

Gibsons & District Public Library Association

ANNUAL GENERAL MEETING MINUTES

March 3, 2008 – 7:00 p.m.

Eleven association members present.
Trustee regrets from Lee Turnbull.

1. Call to order – welcome and introductions by the Board Chair at 7pm.
2. Moved by K. Reynolds, seconded by Bruce Irvine that the Agenda be adopted. CARRIED
3. Moved by Bruce Irvine, seconded by Julie Clark that the AGM minutes of February 19, 2007 be accepted. CARRIED
4. Receipt of Annual Reports
 - 4.1 Financial Statements 2007 (K. Esplen)
 - 4.2 Chief Librarian (M. Southam)
 - 4.3 Board of Trustees (W. Miller)
 - 4.4 Nominations Task Group report (R. Swickis)
5. Moved by LA Johnson, seconded by B. Irvine that the Board accept the report of the Nominations Task Group. CARRIED
6. Elections
Connie barber, Fred Lerner and Donna McMahon spoke to their nominations and were declared by acclamation.
7. Approval of AGM minutes
Moved by B. Irvine, seconded by D. McMahon that the Board be delegated to approve the minutes of the March 3, 2008 AGM. CARRIED
8. Questions from the floor
None.
9. Adjournment
The Board Chair adjourned the meeting at 7:40 pm.

Gibsons & District Public Library Association
Regular Board Meeting
Wednesday, January 30th 2008

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

1. CALL TO ORDER

The meeting was called to order by the Vice Chair at 5:14pm.

2. ADOPTION OF AGENDA

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

CARRIED

3. ADOPTION OF MINUTES

Moved by LA Johnson, seconded by J. Clark that the minutes of the January 26th, 2007 regular meeting be adopted by the Board.

CARRIED

4. LIBRARY EXPANSION PLANNING

- i. **Next steps and timelines**
2008 Budget Worksheet reviewed.

5. BUDGET

- a. SCRCD Budget Round 2 – Feb. 4th
- b. 2008 Budget Amendments
 - i. Library expansion planning
(moved into regular board meeting)

Moved by B. Irvine, seconded by F. Lerner That the Board request that funds representing the difference between the mortgage payment and the Capital Planning request be placed by the SCRCD into a capital fund for future planning and building needs.

CARRIED

- ii. IT – consultant's report & budget implications

Moved by K. Reynolds, seconded by D. McMahon that the budget amendments to the IT line item and the Library Expansion line item be adopted by the Board.

CARRIED

6. AGM –

- a. Board's message – D. McMahon to write.
- b. Request and invitation has been made to Esplen accounting to have the financial statements ready for the AGM and to present them at the AGM.
- c. AGM Planning

7. CHEQUE SIGNER APPOINTMENT

Moved by L Turnbull, seconded by LA Johnston that the Board appoint J. Clark as a signing authority.

CARRIED

8. INTERLINK

Moved by B. Irvine, seconded by LA Johnston that F. Lerner becomes the Board's representative to the InterLINK Board.

CARRIED

9. BOARD AND CHIEF LIBRARIAN PERFORMANCE EVALUATION – TARGET DATE

Possible target date of Saturday, March 15th for Board meeting and evaluation.

10. LIBRARIAN'S REPORT

II. CORRESPONDENCE

a. BCLTA membership

Moved by F. Lerner, seconded by D. McMahon that the Board pay the BCLTA membership dues.

CARRIED

b. Sechelt Public Library

MEETING ADJOURNED (6:40 PM).

Gibsons & District Public Library Association
Regular Board Meeting
Wednesday, February 27th 2008

Present: Wendy Miller (Chair), , B. Irvine, LA Johnson, F. Lerner, K. Reynolds, D. McMahon, M. Southam (Chief Librarian), R. Swickis, L. Turnbull.
Regrets: J. Clark.

1. CALL TO ORDER

The meeting was called to order by the Vice Chair at. 5:10pm.

2. ADOPTION OF AGENDA

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

CARRIED

3. ADOPTION OF MINUTES

Moved by D. McMahon, seconded by B. Irvine that the minutes of the January 30th, 2008 regular meeting be adopted by the Board.

