



## Sechelt Public Library Board

Meeting Minutes  
September 21, 2015

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### Present:

D. Fivehouse  
A. Hopkins  
L. McCready  
B. Shimazaki  
G. Smith  
M. Hodgins, Chief Librarian / Secretary

### Regrets:

P. Harvey  
G. Nohr, SCRD Board Rep  
D. Siegers, DoS Council Rep

**Guest: Linda Smith**

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#### 1. Call to order and remarks by Chair

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

A. Hopkins

- Welcome

#### 2. Introductions

- Introductions of Board members and guest Linda Smith.

#### 3. Approval of Agenda

A. Hopkins

**M/S** to approve Agenda of September 21, 2015 Board Meeting with the change to add "in camera" to Human Resources item in section 5.2 **CARRIED**

**M/S** to remove names of members moving motions from minutes for simplicity of recording with the exception of dissenting votes or abstentions. **CARRIED.**

#### 4. Resignation and Vote of Thanks

A. Hopkins

- Library Board member Lucy Stewart has retired from the Library Board.

**M/S** The Board wishes to sincerely thank former Board member Frances Wasserlein for her valuable contribution to the Sechelt Public Library Board and initiatives with the Sechelt Public Library Foundation. **CARRIED**

**M/S** The Board wishes to express its thanks to Lucy Stewart for her years of

dedication to the Sechelt Public Library Board and the contributions she has made to the Sechelt Public Library and the Board. **CARRIED**

## **5. New Business**

### **5.1 Facilities**

M. Hodgins

- Update on Canada 150 Grant and Renovation: quotes for work still being received but estimates appear to be within budgeted range.

A. Hopkins

- Update on Facilities Expansion, presentation to council and next steps: DoS supportive after presentation given to Council. Suggestion that “Legacy Fund” may be one applicable source of funding grants.

**M/S** to apply to the Friends of the Library, the Sechelt Public Library Foundation and the Sunshine Coast Legacy Fund Grant (DoS) for financial assistance in supporting the Canada 150 renovation projects. **CARRIED**

The Finance Committee will meet to discuss moving forward.

### **5.2 Human Resources**

In camera.

### **5.3 Status of MOU with DoS**

A. Hopkins

- Last draft is dated 2013 but G. Smith recommends that it needs a lot of work.

**M/S** as a result of staffing reorganization activity at the District of Sechelt, the editing of the Memorandum of Understanding Sechelt Municipal Building will be deferred until staff are hired to deal with the MOU. **CARRIED**

### **5.4 Policy re: Friends of the Library and SPL Foundation**

**M/S** to move Policy Committee motions as circulated. **CARRIED. OPPOSED**  
D. Fivehouse.

## **6. Committees**

A. Hopkins

- Risk Management Committee and IT Committee are on hold until 2016

## **6.1 . Policy Committee**

B. Shimazaki

- Relevant parts of policy manual have been forwarded to each committee for editing.

## **6.2 Human Resources Committee**

- In camera.
- Return to public meeting.

L. McCready

- Skills assessment of Board members has been completed; current issues include a fact sheet and orientation for new Board members, Board and Board Chair evaluations, re: safety concerns in public libraries, the Sechelt Library has a Health and Safety Officer and no problems have been brought forward.

## **6.3 Community Relations**

A. Hopkins

**M/S** a community survey will be undertaken in new year in relation to establishing community needs and support for the facilities committee.

**CARRIED**

- M. Hodgins will poll library directors for examples of surveys.

**M/S** a tentative budget of \$5000-\$7000 will be allocated in the 2016 budget to hire a firm to create a new library logo during 2016, the 20<sup>th</sup> anniversary of the Library being in the Cowrie Street location . **CARRIED**

## **6.4 Finance**

L. McCready

- Finance Committee is going over the 2015 budget line item by line item to become familiar and prepare for SCRD pre-budget meeting.
- Contribution to library budget from Area “A” needs to be examined before negotiation of next funding agreement.

**M/S** to adopt the Finance Committee report. **CARRIED.**

## **7. Business**

### **7.1 Approval of Minutes August 17, 2015**

- Correction in Minutes Section 3.2 to read “Human Resources and Succession” not “Human Relations and Succession”.

**M/S** to adopt Minutes of August 17, 2015 as corrected. **CARRIED.**

## **7.2 Correspondence**

- No correspondence

## **7.3 Treasurer's Report**

**M/S** to adopt the Finance Committee report as the Treasurer's report.  
**CARRIED.**

## **7.4 Librarian's Report**

**M/S** to adopt the Librarian's report as circulated. **CARRIED.**

## **7.5 Interlink Report**

**M/S** to adopt the InterLink report as circulated by D. Fivehouse. **CARRIED.**

## **7.6 DoS Report**

- No report . D. Siegers away.

## **7.7 SCRD Report**

- No report . G. Nohr away.

## **7.8 Chair**

A. Hopkins.

- Thank you for productive meeting.

## **8. Business**

**8.1** Next Board Meeting – Monday October 19, 2015 Rockwood Lodge

## **9. Adjournment**

**M/S** to adjourn at 12:20 **CARRIED.**

**Minutes submitted by:** Margaret Hodgins, Chief Librarian / Secretary \_\_\_\_\_

**Approved by:** Ann Hopkins, Chair \_\_\_\_\_