

Sechelt Public Library Association Board Meeting

Monday May 16, 2016

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

Regrets: J. Mandick, S. Rodrigues

1 Call to Order

The meeting was called to order at 10:05 with Ann Hopkins in the Chair.

2 Approval of Agenda

M. Hodgins requested that Ministry of Education Strategic Plan be added to agenda as New Business item 3.7

It was duly moved and seconded:

THAT the Agenda be approved as circulated with addition as noted.

CARRIED

3 New Business

3.1 Progress Report on Renovation and Renewal Project and next steps

Municipal Hall Library Building Committee Terms of Reference, Membership and Reporting

A. Hopkins. Vance Harris expects the next drawn design to be ready by the end of May and the cost estimate to be ready a couple of weeks later. art.site has been very busy with their own installations and work and concerned they have been left out of communications.

Municipal Hall / Library Building Committee Terms of Reference. Committee started out as the Joint Facilities Committee. Suggested revision of Terms of Reference as proposed by DoS Chief Administrative Officer defined voting members as two library board members and one councilor however we will propose one library board member, Chief Librarian and two councilors. Committee meets on May 17 at 2:30 p.m. in the District Board Room on the second floor. Open meeting.

M. Hodgins and L. Klassen creating timeline for the project.

The Facilities Committee reports to the Planning and Development Committee who will make a recommendation to Council.

A. Hopkins and D. Siegers brought forward the ideas of DIALOG creating a conceptual plan for a second story Council Chambers and additional offices upstairs at the cost of \$2500. Interest was expressed. A. Hopkins and M. Hodgins suggested that the Library Board be approached to pay the \$2500 in order to keep the design process moving. Once the design is received, it will be forwarded to CEO Tim Palmer and CFO Doug Stewart, who will pass it onto senior managers for feedback.

Later in the day on May 10, 2016, A. Hopkins held a remote vote with Board Trustees.

It was duly moved and seconded:

THAT the Library will pay the \$2500 design fee for a second storey concept in order to keep the design process moving. If the District of Sechelt will reimburse the Library for this fee, it will be greatly appreciated. **CARRIED**

3.2 Renovation Survey Report

M. Hodgins. Report included in Board package. The full survey including all of the comments will be emailed to Board members. Thank you to Board members and Friends who took the surveys to the Trail Bay mall.

3.3 Status of Community Survey

M. Hodgins. A report and the full survey will be sent to the Board for the next Board meeting. Board will discuss once they have a chance to read through comments section.

3.4 Corporate Identity

M. Hodgins. Plan to be presented to Chief Craigan this month.

3.5 Foundation

A. Hopkins. See information in Board package. The Foundation has been dissolved and the money has been deposited into a Bank of Montreal GIC which is redeemable at any time. The amount is \$111,427.00. The money will sit here until a course of action has been considered.

3.6 Archives

The library hopes that the issue re: the location of the Sechelt Community Archives is resolved by the DoS. G. Nohr confirmed that the archives have nothing to do with the governance, administration or funding of the Sechelt Public Library.

3.7 Ministry of Education – Libraries Branch - Strategic Plan

M. Hodgins. After attending a strategic plan workshop on May 11th 2016, expressed concern that local government funders (who provide 89% of the operating funds for the Sechelt Public Library) are not being included strategic planning for BC public libraries.

G. Nohr requested that a letter, indicating funding amounts from the province and local government, be sent to the SCRD CEO who will take it to UBCM.

4. Chair Remarks

A. Hopkins. The Board truly appreciates Library staff for their hard work during the past few months, as the Chief Librarian has focused on bringing the renovation project forward, and the work they have done entering hundreds of written surveys into the database. A beautiful thank you cake was delivered to staff with a personalized letter from Board Chair thanking them for their efforts. M. Hodgins reports that the Library staff was touched by and very appreciative of this gesture.

5. Committees

5.1 Policy Committee Update and Progress

B. Shimazaki. Policy Manual revision is moving forward. J. Mandick has requested not to be on committee and P. Harvey will continue assist coordination and look into Risk Management policies. Procedures for policies will discussed at next board meeting June 20, 2016.

5.2 Fundraising and Community Relations

A. Hopkins. Committee hasn't met yet but meeting contingent on receiving cost estimates for renovation plan. Investigating naming rights etc. S. Rodrigues looking into marketing resource.

5.3 Renovation and Renewal Committee

A. Hopkins. May 6th was first workshop meeting with architect. Next meeting dependent on receiving final design.

6 Business

6.1 Approval of Minutes April 18, 2016

MINUTES

It was duly moved and seconded:

THAT the minutes be approved as circulated.

CARRIED

6.2 Correspondence

No correspondence to report.

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 SCRD Report

G. Nohr. Suggest train ebook users to return ebooks when finished to free the item up for other readers. SCRD Community Dialogs will be taking place to help connect and educate communities on District matters e.g. water meters

6.6 DOS Report

D. Siegers. District of Sechelt has passed budget. Public information meetings/ open houses are taking place on evasive species; bike and walking paths. Seniors Planning Table is focusing on housing on the Sunshine Coast.

7. Adjournment

It was duly moved and seconded:

THAT the meeting be adjourned.

CARRIED

Meeting adjourned at 11:50

The next meeting is on Monday June 20th , 2016 – 10:00 a.m. in the Community Room.

M. Hodgins, Secretary

A. Hopkins, Board Chair