CARRIED

4. REPORTS

a. **Chief Librarian**

b. Policy – no report

c. Task groups

i. Library Expansion Planning – review and status report

Town of Gibsons needs to determine how Holland Park will be developed. Towards this, the Town has asked the Library to contribute financially to Harbour Planning in 2008.

d. Partnerships

i. SCRD – Budget Amendments – Library Expansion Planning

Moved by K. Reynolds, seconded by D. McMahon that the Board responds in the affirmative to the Town of Gibsons request to participate in the Harbour Planning process and that the amount to contribute to the process will be proportionate to the Library's interests.

CARRIED

Moved by K. Reynolds, seconded by F. Lerner that the Board requests \$50,000 per annum for three years towards planning from the operational budget submitted to the SCRD.

CARRIED

5. NEW BUSINESS

a. AGM – 7pm, March 3rd, 2008

Board's Message for the Annual Report

Financial Statements

AGM planning

Board and Chief Librarian performance evaluation – *target date still undetermined.*

6. MEETING ADJOURNED (6:35 PM).

Gibsons & District Public Library Association
Regular Board Meeting
April 5th, 2008

Present: Connie Barber, J. Clark, LA Johnson, F. Lerner, Wendy Miller, M. Southam (Chief Librarian),
R. Swickis,
Regrets: D. McMahon, K. Reynolds, L. Turnbull.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by J. Clark, seconded by W. Miller that the agenda be adopted.

CARRIED

3. ELECTION OF CHAIR AND VICE-CHAIR

Call for nominations from the CL for Chair.

LA Johnson nominated W. Miller, seconded by C. Barber. Declined by Wendy Miller.

W. Miller nominated R. Swickis, seconded by F. Lerner. Accepted by Roger Swickis.

Call for nominations from the CL for Vice Chair.

R. Swickis nominated J. Clark, seconded by F. Lerner. Declined by Julie Clark.

No further nominations. Position to be filled at next regular board meeting.

4. ADOPTION OF MINUTES

Moved by W. Miller, seconded by F. Lerner that the minutes of the February 27th, 2008 regular meeting be adopted by the Board.

CARRIED

Moved by J. Clark, seconded by W. Miller that the minutes of the March 3rd AGM be adopted by the Board.

CARRIED

5. REPORTS

a. **Chief Librarian**

b. Policy – no report

c. Task groups

i. Library Expansion Planning – Task group will need re-constitution to determine what goals will be for the coming year. They will need to check with the Town of Gibsons on participation in the Harbour Planning process.

d. Partnerships

i. SCRD – Budget Approval

CL will have library staff request in writing notification of the budget approval, capital reserve and planning amounts as well as a reduction in the administrative charges.

ii. Joint Library Planning No Report

iii. InterLINK – Board appointee and alternate

Moved by W. Miller, seconded by LA Johnson that the Board appoint F. Lerner to InterLINK and J. Clark as the alternate.

CARRIED

iv. Library Foundation

Moved by W. Miller, seconded by F. Lerner that R. Swickis remain the Board appointee to the Foundation.

CARRIED

v. BCLTA - Conference

6. NEW BUSINESS

a. Draft 2008 Strategic Operating Plan – tabled to Board meeting following the CL evaluation.

b. Appointment of Accountant

Moved by W. Miller, seconded by J. Clark that the Board appoint Esplen and Company to do the Library's Year End financial statements.

CARRIED

- c. Board Expenses – travel Board members to be reimbursed ferry and mileage expenses for Board approved travel at the CRA rate of \$.48 per kilometre.

Moved by W. Miller, seconded by LA Johnston that Board members will be reimbursed for travel expenses incurred from Jan. 08.

CARRIED

- d. Board Orientation – April 26th meeting

W. Miller to create a list of topics and assign speakers to the topics.

7. CORRESPONDENCE RECIEVED – NONE

8. PUBLIC QUESTIONS –NONE

9. COMMUNICATION

10 MEETING ADJOURNED (10:55 AM).

Gibsons & District Public Library Association
Regular Board Meeting
April 26th, 2008

Present: Connie Barber, J. Clark, LA Johnson, F. Lerner, D. McMahon, Wendy Miller, M. Southam
(Chief Librarian), L. Turnbull
Regrets: K. Reynolds, R. Swickis.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

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

CARRIED

3. ELECTION OF VICE-CHAIR

Deferred to next meeting

4. ADOPTION OF MINUTES

Moved by LA Johnson, seconded by C Barber that the minutes of the April 26, 2008 regular meeting be adopted by the Board.

