

Sechelt Public Library Association Board Meeting

Monday April 18, 2016

Community Meeting Room 10:00 a.m.

Our library is a vital part of the community and a welcoming gateway to ideas, knowledge and information for life-long learning and enjoyment.

Present: A. Hopkins, J. Mandick, G. Nohr, J. Rafael, S. Rodrigues, B. Shimazaki, G. Smith, D. Siegers
M. Hodgins, Chief Librarian

Regrets: L. McCready

1 Call to Order

The meeting was called to order at 10:05 with Ann Hopkins in the Chair.

2 Approval of Agenda

It was duly moved and seconded:

THAT the Agenda be adopted as circulated

CARRIED

3 New Business

3.1 Next Steps: Renovation and Renewal Project

A. Hopkins DIALOG presented to FCED Committee on April 13, 2016 and received support to move forward with preconstruction process to final design and cost estimate. Thank you to D. Siegers for making the motion and presenting the issue succinctly.

Next steps are to meet with Facilities Committee. D. Siegers will arrange this committee to meet within in the next ten days. The SPL Renovation and Renewal Committee will meet to go through committee terms of reference and determine a series of recommendations to architect.

3.2 Foundation

A. Hopkins. The option of dissolving the Sechelt Public Library Foundation and putting the money into a capital reserve fund has been investigated. The money would then become a capital fund of the Board and the Board will also be responsible for fundraising.

J. Mandick. Having looked at available documents and tax returns, there is nothing to prevent the Foundation from dissolving and transferring the money to the SPLA. Donors should be notified of the change of fundraising structure.

It was moved

THAT the SPL board rescinds the motion that board members leave the SPL Foundation board in June. The Foundation is in transition to becoming a reserved capital fund of the library with the ability to issue charitable tax receipts for donations and bequests. SPL board members currently on the Foundation board will remain on the board until such time as the transition is complete and the Foundation dissolved.

The motion was tabled to May 2016 Board Meeting

3.3 New Internet Policy

A. Hopkins. Internet policy was reviewed after a member of the public came forward with concerns re: fourteen year old son using the Internet without supervision or limitations.

M. Hodgins. Computer policies from several BC public libraries were collected and reviewed – all very similar to Sechelt policy. The only change recommended to the Sechelt policy is to use clearer language.

D. Siegers and G. Nohr recommended including related policies (e.g. behavior) at the end of this policy for reference (e.g. Code of Conduct) and information regarding when staff will contact parents.

J. Rafael recommended adding a start screen with policy page to public access computers.

(At this point, S. Rodrigues joined the meeting.)

It was duly moved and seconded:

THAT the Chief Librarian will update and make the necessary changes to section 3440 (Internet and Computers / Disclaimer of Responsibility) of the Sechelt Public Library Policy Manual including:

Library Services to Children

The responsibility for all use of Library collections, computers, programs and services by a child rests with the child's parent or legal guardian. The behaviour of a child in the Library is the responsibility of the child's parent or legal guardian even when that child is unaccompanied. Enforcing a parent's or guardian's rules governing their child's behaviour in the Library is the responsibility of the parent or guardian.

Public Computer Use by Children

All children, regardless of age, may use the Library's public computers.

It is the responsibility of parents and guardians to limit their children's use of Library computers and enforce those limits if they wish. The Library assumes that all children who use the Library computers have their parent's or guardian's permission if required.

Parents are solely responsible for how their children use computers at the Library even when their children are unaccompanied.

CARRIED

3.4 Community Survey: interim report

M. Hodgins. As of today 223 renovations surveys and 520 community surveys have been completed.

Interim renovation survey results:

- 92% definitely or very likely "support this renovation and renewal project"
- respondents – 70% Sechelt; 13% Halfmoon Bay; 8% Roberts Creek; 3% Pender Harbour
- 89% of respondents are current library users
- 88% of respondents view the library as a "welcoming and open space to everyone"
- 84% of respondents prioritized that the library should be "welcoming to audiences young and old."
- 70% of respondents prioritized library needs as "a renewal of various areas to enhance access, mobility and functionality" followed by 69% who believe "a renovation of digital areas" is the top priority.

