

**Sechelt Public Library Association
Board Meeting**

Saturday January 21, 2017

Seaside Centre 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, B. Shimazaki, D. Siegers, G. Smith
M. Hodgins, Chief Librarian/ Secretary Guests: S. Egerman and J. Piros

Regrets: J. Rafael, S. Rodrigues

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 Board Members

A. Hopkins. S. Rodrigues has resigned from the board due to professional commitments and J. Rafael has resigned from the board for personal reasons.

4 New Business

4.1 Report on Renewal Project

A. Hopkins.

- Report on timeline of Alternative Approval Process (AAP)
- Reviewing contract and looking for savings
- Project Manager D. Hensbee will lead staff in workshop

4.2 Cost of Class D

A. Hopkins. The cost of the Class D schedule was over budget because of an additional design fee for a second story concept in order to keep the process moving.

It was duly moved and seconded:

THAT the Board approves \$3000 from capital funds to cover the cost of the additional design fee.

CARRIED

4.3 Funding Agreement Expiry Date

A. Hopkins. The library is in the fourth year of a five year funding agreement that expires in 2018. Plans promote library to the Area A community.

4.4 Pickl Estate

Although the Sechelt Public Library Association was mentioned in the will of Ms. Hedwig Pickl, there are no funds available at legal matters were settled. The Sechelt Public Library Association wishes to thank Ms. Hedwig.

It was duly moved and seconded:

THAT the board confirms that in accordance with the lawyer's recommendation that the library will "take no position" with the caveat that each of the five residuary charities take the same position. We understand that none of the charities will receive anything under Ms. Pickl's will.

CARRIED

4.5 Annual Report to DoS Council

M. Hodgins. At the end of the 3rd quarter, the Chief Librarian will submit a request to the District of Sechelt and the SCRD to present the Annual Report and a short good news report which reflects the success of the library and its contributions to our community.

4.6 Archives

M. Hodgins. Concerns regarding the ownership and the future of the Sechelt Community Archives. G. Nohr. Recommends that A. Hopkins, D. Siegers, and G. Nohr meet with the SCRD to discuss these issues.

4.7 Saturday Meetings

G. Nohr. Despite initial concerns, moving the Board meetings to Saturday has worked out well. There are concerns about providing fair compensation for library staff who attend the meetings. Propose that an additional five days of lieu time be given to staff.

B. Shimazaki. Goal of holding meetings outside of working hours is to attract younger working people but agrees there is concern for the library staff. Propose that an administration position be created to manage meetings and act as secretary.

5. Committees

5.1 Finance

M. Hodgins. Request to make the report for the Finance Committee as the Treasurer has just returned from a three month absence. The 2016 finances are currently at the accountants who will create a Financial Review for presentation at the AGM in February.

M. Hodgins. Thank you to D. Siegers for facilitating in the delivery of the first quarter funding cheque.

G. Nohr. Recommend that the Board send letter to DoS and SCRD to confirm cheques are being sent out at the beginning of each quarter.

5.2 Fundraising

A. Hopkins. Update on committee work including donations, fundraising kits, advice from other fundraisers, SWOT analysis, and goals.

5.3 Human Resources (in camera)

(out of camera)

A. Hopkins. The Chief Librarian's self-evaluation has been reviewed and the Board would like to thank M. Hodgins for the good work done during 2016. The Board approves an extra week of vacation time to be taken in 2017.

6 Business

6.1 Approval of Minutes November 19, 2016

It was duly moved and seconded:

THAT the minutes be approved as circulated.

CARRIED

6.2 Treasurer's Report

See 5.1.

6.3 Librarian's Report (as circulated)

M. Hodgins. In addition, the library is currently working with the principal of Madeira Park Elementary School to bring 80 school children to the Sechelt Library and also to provide a library bookdrop and pickup at the school.

6.4 SCRD Report

G. Nohr. Reviewed SCRD use of hourglass image to manage process and create success. Water meters are identifying leaks in system and fixing them will save money and water

6.5 DOS Report

D. Siegers. District of Sechelt budget public consultations are taking place, CFO Doug Stewart has taken on the role of CEO temporarily, interviewing for available staff positions occurring, public hearings on developments are progressing, homeless shelter / transition housing planning is taking place.

7. Adjournment

It was duly moved and seconded:

THAT the meeting be adjourned.

CARRIED

Meeting adjourned at 11:50

The next meeting is on Saturday February 18th, 2017 in the Community Room: AGM 10:00 a.m.
Regular Board Meeting following AGM

M. Hodgins, Secretary

A. Hopkins, Board Chair