CARRIED

5. REPORTS/ONGOING BUSINESS

a. Chief Librarian

Moved by F. Lerner, seconded by D. McMahon that the Board ratify the Memorandum of Agreement with CUPE Local 391.

CARRIED

b. Policy – no report

c. Task groups

d. Facilities Planning

6. PARTNERSHIPS

i. SCRCD – Budget Approval

Written approval of the budget, capital reserve and planning allocation amount received as well as confirmation that the SCRCD Admin charge will be reduced.

ii. Joint Library Planning No Report

iii. InterLINK – No report

iv. Library Foundation No Report

v. BCLTA – No Report

6. BOARD ORIENTATION

1. Introductions – who we are and why we joined the Library Board? – *Round Table*

2. BC Library Trustees Orientation Program – insights and impressions from those who attended (Connie/Fred)

3. Library Act – Michelle

4. Funding Bylaws - Donna

5. Board Policies – Wendy

6. Library Operations – Michelle

7. 2008 Budget - Michelle

7. CORRESPONDENCE RECIEVED – NONE

8. PUBLIC QUESTIONS –NONE

9. COMMUNICATION

10 MEETING ADJOURNED (12:20 PM).

GDPL Minutes of April 26, 2008

Next Meeting May 24th 2008

Gibsons & District Public Library Association
Regular Board Meeting
May 24, 2008

Present: Connie Barber, J. Clark, D. McMahon, Wendy Miller, R. Swickis, M. Southam (Chief Librarian),
Regrets: LA Johnson, F. Lerner, K. Reynolds, L. Turnbull .

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:32 am.

2. ADOPTION OF AGENDA

Moved W. Miller seconded by D. McMahon that the agenda be adopted.

CARRIED

3. ELECTION OF VICE-CHAIR

D. McMahon nominated by W. Miller, seconded by R. Swickis. D. McMahon accepts.

CARRIED

4. ADOPTION OF MINUTES

Moved by C. Barber, seconded by W. Miller that the amended minutes of the April 26, 2008 regular meeting be adopted by the Board.

CARRIED

5. REPORTS/ONGOING BUSINESS

a. Chief Librarian

b. Task groups –Board needs to form 2 task groups: facilities planning and a communications task group. The two task groups will need to work closely together. A nominations committee will also need to be formed. W. Miller and D. McMahon will form the nominating task group and the communication task group.

6. PARTNERSHIPS

i. Joint Library Planning No Report

ii. InterLINK – Next meeting the 27th.

iii. Library Foundation

iv. BCLTA – Board needs to remain aware of activities surrounding the re-writing of the Provincial Library Act.

7. CORRESPONDENCE – Chair drafting a letter to the Provincial government expressing appreciation for financial support initiatives etc.

8. PUBLIC QUESTIONS –NONE

9. MEETING ADJOURNED (12:05 PM).

NEXT MEETING IS JUNE 28TH

Gibsons & District Public Library Association
Regular Board Meeting
June 28, 2008

Present: J. Clark, LA Johnson, F. Lerner, D. McMahon, R. Swickis, L. Turnbull, M. Southam (Chief Librarian).
Regrets: C. Barber, Wendy Miller, K. Reynolds.

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

CARRIED

3. ADOPTION OF MINUTES

Moved by J. Clark, seconded by F. Lerner that the minutes of the May 24, 2008 regular meeting be adopted by the Board.

CARRIED

4. GUESTS – GIBSONS PUBLIC LIBRARY FOUNDATION (Lynda Coote, Chair, Patricia Stuart, Vice-Chair, Vern Giesbrecht, Bert Reeve, John McNevin)

5. REPORTS/ONGOING BUSINESS

a. Chief Librarian

R. Swickis to investigate possible workshop with LSB to address our facility issues (ownership; responsibility etc.).

b. Task groups

i. Communications – Have not yet met.

ii. Nominations – Have not yet met – names put forward by Board members – general discussion.

iii. Facilities Planning – R. Swickis reported on the Town Planning Committee meeting and the Board's presentation. The Greater Harbour Plan discussion is planned for July 8th @ 8:30am.

