

**Sechelt Public Library Association  
Board Meeting**

Saturday June 16, 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: S. Egerman, J. Mandick, G. Nohr, B. Shimazaki, D. Siegers, S. Singerman, G. Smith,  
J. Young      Guest: J. Falk      M. Hodgins, Chief Librarian/ Secretary

Regrets: A. Hopkins

**1 Call to Order**

The meeting was called to order at 10:05 with Gillian Smith 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 Update on Accessibility Project and**

**3.2 Timetable and Canada 150**

M. Hodgins. Project Manager D. Hendsbee creating work plan which includes the four separate Canada 150 projects: entrance, removal and redesign of circulation area, drinking fountain, magazine area. This plan will be presented to Clark Hamilton to create construction plan, finalize budgets for each area, and create construction contract in negotiation with the Library.

Ad to be placed in Coast Reporter re: advanced notice of potential closings and community directed to library website for most up to date information. Public to be kept informed of each project as it advances.

Project manager suggests hiring DIALOG for a maximum of \$2000 to sketch entrance and receiving area to keep quality of initial design.

It was duly moved and seconded:

THAT any changes to the Canada 150 / Accessibility project that affects the scope of the project or results in a cost of \$5000 or over will require Board approval in advance.

**CARRIED**

**3.3 Process with District**

M. Hodgins. Municipal Hall Library Building Committee meeting is set for June 23. Discussion points to include permits, inspections, etc. Board members request invitation to Project Manager to attend meeting if possible.

**3.4 Lease**

G. Smith. Several attempts have been made to renegotiate the Memorandum of Understanding over the past few years. With recent DoS staff changes, renovations about to proceed and uncertainty about next decade, we will wait to pursue new MOU.

**3.5 Library Fines**

G. Smith. Chief Librarian forwarded article about the benefits of eliminating library fines altogether – discussion. Questions re: other libraries, how much does it cost to send out fines, who pays fines. M. Hodgins. Powell River has made this change and reports excellent results as well as improved public relations and increases in monetary donations. Staff and postage costs are adding up to send out notices. Research shows 95% of items are returned. However, collections budget would need additional funding to buy extra copies of most popular titles to cut down on waiting periods. Board suggested that this change be implemented at time of renovations.

It was duly moved and seconded:

THAT the decision to keep or remove library fines will be brought forward to the next Board meeting.

**CARRIED**

**3.6 Lost and Found Policy**

B. Shimazaki. The Stolen or Lost Policy is the last policy to be brought forward at this time.

It was duly moved and seconded:

THAT the Stolen or Lost Policy (previously Policy 4.3) we adopted as circulated.

**CARRIED**

**4. Five Year Funding Agreement**

M. Hodgins. Due to conflicting schedules, the meeting has been moved to July. Attendees include SCR D CAO Janette Loveys, SCR D CFO Tina Perrault, SIG D CFO Diane Hill, DoS CAO Andrew Yeats. D. Siegers suggested that the DoS CFO Doug

Stewart also be included. S. Egerman will accompany Chief Librarian to the meeting.

**5. Working Group Update**

5.1 August Meeting: Strategic Plan Review

M. Hodgins. All invited to attend the Working Group who will meet on July 15<sup>th</sup> 10 a.m. in Community Meeting Room. The meeting will be an informal discussion in preparation for reviewing the Strategic Plan in August. No Board meeting is scheduled for July.

**6 Fundraising**

**D.Siegers** is actively seeking individuals to assist with fundraising efforts. J. Mandick and S. Egerman would like fundraising kits as soon as possible.

J. Falk and D. Siegers volunteer to join Fundraising Committee.

**7. Business**

**7.1 Approval of Minutes May 13, 2017**

It was duly moved and seconded:

THAT the Minutes be adopted as circulated.

**CARRIED**

**7.2 InterLink**

A. Hopkins sends regrets.

**7.3 Treasurer's Report**

a. Operating Budget - Financial Statement in Board package

S. Egerman. 55% of revenue received and 43% of expenditures spent.

D. Siegers. Notice that some budget line items are overspent.

S. Egerman. Chief Librarian has ability for discretionary spending.

G. Nohr. Funders have granted the Library permission to have a discretionary fund (reserves).

D. Siegers. Library is permitted to approach funders for one time capital requests. Requests should go to funders at the beginning of their budget process in October.

It was duly moved and seconded:

THAT the Operating Budget report be adopted

**CARRIED**

b. Capital Fund Report – circulated

S. Egerman. Revenue shows \$152,618 from former Foundation, donations and DoS reimbursements. Expenditures have been DIALOG design expenses, and 10,000 moved in March 2016 to the Fundraising Expense account.

Upcoming \$50,000 to be spent on renovations will be eligible for \$25,000 reimbursement from Canada 150 infrastructure grant program.

## 7.4 Librarian's Report - circulated

M. Hodgins. Suggestion that the contents we discussed at next Board meeting. Highlights include continued increase in community demands for programs and services, disparity in library funding, branding work being done on brochures, outreach to Area A through the Pender Harbour Community School.

## 7.5 SCR D Report

G. Nohr. Alternate Approval Process for Pender Harbour has passed, the SCR D is working on water program and asset management. Suggest Library contact MLA Nicholas Simon and bring him up to date on provincial library funding.

## 7.6 DOS Report

D. Siegers. DoS updates include: Darren Inkster/alt. Mike Shanks is now the SCR D rep., 2017 Age-friendly Plan presented to Council, Seniors Centre looking to expand, "Class B Schedule" being prepared for new Public Works building, news on several events and festivals.

## 7. Adjournment

It was duly moved and seconded:

THAT the meeting be adjourned.

**CARRIED**

Meeting adjourned at 12:03

The next **Board meeting** is on Saturday August 19<sup>th</sup>, 2017 – 10:00 a.m. Location to be announced in Pender Harbour

The **Working Group meeting** is on Saturday July 15<sup>th</sup> 2017 – 10:00 a.m. in the Community Meeting Room.