

## Sechelt Public Library Association Board Meeting

Monday March 21, 2016

Rockwood Lodge 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, L. McCready, G. Nohr, J. Rafael, S. Rodrigues, B. Shimazaki,  
D. Siegers, G. Smith M. Hodgins, Chief Librarian/ Secretary

### 1 Call to Order

The meeting was called to order at 10:00 with Ann Hopkins in the Chair.

### 2 Approval of Agenda

It was duly moved and seconded:

THAT the Agenda be approved as circulated

**CARRIED**

### 3 New Business

#### 3.1 Next Steps: Canada 150 Renovation and Renewal

A. Hopkins.

DIALOG will present three concept designs to Finance Committee on April 13<sup>th</sup> at which point they will also be on display in the lobby and available for public input. The Finance Committee will make a recommendation to Council on April 20<sup>th</sup> whether to support the project.

D. Siegers reminded Board to submit application to appear to Finance Committee, M. Hodgins will follow up with application.

#### 3.2 Corporate Identity

M. Hodgins. As a step toward the process of Reconciliation, the Board is asked to consider speaking to the band Chief and Council about the possibility of including the word shíshálh in the corporate identity of the Sechelt Public Library and endorse the meaningful relationship with the band that we hope this change would bring to the association.

Discussion.

It was duly moved and seconded:

THAT the Board supports approaching the Sechelt Band Council for input in establishing a rebranding of the Sechelt Public Library.

**CARRIED**

## **3.3 Community Survey Update**

G. Smith. What efforts are being undertaken to reach non-users of the library?

M. Hodgins. Several community groups, associations and the SCRD are assisting in the dissemination of the library to the community. A. Hopkins. Plans for Board members to bring the survey to the Trailside Mall are in the works. S. Siegers. Suggestion to bring ipads for the surveys.

## **3.4 Sea-to-Sky Libraries Report**

A. Hopkins. Similar themes are apparent in visits to the libraries: technology, accessibility, teen space, small service desks, and renovations after 8 years to meet the changing needs of the public. L. McCready has also visited Salt Spring Island Public Library and J. Rafael has visited the Powell River Public Library.

## **3.5 Foundation and Fundraising**

A. Hopkins. D. Fivehouse, Chair of the Sechelt Public Library Foundation, wishes to remove himself from the Foundation. Recruiting new Board members has been difficult and with a stable five year funding agreement in place for the library, the rationale for the Foundation to meet funding shortfalls no longer exists. The Foundation does not have a Registered Charitable Number.

One option is to dissolve the Foundation and put the money into a capital reserve fund for the library which can write tax receipts for charitable donations.

A. Hopkins, L. McCready and J. Mandick will investigate options and report back to the Library Board. May have to rescind motion for Board members to drop off the Foundation board in order to simplify the dissolution process.

G. Smith. Motion to rescind August 17<sup>th</sup>, 2015 motion passed by the Board "Current SPLB members who sit on the executive of the SPL Foundation may remain in those positions until June 2016 or until new Foundation members are named. After June 2016, SPL Board members may not sit on the Executive of the SPL Foundation."

The motion was withdrawn pending further research into the Foundation records but may be brought forward again at a future meeting.

## **3.6 Clarification of Governance Model**

G. Nohr reflected on the importance of maintaining proper governance procedures and clear lines of staff/trustee roles to ensure the smooth operation of organizations and to avoid future conflicts.

The SCRD tax increases for 2016 are as follows: Area A -2.75%, Area B -2.17%, Area D -3.73%, Area E -7%, Area F +2.07%, SIGD +5.48%, Gibsons -3.72%. Money is budgeted for the continued recycling of books.

The Board is advised to start planning to begin negotiations for the next five year funding agreement.

(At his point, G. Nohr left the meeting.)

## **4 Committees**

### **4.1 Ad Hoc Renovation and Renewal Committee**

The members list will be confirmed by A. Hopkins and M. Hodgins – 2 students will be actively recruited to join the committee.