Interim community survey results:

- 94% of respondents rated library staff excellent or very good
- 77% of respondents desire a library experience that is calm followed by warm at 63%
- 51% of respondents believe that if the Library Board had more money to spend, it should be spent on expanding the print collections followed by 41% who believe money should be spent on longer and better hours and 33% on improvements to the library
- 64% of respondents live in Sechelt; 16% in Halfmoon Bay; 7% in Roberts Creek and 4% in Pender Harbour
- the top three reasons to visit the library are borrowing books or other library materials, picking up materials on hold and getting help from library staff.
- 85.6% of respondents rate their satisfaction with the Sechelt Public Library as excellent or very good

3.5 Building Accessibility Issues

M.Hodgins. Two concerns regarding the accessibility to the building have come to the library's attention over the past few weeks: The lobby handicapped door has not been turned on in the morning when the building is opened to the public by the District and public chairs for Council meetings have been set up right to the library gates while the

library is still open, making accessibility and departure from the library a hazard.

4.0 Committees

4.1 Fundraising and Community Relations Committee

A. Hopkins. Thank you to S. Rodrigues and J. Rafael for their assistance with the lobby display and press release. The Committee needs to move forward with a fundraising strategy and needs to have professional promotional materials created in order to get the community on board.

4.2 Finance Committee

B. Shimazaki. Finance Committee had quarterly meeting. Some line items reflect annual costs which are paid early in the year and the effect of the value of the Canadian dollar has greatly affected the budget for online databases. M. Hodgins will investigate options to minimize expense of U.S. dollar subscriptions.

It was duly moved and seconded:

THAT the Financial Report be adopted as circulated

CARRIED

4.3 Policy Committee

A. Hopkins. Thank you to J. Mandick who is working on the Risk Management Policy. Completion of the revision of the Policy Manual for May 2016 may not be realistic. The Policy Committee will be meeting in the next couple of weeks.

5.0 Business

5.1 Approval of Minutes March 21, 2016

It was duly moved and seconded:

THAT the minutes be approved as circulated.

CARRIED

5.2 Correspondence

As circulated.

5.3 Librarian's Report

M. Hodgins. The funding allocations from local and provincial funders will be included in future Librarian's Reports. Discussion of the history of Area A funding being so low.

G. Nohr will follow up with SCRD staff about the timing of a Library Function being set up for Area A.

MINUTES

M. Hodgins will send Board members the provincial local funding per capita funding information and arrange a meeting this fall with the Board and Area A representative to introduce the process of re-negotiation of the next funding agreement.

5.4 InterLink Report

It was duly moved and seconded:

THAT the InterLink Report, including information about the Strategic Plan and Budget, be adopted as circulated. **CARRIED**

5.5 SCRD Report

G. Nohr gave an update on recent activity and noted that misinformation about the watershed and water meters have been reported in the community. The public is encouraged to visit the SCRD website or contact the SCRD directly for accurate information.

(At this point, G. Smith left the meeting.)

5.6 DoS

D. Siegers reported that current issues facing the District of Sechelt include marijuana dispensaries, the report of further expenses related to the waste water treatment plant and two new proposed developments – Ocean Stories and Westbrook.

7 Comments / Questions

S. Rodrigues. When does the Board receive the Ameresco Report because there a new infrastructure grant available. A. Hopkins. The report will be submitted with the final design.

B. Shimazaki. Thank you to D. Siegers for proposing that the FCED Committee pass a motion at meeting of April 13 which allows the library to move ahead with committee support .

8 Next Board Meeting is Monday May 16, 2016 in the Community Meeting Room 10:00 a.m.

9 Adjournment

It was duly moved and seconded:

THAT the meeting be adjourned.
Meeting adjourned at 11:30

CARRIED