6. PARTNERSHIPS

i. Joint Library Planning No Report

ii. InterLINK – J. Clark reported on the meeting.

iii. BCLTA –D. McMahon and R. Swickis met with the Executive Director Errin Morrison. F. Lerner completed a survey which will be tabled for the minutes..

7. CORRESPONDENCE – Letter from Joan Merrick (SCRD) requesting information on the planned use of the 2008 Planning Funds. R. Swickis will contact and alert to the fact that GDPL is currently held up by the Town of Gibsons planning process.

8. PUBLIC QUESTIONS –NONE

9. MEETING ADJOURNED (12:00 PM).

NEXT MEETING IS AUGUST 23RD.

Gibsons & District Public Library Association
Regular Meeting
Saturday, August 23, 2008

PRESENT: C. Barber, J. Clark, LA Johnson, F. Lerner, D. McMahon, W. Miller, K. Reynolds, R. Swickis (Chair), M. Southam (Chief Librarian).
REGRETS: L. Turnbull.

1. **CALL TO ORDER**

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

2. **ADOPTION OF THE AGENDA**

CARRIED

3. **ADOPTION OF MINUTES**

Moved by K. Reynolds, seconded by F. Lerner that the minutes of the June 28, 2008 regular meeting be adopted by the Board.

CARRIED

4. **REPORTS/ONGOING BUSINESS**

a. Chief Librarian

b. Task groups

I Facilities Planning

a. Remain hung up by Town. No further planning or action in Holland Park planning. Visibility of Library at meetings, but Town not moving.

b. Board requested to attend SCRDP meeting to update expenditures of planning funds.

c. What participation will the Library have in the upcoming election? – Should be addressed.

d. Building improvements a possibility for the planning expansion grant?

e. Reminder that CL will not be available to attend September Board meeting.

II Communications: D. McMahon will circulate last board election information pamphlet to board members.

III Nominations: Four members up for re-election. Need to determine who will be standing. Board needs to consider what they are looking for in members.

6. **PARTNERSHIPS**

i. Joint Library Planning No Report

ii. InterLINK – No report

iii. Foundation – Cheque presentation and photo submitted to the paper.

iii. BCLTA – D. McMahon asked if anyone would be interested in going to the September 29th meeting at VPL (4:30pm).

7. **RENEWED COLLECTIVE AGREEMENT**

Three year term agreement signed.

8. **CORRESPONDENCE** – SCRDP security gate emails from J. France and letter from Board Chair requesting clarification and justification for SCRDP administrative expenditure of funds from library grant.

9. **PUBLIC QUESTIONS** –NONE

10. **MEETING ADJOURNED (11:20 AM).**

NEXT MEETING IS SEPTEMBER 20, 2008.

GDPL Minutes of August 23, 2008

Gibsons & District Public Library Association
Regular Meeting
9:30 AM Saturday, September 20, 2008

Present: Roger Swickis (chair), Connie Barber, Wendy Miller, Fred Lerner, Donna McMahon, Julie Clark.

Meeting Called to order at 09:35

AGENDA APPROVED

ADOPTION OF MINUTES – August 23 minutes - Clark/Lerner

REPORTS/ONGOING BUSINESS

Librarians Report - Report prepared by Michelle, read by Roger. Discussion on budget impact of expanded hours. Stats showing a decrease -likely due to swimming pool opening in Sechelt drawing some traffic. Discussion on Mid-year Report, its origin/distribution. Protocol to be established to insure goes to Board prior to further distribution.

Task Group Reports -

Facilities Planning – Roger reports attended Oct 14 meeting of Town Planning Committee – no further action re Holland Park planning. Discussion of using funds from cap reserve on new windows etc. Fred to consult with Michelle re plans/estimates. Roger to inquire on release of funds.

