

**Sechelt Public Library Association
Board Meeting**

Saturday March 18, 2017

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, S. Egerman, J. Mandick, L. McCready, G. Nohr, B. Shimazaki,
D. Siegers, G. Smith, J. Young M. Hodgins, Chief Librarian/ Secretary

Regrets: S. Singerman

1 Call to Order

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

2 Approval of Agenda

A. Hopkins requested that the agenda be amended to add New Member of the Executive as New Business item 3.4

It was duly moved and seconded:
THAT the Agenda be approved as amended.

CARRIED

3 New Business

3.1 Report Renewal Project

A. Hopkins. Please see revised project and construction schedule - it is subject to further changes. V. Harris will be asked to present at the Committee of the Whole meeting on April 5, 2017. After consulting District of Sechelt staff, the landscape architecture fees will be but back into projected budget. Information item: samples of renderings (drawings) distributed and are available in needed in the future at an extra cost.

M. Hodgins. In regard to Canada 150 grant, project progress report has been submitted and regular contact is made with granting department.

3.2 Board Recruitment

Discussion of looking for trustees from Area A and the SIGD. G. Smith looking into Area A. When inducted, new Sechelt Chief Warren Paul will be contacted.

3.3 Date of April Board Meeting

In regard to meetings falling on long weekends: discussion and agreement that

the April meeting will be held on April 15th – M. Hodgins to confirm location. The May Board meeting will take place May 13th – M. Hodgins to confirm location.

G.Nohr suggested that the August 19th Board meeting be held at Cooper's Green in Halfmoon Bay. M. Hodgins will contact Wendy Pearson.

The meeting calendar will be revised and sent out to Board members – M. Hodgins

3.4 New Member of the Executive

A. Hopkins. Current Treasurer L. McCready will be retiring as Treasurer but will stay on the Board until May 2017. Board expresses appreciation and thanks for her work.

It was duly moved and seconded:

THAT Susan Egerman be appointed Treasurer effective immediately **CARRIED**

4 Committees

4.1 Committee Members

S. Egerman withdraws from Fundraising to avoid any conflict of interest with new Treasurer duties.

4.2 Finance Committee

Clear separation of Capital Campaign expenses and revenues will be a priority. The Finance Committee and the Fundraising Committee will meet to discuss process of communicating new donors and donations quickly and the record-keeping of donations.

It was duly moved and seconded:

THAT the Finance report be received as presented **CARRIED**

4.3 Fundraising Committee

A. Hopkins. The committee is looking for a lead donor. A group has come forward who wish to fundraise and donate the funds in memory of Frances Wasserlein and plans will be established as we move forward. Mid-August is planned as the major fundraising launch date. Donor recognition needs to be put at library entry – even if it is temporary for now.

4.4 Policy Committee

It was duly moved and seconded:

THAT the Board adopt Policy 9.14 Long Term Employee Recognition as circulated **CARRIED**

Remaining polices tabled until next meeting.

5 Chairs Remarks

5.1 Annual Agenda

A. Hopkins. See handout included Board package.

5.2 Roles and Responsibilities

A. Hopkins. See handout included in Board package to clarify roles of trustees and Chief Librarian.

6 Business

6.1 Approval of Minutes February 18, 2017

It was duly moved and seconded:

THAT the minutes be approved as circulated.

CARRIED

6.2 Funding Agreement Expiry Update

A. Hopkins. February 14, 2017, a letter was sent to funders to request planning meeting re: funding agreement. DoS has indicated meeting can be held in May – SCRD has not responded. SCRD will be contacted.

Area A is holding an Alternate Approval Process to create a Library function in their budget. The result should be known in September.

6.3 Treasurer’s Report

It was duly moved and seconded:

THAT the Treasurer’s Report be adopted.

CARRIED

6.4 Librarian’s Report

M. Hodgins. Librarian’s report was adopted as circulated.

6.5 Interlink Report

A. Hopkins had to leave meeting early. S. Egerman found the InterLink meeting interesting and enjoyed the round table session.

6.6 SCRD Report

G. Nohr. Updates on Chapman Lake, water meters, conservation, Cooper’s Green, Pender Harbour water system, transit, sewer plant and the SCRD budget has been passed.

6.7 DOS Report

D. Siegers. New CAO Andrew Yeats arrives April 2 from Uculet, the operating budget has been passed, the capital budget process begins next week, District is moving forward on homeless plan for the fall.

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 April 15 , 2017 – 10:00 a.m. Location to be confirmed.

M. Hodgins, Secretary

A. Hopkins, Board Chair