one before discovering they are completing the wrong one.

The Board needs more information around how the mail out portion of the survey will actually work and how people can return it.



Need to see a timeline from SPARC.

Introduction needs re-work but this is an introduction to their work plan, so no Board editing required here.  
Board does not agree with the idea of placing an intercept interviewer at the Food Bank.

**7. CORRESPONDENCE RECEIVED – Letter from the A. Youngberg of CUPE relating to a personnel issue, therefore moved to in-camera discussion held under Item 3.**

**Thank you letter sent to Black Bean Coffee for generously providing coffee for the Board's Meet the Candidates event.**

**8. PUBLIC QUESTIONS -none**

**9. ADJOURNMENT at 12:20**

*The next regular board meeting is scheduled for December 3, 2011 @ 10:00am*

**Gibsons & District Public Library  
Dec. 3, 2011 Regular Meeting**

Board Members Present: Sheena Careless, Janet Genders, Manjit Kang, Fred Lerner, Donna McMahon, Keith Reynolds, Matt Thomson, Lee Turnbull (arrived late), Kim Wilkinson.  
Gerry Tretick – Town of Gibsons Liaison  
Regrets: Julie Clark

**1. CALL TO ORDER**

Called to order by the Chair at 10:05am

**2. ADOPTION OF AGENDA**

*Moved by J. Genders, seconded by K. Reynolds*

**CARRIED**

**3. ADOPTION OF CORRECTED MINUTES**

*Moved by K. Reynolds, seconded by M. Kang*

**CARRIED**

Moved In-Camera at 10:07am to discuss administration of Collective Agreement.

Moved out of In-Camera at 10:12

**4. REPORTS / ONGOING BUSINESS**

**Chief Librarian** enclosed –

**Chair** enclosed –

**InterLINK** enclosed

**BCLTA** Nothing to report

**Finance** Enclosed –

Began budget process. Pre-budget meeting with SCR D will be Dec. 14<sup>th</sup> @11:15am. Discussion around budget process and coastwide funding and service concerns. Discussion around the expired Area D funding agreement.

**Foundation** Nothing to report.

**Town of Gibsons** May be a reassignment of positions because of the changes in council. Will be aware of any assignment changes in January.

**SCR D** Will be a few Director changes, full Board not assigned yet.

**Communications** Survey launched.

**Nominations** – Need one new member. Will be an on-line form up and running and the hard copy will be available. Feb 10<sup>th</sup> is the deadline for applying to be a Board member. AGM will be held Feb. 27, 2012 at 7:00pm.

**Staff Appreciation follow-up** Great job. Question – who is doing the appreciation – Board, CEO, public? The Board is appreciating the staff. Discussion around whether this is the best means to show staff appreciation.

**5. NEW BUSINESS**

Board Goals & Objectives Nothing coming forward to this meeting.

**6. COMMUNITY SURVEY**

Mail out survey to outlying areas next week (Area D, E and F) More handbills printed because we really want the survey filled out on-line.

SPARC will do intercepts based on where we are not getting enough response.

Discussion that mail out should in fact go out to Gibsons to ensure perception of fairness.

**7. CORRESPONDENCE RECEIVED – none**

CL will thank staff for attending event last night.

**8. PUBLIC QUESTIONS -none**

**9. ADJOURNMENT at 11:35**

*The next regular board meeting is scheduled for Jan. 7 2012 @ 10:00am*