



Sechelt Public Library Board

Meeting Minutes

August 17, 2015

Present:

D. Fivehouse
P. Harvey
A. Hopkins
L. McCready

G. Nohr, SCRD Board Rep
B. Shimazaki
D. Siegers, DoS Council Rep
G. Smith

M. Hodgins, Chief Librarian / Secretary

Regrets:

A. Janisch
L. Stewart

1. Call to order and remarks by Chair

Call to order at 10:00 a.m. with A. Hopkins in the Chair.

A.Hopkins.

- Thank you to D. Fivehouse for years of service as Board Chair and significant contributions made to the library. Thank you to P. Harvey for stepping up as interim Vice Chair.

2. Approval of Agenda

A.Hopkins.

- In speaking with Board members, the majority do not wish to change to a consent agenda format. Show of hands confirms the choice to proceed with agenda format as it appears. Agenda format may be changed in future if needed.

MOTION to approve Agenda of August 17, 2015 Board Meeting as circulated.
M/S D. Fivehouse, L. McCready **CARRIED**

3. New Business

3.1 Approve Strategic Plan

Communication: Board documents are now on the library website and include 2014 minutes (2015 minutes to be added), Trustee Handbook, Library Act, Society Act, Policy Manual, History of the Sechelt Public Library. No password is required. All documents are a matter of public record.

MOTION to approve Strategic Plan as circulated **M/S** D. Fivehouse, P. Harvey
CARRIED

3.2 Establish Four Standing Committees

A. Hopkins. These committees are intended to assist the Chief Librarian and provide support but not do the Chief Librarian's job. The Human Resources Committee will be responsible for conducting the evaluation of the Board and Chief Librarian.

- Standing Committees

MOTION In addition to the board executive committee comprised of the board chair, vice-chair, treasurer and the Chief Librarian, the board of trustees of the Sechelt Public Library Association will return to a system of four permanent standing committees consisting of 2-4 board members each. The standing committees will meet only as necessary and receive direction from and report to the SPLB and the Chief Librarian. Members of the executive may be involved with any or all of the standing committees. M/S P. Harvey, D. Fivehouse **CARRIED**

- Finance and Policy Committees

MOTION Two committees which have been active will be re-designated as permanent. These are Finance and Policy. M/S B. Shimazaki, G. Smith **CARRIED**

A. Hopkins. The members of the Finance committee are M. Hodgins, L. McCready, and B. Shimazaki. The members of the Policy committee are P. Harvey, B. Shimazaki, and G. Smith

- Human Resources & Succession Planning, Community Relations

MOTION Two further committees will be created. These are Human Relations & Succession Planning and Community Relations. Creation of these committees will necessitate the writing of guidelines to be included in the policy manual. This task will be done by the Policy Committee and the Chief Librarian. M/S P. Harvey, D. Fivehouse **CARRIED**

A. Hopkins. The member of the Community Relations Committee is A. Hopkins. The members of the Human Resources and Succession committee are A. Hopkins, L. McCready

- Risk Management and Facilities Committees

MOTION Other work be undertaken on an ad hoc basis with the assistance of the SPLB executive and standing committees as necessary. Two ad-hoc committees as recommended by the Chief Librarian. Risk Management and Facilities. M/S G. Smith, B. Shimazaki **CARRIED**

A. Hopkins. The members of the Risk Management committee are P. Harvey, G. Smith. The member of the Facilities committee is A. Hopkins.

- InterLINK Representative is D. Fivehouse, Alternate A. Hopkins

3.3 Governance

Roles and Responsibilities

D. Fivehouse asks that the minutes reflect that he disagrees with the following motions on the Foundation and Friends of the Library membership.

- Foundation Membership

MOTION Current SPLB members who sit on the executive of the SPL Foundation will remain in those positions until June 2016 or until new Foundation members are named. After June 2016, SPLB members may not sit on the Executive of the SPLB Foundation. M/S B. Shimazaki, L. McCready,

AMENDMENT TO MOTION Replace “will remain in those positions” with “may remain in those positions”. M/S B. Shimazaki, L. McCready, **CARRIED.**

AMENDED MOTION . M/S G.Nohr, D. Siegers **CARRIED**
OPPOSED D. Fivehouse

- Friends of the Library Membership

MOTION The SPLB members may not sit on the Executive Committees of the Friends of the Library. M/S B. Shimazaki, G. Smith

AMENDMENT TO MOTION “ Executive Members of the SPLB may not sit on the Executive Committee of the Friends of the Library” M/S B. Shimazaki, G. Smith **CARRIED**

AMENDED MOTION M/S P. Harvey, L. McCready **CARRIED.**
OPPOSED D. Fivehouse

MOTION SPLB membership on Foundation and FOL will be reviewed in September M/S G. Smith, L. McCready **CARRIED.**
D. Fivehouse abstained.