Communications - Donna leads discussion on upcoming All Candidates Meeting, preparation of questions, involvement of other groups. Discussion of info pamphlet. Donna to lead – coord date/time/place with LeeAnn, Lee, Michelle, will recruit Keith, Connie to assist

Nominations – Donna/Wendy. Discussions on approach, possible candidates, dev of info package, Wendy advises will not be running, requests others to indicate plans.

PARTNERSHIPS

Joint Library – nil

Foundation - Donna reports – Lights Campaign to be launched. Suggest all board members be Foundation members – forms at next meeting.

Interlink – Fred reports. Draws attention to web seminars (Webinars) on 'Reports' and 'Privacy'. Fred to attend Next meeting Sept 30.

BCLTA – Donna reports. Roger and Donna to attend event at Vancouver Library Sept 29.

GLBA – (new). Donna attended meeting – rqstd Board be put on mailing list. Roger Donna to attend subsequent meetings.

CORRESPONDENCE – Nil

PUBLIC QUESTIONS – Nil

ADJOURNMENT – 11:00 (In Camera session follows)

Next meeting October 25, 2008

Gibsons & District Public Library Association
Regular Meeting
Saturday, October 25th, 2008

PRESENT: C. Barber, J. Clark, LA Johnson, F. Lerner, D. McMahon, W. Miller, K. Reynolds, R. Swickis (Chair), M. Southam (Chief Librarian).
REGRETS: L. Turnbull.

1. **CALL TO ORDER**

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

2. **ADOPTION OF THE AGENDA**

CARRIED

3. **ADOPTION OF MINUTES**

Moved by D. McMahon, seconded by W. Miller that the September 20, 2008 minutes will be tabled to the next Board meeting when the Chair will resubmit them in a revised and edited form.

CARRIED

4. **REPORTS/ONGOING BUSINESS**

a. Chief Librarian

Discussion regarding displaying "allocated amount" in quarterly budget update – request that the CL not show the \$120,000 Capital Expansion Planning amount in the "allocated amount" 2009 draft budget: 2 drafts presented: draft one reflecting increased staffing for Monday openings and paid shelvers, draft two only reflecting increased staff dollars for paid shelvers. Discussion around amount allocated to Board expenses.

Moved by K. Reynolds seconded by D. McMahon that the amount for Board expenses be increased by 15% for 2009.

CARRIED

Moved by K. Reynolds, seconded by F. Lerner that the second budget option be adopted by the Board.

CARRIED

b. Task groups

I Facilities Planning

a. October 29th pre-budget meeting with the SCR. Board should use all opportunities to sell the library's message for its need for growth. Generalised discussion of the 2009 draft budget is fine, but nothing detailed as the Board is still in the midst of its own budgeting process.

b. It is clearly understood by the TOG that the 2008 allocated monies need to be spent this year.

II Communications: Discussion revolved around upcoming "candidates tea". CL will print copies of the brochures; R. Swickis will follow up on invitations to candidates; pictures will be taken by W. Miller; CL will assign a briefed staff member to take small groups on library tours – F. Lerner will attend each tour.

III Nominations: List of contacted individuals will be maintained and passed from Chair to Chair.

6. **BUSINESS ARISING FROM THE MINUTES**

Mid-Year Report issued by CL was approved by the Board in the Strategic Operating Plan for 2008.

7. **PARTNERSHIPS**

i. Guest speaker Faye Wightman from the Vancouver Foundation with Gibsons Library Foundation members in attendance.

ii. Joint Library Planning No Report

iii. InterLINK – Strategic Planning Session in January – F. Lerner will attend as the Gibsons representative.

iii. BCLTA

- iv. Gibsons Landing Business Association – Moved by W. Miller seconded by K. Reynolds that the Library Board renew their membership in the organization.

8. CORRESPONDENCE –

9. PUBLIC QUESTIONS –NONE

10. MEETING ADJOURNED (1:20 PM).

In camera session to follow – CL excused.

NEXT MEETING NOVEMBER 22, 2008.

Gibsons & District Public Library Association
Regular Meeting
Saturday, November 22, 2008, 2008

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

REGRETS: None.

1. CALL TO ORDER

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

2. ADOPTION OF THE AMENDED AGENDA

CARRIED

3. ADOPTION OF MINUTES

Moved by W. Miller, seconded by F. Lerner that the September 20, 2008 amended minutes be approved by the Board and further moved by W. Miller, seconded by D. McMahon that the October 25th minutes be approved by the Board.

