

**Sechelt Public Library Association**

**Board Meeting**

Monday August 15, 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, , J. Rafael, S. Rodrigues, B. Shimazaki, D. Siegers,  
G. Smith M. Hodgins, Chief Librarian/ Secretary  
Regrets: G. Nohr, J. Mandick, J. Rafael, S. Rodrigues

***Meeting was preceded by a Library tour.***

**1 Call to Order**

*The meeting was called to order at 10:05 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 New Business**

**3.1 Report on Renovation Project and Next Steps**

A. Hopkins.

- At the August 10<sup>th</sup> meeting, Board members supported moving forward with Canada 150 project work (gate, service desks, magazine shelves) plus the workroom with work beginning as soon as possible or not later than the beginning of 2017. With these projects finished, fundraisers will use the improvements as a springboard a fundraising campaign for the larger project.
- August 25<sup>th</sup> will be next design meeting with DIALOG and art.site to produce a final working design.
- October 13<sup>th</sup> A. Hopkins and M. Hodgins have a meeting with Pamela Goldsmith-Jones and will ask for deadline extension on re: Canada 150 infrastructure grant.
- Assuming DIALOG's plan will come approximately 10 days after final meeting, the next steps will be to present the plans to a) the Library Board b) Facilities Committee (focus group) c) Municipal Hall / Library Building Committee and d) the Finance Committee M. Hodgins will request presentation to FC for September 14, 2016.
- After the plans have gone through these committees, a lobby display for the public will be created.

**3.2 Strategic Planning Review and 2017 Strategic Priorities for 2017**

M. Hodgins will confirm the funding amount and per capita calculation for Roberts Creek as listed in 2 c. of report as per D. Siegers inquiry.

A. Hopkins. Need to plan for fundraising campaign and funding agreement. Discussion that the best way to involve all funders for funding agreement meeting is through the SCRD.

M. Hodgins will contact District CFO D. Stewart to let him know that the Library will be asking for financial support for workroom renovations from the in 2017.

B. Shimazaki. New Fundraising policy may be available for next Board meeting.

### **3.3 Rebranding and Logo**

A. Hopkins and M. Hodgins met with Roger Handling of Terra Firma Digital Arts to discuss the branding package. The first concepts are expected in six weeks.

## **4 Chair Remarks**

A. Hopkins and J. Rafael attended Not-for-Profit Society workshop on changes coming to the Society's Act in two years. The BC Library Trustee's Association will be involved in implementing the changes.

Meeting with federal member of Parliament Pamela Goldsmith Jones October 13, 2016  
The Libraries Branch new Strategic Plan work is delayed but A. Hopkins and M. Hodgins will be giving feedback when asked.

Thank you to the Policy Committee who has undertaken a total review of the Policy Manual. Management of the project has been exemplary and this foundational work is continuing to move forward. Committee Chair, B. Shimazaki thanked committee members and P. Harvey for the work done on risk management and will send out the Risk Management policy and the Finance Committee policy to Board members prior to discussing them.

## **5 Committees**

### **5.1 Policy Committee**

B. Shimazaki. The committee has held two meeting since the last Board meeting and work is moving ahead. The Finance Committee policy may be ready for the next Board meeting.

### **5.2 HR and Succession**

A. Hopkins. The Collective Agreement ends in 2018 and a new negotiator needs to be identified. The Sechelt Community Archives staff are included in the library's Collective Agreement but the position is not employed by the library.

## MINUTES

A.Hopkins is meeting with prospective Board members looking for individuals to fill skill gaps which have been identified with the existing Board.

### 6 Business

#### 6.1 Approval of Minutes June 20 , 2016

It was duly moved and seconded:

THAT the minutes be approved as circulated.

**CARRIED**

#### 6.2 Treasurer's Report

M. Hodgins reported that year-to-date expenses are on track and she will contact D. Stewart District CFO re: timeline of library's pre-budget and budget.

It was duly moved and seconded:

THAT the Treasurer's Report be adopted.

**CARRIED**

#### 6.3 Librarian's Report

M. Hodgins. Strategic Planning and Priorities presented as Librarian's Report.

#### 6.4 SCRD Report

G. Nohr absent.

#### 6.5 DOS Report

D. Siegers. District CAO Tim Palmer will be leaving but is staying on until the position is filled. The District also has a Corporate Officer position open.

### 7. Adjournment

It was duly moved and seconded:

THAT the meeting be adjourned.

**CARRIED**

Meeting adjourned at 11:20

The next meeting is on Saturday September 17, 2016 – 10:00 a.m. in the Community Meeting Room.

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M. Hodgins, Secretary

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A. Hopkins, Board Chair