



**Board of Trustees Meeting
Regular Minutes – APPROVED
May 27, 2017**

**Nanaimo River Room
Vancouver Island Convention Centre, Nanaimo BC**

Present:

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| Barry Avis, Qualicum Beach (Chair) | Fred Robertson, Port Hardy |
| Brenda Leigh, Strathcona RD (Vice Chair) | Jay Dixon, Port McNeill |
| Ron Kerr, Campbell River | Janett Hoare, Sayward |
| Hugh MacKinnon, Comox | Kerrie Reay, Sooke |
| Manno Theos, Courtenay | Randy Taylor, Tahsis |
| Gwyn Sproule, Cumberland (Alternate) | Al Anderson, Tofino |
| Tom Duncan, Duncan | Marilyn McEwan, Ucluelet |
| Gordon Waterman, Gold River | Lucas Banton, Alberni / Clayoquot RD |
| Steve Arnett, Ladysmith | Frank Johnson, Central Coast RD |
| Diane Brennan, Nanaimo | Rod Nichol, Comox Valley RD |
| Kate Marsh, North Cowichan | Mary Marcotte, Cowichan Valley RD |
| Jack Thornburgh, North Saanich | Andrew Hory, Mount Waddington RD (Alternate) |
| Mary Beil, Parksville | Howard Houle, Nanaimo RD |
| Jan Allen, Port Alice | Merrick Anderson, Powell River RD |
| Charleen O'Brien Anderson, Port Clements | |

Regrets:

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|----------------------------------|-------------------------------|
| Lorna Vomacka, Lake Cowichan | Erin Bremner-Mitchell, Sidney |
| Will Geselbracht, Lantzville | Candace Faulkner, Zeballos |
| Jason Thompson, Masset | Mike Hicks, Capital RD |
| Sharie Minions, Port Alberni | Bill Beldessi, North Coast RD |
| Sabrina Frazier, Queen Charlotte | |

Staff:

Rosemary Bonanno, Executive Director
Joel Adams, Director of Finance
Lis Pedersen, Director of Human Resources
Melanie Barnum, Divisional Manager, Office of the Executive Director
David Carson, Divisional Manager, Corporate Communications & Strategic Initiatives
Amy Dawley, Customer Service Librarian II, Gabriola Island Branch
Heather Mink Zuvich, Executive Assistant (Recorder)
Mariah Patterson, Administrative Assistant

Guest:

Cory Vanderhorst, MNP

1. Call to Order

The meeting was called to order at 9:30 am.

a) Opening remarks

The Vancouver Island Regional Library Board of Trustees would like to acknowledge the ancestral, traditional and unceded Aboriginal territories of the Coast Salish Peoples, and in particular, the Snuneymuxw First Nation, on whose territory we stand.

b) Roll call

As above.

c) Declarations of Conflicts of Interest

None.

2. Agenda

a) Items to be removed from Consent Business

None.

b) Additions or deletions

None.

c) Approval of agenda

Motion: Moved by Gordon Waterman / seconded by Merrick Anderson that the agenda be approved. Carried.

3. Minutes

a) March 18, 2017 Board of Trustees Meeting Minutes

Motion: Moved by Tom Duncan / seconded by Merrick Anderson that the minutes of the *March 18, 2017 Board of Trustees Meeting* be approved by the Board of Trustees. Carried.

b) April 28, 2017 Executive Committee Meeting Minutes

Motion: Moved by Steve Arnett / seconded by Diane Brennan that the regular minutes of the *April 28, 2017 Executive Committee Meeting* be received by the Board of Trustees. Carried.

4. Delegations

None.

5. Business Arising

a) 2016 Audited Financial Statements

Motion: Moved by Diane Brennan / seconded by Brenda Leigh that the *2016 Audited Financial Statements* be received by the Board of Trustees. Carried.

Trustee Charleen O'Brien Anderson arrived at 9:41 am.

b) 2016 Audit Findings Report

Guest: Cory Vanderhorst, MNP

Motion: Moved by Jack Thornburgh / seconded by Mary Beil that the *2016 Audit Findings Report* be received by the Board of Trustees. Carried.

Cory Vanderhorst departed the meeting at 9:49 am.

c) Revisions to the VIRL Board Procedural By-Law

Motion: Moved by Hugh MacKinnon / seconded by Steve Arnett that the Board of Trustees receive the revised *VIRL Board Procedural By-Law*. Carried.

Motion: Moved by Kate Marsh / seconded by Steve Arnett that *Section 5: Board Meetings – Delegations, paragraph 3* of the *VIRL Board Procedural By-Law* be amended to: 'All materials, presentations or handouts for distribution shall accompany the written request to appear and are subject to approval by the Executive Director, in consultation with the Board Chair.' Carried.

Motion: Moved by Kate Marsh / seconded by Fred Robertson that *Section 5: Board Meetings – Order of Business* of the *VIRL Board Procedural By-Law* be amended to:

- a) Call to Order;
- b) Opening Remarks;
- c) Roll Call;
- d) Declarations of Conflicts of Interest;
- e) Approval of the Agenda;
- f) Adoption of Previous Minutes;
- g) Public Input Session;
- h) Delegations;
- i) Finance;
- j) New Business;
- k) Consent Business;
- l) Question Period;
- m) In Camera;
- n) Adjournment.