- Policy Manual Updates

MOTION The Policy committee will begin up-dating all policies , Frames of Reference and other material necessary to implement these motions.

The policy committee should report to the SPLB in November 2015. M/S P. Harvey, D. Fivehouse **CARRIED**

- Board Meeting Schedule

MOTION 10 that the board of trustees of the Sechelt Public Library Association will adopt a schedule of six meetings per year instead of the current eleven meetings per year. No M/S. Motion dies on the floor.

3.4 Prospective Board Members

A. Hopkins has approached Linda Smith and Sadhira Rodrigues, two highly qualified candidates. Both will attend Board meetings as guests - in September and January respectively. New Board members will be voted in at the AGM in February 2016 but community members may join Board committees. The Board is looking to broaden its membership in the community and encourages diversity and new ideas.

4. Business

4.1 Approval of Minutes May 19, 2015.

MOTION to approve the minutes of May 19, 2015 as circulated. M/S B. Shimazaki, D. Fivehouse. **CARRIED**

4.2 Correspondence

MOTION to receive correspondence as circulated. M/S L. McCreedy, D. Fivehouse. **CARRIED**

4.3 Finance Report

M. Hodgins. A revised financial statement has been circulated.
L. McCreedy. IT Support is over budget and appears to have been under budgeted. This line will be reviewed and adjusted accordingly for the 2016 budget. An error in the Magazines line has been corrected and is within budget in the revised financial statement. M. Hodgins has been able to find several efficiencies throughout the year resulting in cost savings.

MOTION to approve revised Finance Report M/S L. McCreedy, D. Fivehouse. **CARRIED**

4.4 Librarian's Report

M. Hodgins. A written report was distributed to Board members at the meeting.

Informational items reviewed and questions answered.

MOTION to receive Librarian's Report M/S D. Siegers, G. Nohr. **CARRIED**

MOTION to thank L. Dzuris for her good work in switching payroll companies which has been a very detailed project requiring time and focus. M/S G. Smith, B. Shimazaki. **CARRIED.**

MOTION to thank M. Hodgins for her many initiatives this year. M/S G. Smith, L. McCready.

MOTION to thank D. Fivehouse for this commitment and service to the Sechelt Library Board. M/S P. Harvey, G. Smith **CARRIED.**

G. Nohr excused himself from meeting as prior commitment required his presence.

4.5 DOS Report

D. Siegers. Council has approved and proclaimed September to be Literacy month; a one year agreement for services with "Innovation Island" offers entrepreneurs technology and business support; the Sunshine Coast Economic Development Charter has been approved by elected community officials and Noel Mueller is the DOS representative; a new audio visual system is to be installed in the Community Meeting Room this fall allows for live streaming of Council meetings; E-Town Hall - Developing a Water Conservation Plan Tues, Aug 25.

4.6 SCRD Report.

No report as G. Nohr required to leave early.

5. Next Board Meeting – September 21, 2015 Location to be announced.

Discussion on location of Board Meetings usually held at Rockwood Lodge moving to Community Meeting Room for convenience. M. Hodgins to check on availability.

D. Siegers. Current building Memorandum of Understanding is unsigned. A. Hopkins will ask V. Mema for copy of MOU.

B. Shimazaki expressed thanks to D. Siegers on behalf of the Friends of the Library for assisting in extended use of the meeting room for Book Faires. Extra days have made a significant increase to revenues.

MOTION to thank the Council for their generosity and support of the Friends of the Sechelt Public Library. M/S G/ Smith, B. Shimazaki **CARRIED.**

6. Adjournment

A. Hopkins. Board members are welcome to speak directly to the Chair if they have any suggestions, concerns or comments about the meeting format or any other issues.

MOTION to adjourn at 11:45 M/S D. Fivehouse, D. Siegers **CARRIED.**

Minutes submitted by: Margaret Hodgins, Chief Librarian / Secretary _____

Approved by: Ann Hopkins, Chair _____