CARRIED

4. REPORTS/ONGOING BUSINESS

a. Chief Librarian

b. Nominations Task group

Met with Helene Baril who sounds interested in joining the Board.

c. Communications: - Meetings: SCR D Oct. 29th, Candidates Nov. 1, GLBA/Candidates Nov. 3. The Chair, Vice-Chair and CL attended a pre-budget meeting at the SCR D where monies for the Town's Holland Park Planning were discussed. The concern expressed was that the Library's contribution of \$25,000 is too high. The Town's original Harbour plan was completed several years ago – the current price reflects updating the plan and expanding it to include Holland Park.

6. BUSINESS ARISING FROM THE MINUTES

For the SCR D budget meeting the CL will prepare a summary that points out the increases and why, the ways the library operates to cut costs, and how closely the library operates to budget. Notation for in-camera minutes needs to go into the regular meeting minutes.

7. PARTNERSHIPS

i. InterLINK - No report

ii BCLTA – Possible infrastructure study to be undertaken – BCLTA is looking for participants. D.

McMahon will find out more information.

iii. Foundation – The Lights for Literacy Campaign is up and running.

Moved by R. Swickis, seconded by W. Miller that C. Barber will replace R. Swickis as Board

liaison.

CARRIED

iii. GLBA – D. McMahon will attend Christmas party/AGM on behalf of the Board.

8. COMMUNICATIONS AND ADVOCACY POLICY – Discussion.

9. MISSION AND GOALS – Annual review / discussion

Meeting to be held December 14th from 2-4pm to work on Mission and Goals, Board evaluation will occur at the same meeting.

10. CORRESPONDENCE - NONE

9. PUBLIC QUESTIONS –NONE

10. MEETING ADJOURNED (12:10 PM).

NEXT MEETING January 31st, 2009.

GDPL Minutes of November 22, 2008

Gibsons & District Public Library Association
Minutes of the Special Board Meeting
Wednesday, December 19, 2007

Present: W. Miller (Chair), J. Clark, LA Johnson, F. Lerner, K. Reynolds, D. McMahon, M. Southam (Chief Librarian), R. Swickis.
Regrets: B. Irvine (left at beginning of meeting), L. Turnbull.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

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

CARRIED

3. ADOPTION OF MINUTES

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

CARRIED

4. LIBRARY EXPANSION PLANNING

i. Next steps and timelines

Next step is to solicit staff input as soon as possible – Michelle will undertake.

Keith will communicate the following to McFarlane Green, Biggar:

- ideally we'd like several sketches of the third level: as library space (in the long term) and as flex space, so we can emphasize its potential uses.
- revise concept drawings - "softer" building drawings so they don't appear to be final drawings
- provide a sketch of a possible future expansion to the south and the realignment of the parking entrance;
- provide analysis highlighting the pros and cons of south expansion and why we did not choose to expand on that option;
- request Mgb presentation to Town of Gibsons Planning Committee on Feb. 12th
- request estimates on planning costs and scheduling for 2008.

* **Town of Gibsons** - Board will reschedule the presentation to the Planning Group to Feb. 12. A briefing note will be written to go with the report, explaining exactly what the Board wants from the Town (approval to expand on that footprint) and stressing that this is still at the concept stage only.

* **SCRD** – The Board will approach John France and ask for an estimate of how large a tax levy the Library would need to request for this project, as costed by Mgb and amortized over 20 or 25 years.

5. BUDGET

- a. SCR D Budget Round 1 – December 10th
- b. 2008 Budget Amendments
 - i. Library expansion planning
 - ii. IT – consultants report & budget implications
- c. SCR D Budget Round 2 – week of Feb 4-8 2008

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

6. AGM –

MOVED by Keith and seconded by Roger
That the Annual General Meeting be set for Monday, March 3, 2003.

CARRIED

7. BOARD AND CHIEF LIBRARIAN PERFORMANCE EVALUATION - TARGET DATE

The Board and Chief Librarian Evaluation will be delayed until March due to Board's workload at present.

8. MEETING ADJOURNED (6:45 PM).