



## Sechelt Public Library Board

Meeting Minutes

October 19, 2015

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**Present:**

D. Fivehouse  
P. Harvey  
A. Hopkins  
G. Smith  
B. Shimazaki  
F. Mauro Alt. SCRCD Board Rep  
D. Siegers, DoS Council Rep  
M. Hodgins, Chief Librarian / Secretary

**Regrets:**

L. McCready

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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. It is with regret that I announce the passing of Sam McCready, the husband of Board member Lois McCready. We send our sincere condolences to her at this time.

**2. Introductions**

- Introductions of Board members to Frank Mauro.

**3. Sunshine Coast Literacy Coalition presentation** by Sandy Middleton cancelled due to illness.

**4. Approval of Agenda**

**M/S** to approve Agenda of October 19, 2015 Board Meeting as circulated. **CARRIED**

**5. New Business**

**5.1 Facilities**

**Update on Canada 150 Grant and Renovation**

- M. Hodgins. Quotes still being received, awaiting Ad Hoc Joint Advisory Committee to be formed by DoS.

**5.2 Programs**

- M. Hodgins Books for the Homebound. Circulation Supervisor Lolly Mackenzie is working with volunteer to create and organize the program. The name will be changed to avoid negative connotations of "homebound."
- M. Hodgins. The Finance Committee is working on 2016 budget which will be presented to the Board for approval at the November board meeting. Because of the

increase in funding for the next three years, the budget will be expanded to show the development in programming and staffing expenditures during this period.

## **6. Committees**

### **6.1 Finance**

- B. Shimazaki. The Finance Committee has now gone through the budget line by line and clarified definitions and budget lines. The 2016 budget will be addressed at the next meeting. There is nothing of concern in the current Financial Statement.

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

### **6.2 Policy**

- P. Harvey. Policy will be meeting in November with Chief Librarian to discuss the administrative policies. Policies distributed to other members for comment are requested to be returned to Policy Committee in January to be ready for the new Library Board in the spring of 2016.

### **6.3 Human Resources**

#### **Nominations Committee**

- A. Hopkins. G. Smith volunteers for the Nominations Committee. The Committee is looking for nominees – please pass suggestions on to A. Hopkins. L. Smith has submitted her nomination papers.

**In camera. Return to meeting.**

## **7. Business**

### **7.1 Approval of the Minutes of September 21, 2015.**

- D. Fivehouse. Error made in section 3. “Opposed D. Fivehouse” is incorrect.

**M/S to approve minutes of September 21, 2015 as amended. CARRIED**

### **7.2 Correspondence**

- No correspondence.

### **7.3 Treasurer’s Report**

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

### **7.4 Librarian’s Report**

- M. Hodgins reported that staff are required to work in the kitchen or library due to lack of workspace. P. Harvey suggested that the Board consider returning the room the Archives occupies back to the library. The library will take initiatives to

investigate restoring the Archives space to the library.

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

#### **7.5 Interlink Report**

- D. Fivehouse explained function and history of InterLink, strategic planning activities and current services.

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

#### **7.6 SCRD Report**

- F. Mauro. Update on water supply, UBCM, SCRD setting strategic priorities and budget for the next five years. A new CAO is in place, Janette Loveys and the SCRD is undergoing a major software implementation.

#### **7.7 DoS Report**

- D. Seigers. Updates including: DoS looking to extend free downtown WIFI is very well used, recruitment of new senior staff members is in process, homeless shelter has received funding as an emergency shelter; DoS looking forward to moving ahead with Economic Development.
- M. Hodgins thanked the DoS and Beverley Ehlbeck for her assistance using the new projection system/TV in the Community Meeting Room.

#### **7.8 Chair**

- A. Hopkins. We were delighted to attend a celebration of the Sechelt Public Library's 22 year literacy partnership with Capilano University (formerly Capilano College). The recognition speaks well to the place the library plays in the community as ambassadors and provider to literacy links.

**8. Next Board Meeting – Monday November 16, 2015** Rockwood Lodge. 10:00 a.m.

#### **9. Adjournment**

**M/S to adjourn at 11:20 CARRIED.**

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

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