### **4.2 Fundraising and Community Relations**

Amalgamated two committees. New members S. Rodrigues, J. Rafael. Meeting in following week to discuss committee plans and communications pertaining to the renovation.

### **4.3 Joint Facilities Committee**

Terms of Reference completed. The committee will meet once before April 13 to familiarize itself with roles and responsibilities, time line and expectations. If the project proceeds it will meet again to recommend design preferences after April 20.

### **4.4 Information Technology**

J. Rafael. Terms of Reference completed, recruitment of members for a virtual group of advisors for the Chief Librarian and committee.

### **4.5 Policy (Risk Management)**

A. Hopkins. One policy missing from is Risk Assessment. M. Hodgins will send sample policies to the committee. J. Mandick inquired if there was a WI-FI free zone in the library – there is not. P. Harvey will act as consultant to Board to index and reformat the Policy Manual because she has worked on it for the last eight years for a nominal fee.

### **4.6 Finance**

No report. Meetings are scheduled when needed.

### **4.7 Human Resources (in camera)**

Board returned from in camera session.

A. Hopkins. In appreciation of the good work done and the results of the Chief

# MINUTES

Librarian evaluation, the Board would like to offer the Chief Librarian five days vacation time for 2016. M. Hodgins expressed her sincere appreciation for this decision.

## 5 Business

### 5.1 Approval of Minutes February 20, 2016

It was duly moved and seconded:

THAT the minutes be approved as circulated.

**CARRIED**

### 5.2 Correspondence

No correspondence to report.

### 5.3 Treasurer's Report

Clarification on Donations revenue (line 25). Budgeted amount of \$1000 has been exceeded by generous donation from the Friends of the Library for DVD materials in 2016.

Clarification on Online Resources (line 64). Subscriptions are paid at the beginning of the year. Increase believed to be due to the rate of exchange of the Canadian dollar for American products.

Clarification on WCB Expense (line 49). Payment at the beginning of the year.

It was duly moved and seconded:

THAT the Treasurer's Report be adopted.

**CARRIED**

### 5.4 Librarian's Report

M. Hodgins. In regard to 4.4 in the Librarian's Report, the Chief Librarian will meet with the Director of Libraries Branch, Mari Martin, in April to discuss the Resource Sharing Grant.

### 5.5 InterLINK Report

A. Hopkins. An alternate InterLINK rep. is still needed. At the last meeting, InterLINK Board members reviewed the Strategic Plan.

### 5.6 SCRD Report

See 3.6

### 5.7 DOS Report

D. Siegers. The DoS is in the process of approving the budget. The following appointments have recently been announced: Tim Palmer - Chief Administrator Officer, Nicholalea (Nikii) Hoglund - Director of Engineering and Operations Services, Mr. Douglas Stewart - Director of Financial Services.

## 5.8 Chair Remarks

A. Hopkins.

A tour for the Board members will be arranged by the Chief Librarian.

In echoing G. Nohr's earlier comments, it is important to follow proper governance process to avoid confusion and potential conflict. Please see the Board package attachment "Responsibility Chart Board and Executive Director/Employees." Because the Board has been assisting the Chief Librarian with projects like the community survey, it may create "gray areas" of responsibility. However, please remember that the responsibility of the day-to-day operations of the library rest with the Chief Librarian.

## 6. Adjournment

It was duly moved and seconded:

THAT the meeting be adjourned.

**CARRIED**

Meeting adjourned at 11:20

The next meeting is on Monday April 18<sup>th</sup>, 2016 – 10:00 a.m. in the Community Room.

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M. Hodgins, Secretary

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A. Hopkins, Board Chair

4.2. Delete meeting date will depend on renovation approval. Incorrect. We're meeting on Thursday morning to discuss the communications for the renovation as well as the committee's plans if you'd like to come.

Omitted. Gillian's motion to rescind the motion that board members on the foundation drop off in June.

4.3 the committee will meet once before April 13 to familiarize itself with roles and responsibilities and the time line for in out and expectations. If the project proceeds it will meet again to recommend design preferences after April 20