

Sechelt Public Library Association Board Meeting	
Saturday November 18, 2017 Community Meeting Room 10:00 a.m.	
<i>Our library is a vital part of the community and a welcoming gateway to ideas, knowledge and information for life-long learning and enjoyment.</i>	
Present:	A. Hopkins, S. Egerman, J. Mandick, G. Nohr, B. Shimazaki, D. Siegers, G. Smith, J. Young M. Hodgins, Chief Librarian/ Secretary
1 Call to Order The meeting was called to order at 10:06 with Ann Hopkins in the Chair.	
2 Approval of Agenda A. Hopkins requested that the agenda be amended to remove 3.5 Archives as further information is needed. B. Shimazaki requested that the next meeting date be changed to read Saturday January 20 th , 2018 It was duly moved and seconded: THAT the Agenda be approved as amended. CARRIED	
3 New Business 3.1 Canada 150 Project M. Hodgins. Budget and timeline created by D. Hensbee was circulated. Construction work to be finished by Dec. 31, 2018. Furniture to arrive mid-January 2018. Project completed by January 31, 2018. M. Hodgins and S. Egerman will meet to review budget and expenses. 3.2 Budget and Presentations to Funders Discussion regarding proposed 2018 Budget submitted to the Sunshine Coast Regional District in addition to "Special Project Request" form that detailed the additional funds needs in the previously submitted <i>Funding Analysis Report</i> . 3.3 Reduction in Hours M. Hodgins. The increase in use of the library (20% over the past five years) and the popularity of interlibrary loans has created a backlog in work and additional stress for staff.	

It was duly moved and seconded:

THAT the Board supports the Chief Librarian's efforts to support operations by reducing the number of hours open to the public to no less than the number of hours as stated in the Memorandum of Understanding. **CARRIED**

3.4 Library Fines

Agreement to table discussion of Library Fines.

(3.5 Archives – removed from Agenda)

3.6 Nominations for 2018 Board

A. Hopkins. G. Smsith is the Nominations Chair for 2018.

4 Committees

4.1 Policy Committee

B. Shimazaki. A draft of the manual has been completed with the assistance of committee consultant Sara Singerman. The document is in the proofreading stage over Christmas. The manual will be brought to the Board with a suggested review schedule early in 2018. Two policies still need to be reviewed: Risk Management and the former Human Resources policies.

4.2 Fundraising and Community Relations Committee

A. Hopkins. A de-briefing meeting follows today's Board meeting. The October Gala was fun and successful. The Board wishes to thank S. Egerman for her work on this fundraising project.

5. Business

5.1 Approval of Minutes October 14, 2017

It was duly moved and seconded:

THAT the minutes of October 14, 2017 be approved as circulated. **CARRIED**

5.2 Treasurer's Report and Capital Fund update

S. Egerman.

It was duly moved and seconded:

THAT \$20,000 of capital funds be approved to start construction following receipt

of construction quote and timetable.

CARRIED

5.3 Librarian’s Report

M. Hodgins. Job descriptions and classifications are being looked at before the Collective Agreement is renegotiated. The current agreement ends in 2018. A service request has been sent to the DoS to move the bookdrop boxes from their current location because of sanitary and security reasons. Rats continue to be an issue in the growth surrounding the building. The library is overheated most days to the point that staff and patrons have to open windows for fresh air. With the arrival of the new glass doors, the expectation is that heat may continue to be an issue. The Chief Librarian will measure and record daily temperatures in the workroom and in the library to create an accurate record.

6. Adjournment

It was duly moved and seconded:
THAT the meeting be adjourned.

CARRIED

Meeting adjourned at 11:45

The next meeting is on Saturday January 20, 2018 – 10:00 a.m. in the Community Room.

M. Hodgins, Secretary

A. Hopkins, Board Chair