9 votes in favour; 12 votes opposed. Motion Defeated.

Motion: Moved by Kate Marsh / seconded by Diane Brennan to reconsider the motion to amend *Section 5: Board Meetings – Order of Business*. Carried.

Motion: Moved by Kate Marsh / seconded by Diane Brennan that *Section 5: Board Meetings – Order of Business* of the *VIRL Board Procedural By-Law* be amended to add a public input session following the adoption of minutes and prior to Delegations, for up to 5 members of the public to speak for no longer than 3 minutes each on a subject related to the agenda, and add a question period following receipt of Consent Business. 10 votes in favour; 18 votes opposed. Motion Defeated.

Meeting Recess: 11:00 am
Meeting Reconvened: 11:13 am

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Motion: Moved by Fred Robertson / seconded by Kate Marsh that *Section 5: Board Meetings – Delegations, paragraph 5* of the *VIRL Board Procedural By-Law* be amended to: 'No person other than the designated spokesperson may speak on the matter and for no longer than a total of ten (10) minutes.' Carried.

Motion: Moved by Fred Robertson / seconded by Kate Marsh that *Section 5: Board Meetings – Delegations* of the *VIRL Board Procedural By-Law* be amended to include: 'The Board of Trustees will be advised if a delegation has been refused.' Carried.

Motion: Moved by Kerrie Reay / seconded by Diane Brennan that *Section 5: Board Meetings – Delegations* of the *VIRL Board Procedural By-Law* be amended to include: 'Delegations will be limited to two (2) delegations at each meeting, with a third delegation approved at the discretion of the Board Chair.' Carried.

Motion: Moved by Rod Nichol / seconded by Merrick Anderson that the Board of Trustees give first reading to the revised *VIRL Board Procedural By-Law*. Carried.

Motion: Moved by Al Anderson / seconded by Gordon Waterman that the Board of Trustees give second reading to the revised *VIRL Board Procedural By-Law*. Carried.

Motion: Moved by Brenda Leigh / seconded by Merrick Anderson that the Board of Trustees give third reading to the revised *VIRL Board Procedural By-Law*. Carried.

Trustee Tom Duncan departed the meeting at 11:49 am.

d) Revised Board Policy: Delegations / Public Participation and Request to Appear as a Delegation form

Motion: Moved by Merrick Anderson / seconded by Steve Arnett that the Board of Trustees receive the *Board Policy: Delegations / Public Participation* and the revised *Request to Appear as a Delegation form*. Carried.

Motion: Moved by Al Anderson / seconded by Steve Arnett that the Board of Trustees rescind the *Board Policy: Delegations / Public Participation*. Carried.

Motion: Moved by Rod Nichol / seconded by Mary Marcotte that the Board of Trustees approve and adopt the revised *Request to Appear as a Delegation form*. Carried.

e) Performance Indicators and Branch Activity Highlights

Motion: Moved by Gordon Waterman / seconded by Merrick Anderson that the Board of Trustees receive the *Performance Indicators and Branch Activity Highlights* report as information. Carried.

6. Finance

a) March 2017 Finance Report

Motion: Moved by Brenda Leigh / seconded by Al Anderson that the *March 2017 Finance Report* be received by the Board of Trustees. Carried.

b) March 2017 Reserves Report

Motion: Moved by Merrick Anderson / seconded by Steve Arnett that the *March 2017 Reserves Report* be received by the Board of Trustees. Carried.

c) Facility Projects Update

Motion: Moved by Fred Robertson / seconded by Jan Allen that the *Facility Projects Update* be received by the Board of Trustees. Carried.

d) Hazardous Materials Regulations

Motion: Moved by Merrick Anderson / seconded by Gordon Waterman that the *Hazardous Materials Regulations* report be received by the Board of Trustees. Carried.

Trustee Kerrie Reay departed the meeting at 12:21 pm.

Trustee Merrick Anderson departed the meeting at 12:24 pm.

7. New Business

a) Presentation: One Book, One Community: Reading and Reconciliation on Gabriola Island

Amy Dawley, Customer Service Librarian II, Gabriola Island Branch

Motion: Moved by Merrick Anderson / seconded by Steve Arnett that the presentation, '*One Book, One Community: Reading and Reconciliation on Gabriola Island*' be received by the Board of Trustees. Carried.

b) 2018 Budget Assumptions

Motion: Moved by Merrick Anderson / seconded by Steve Arnett that the *2018 Budget Assumptions* report be received by the Board of Trustees. Carried.

c) 2016 Annual Report

Motion: Moved by Al Anderson / seconded by Jack Thornburgh that the *2016 Annual Report* be received by the Board of Trustees. Carried.

d) VIRL Trustee Portal Security Measures

Motion: Moved by Kate Marsh / seconded by Gwyn Sproule that the *VIRL Trustee Portal Security Measures* report be received by the Board of Trustees. Carried.

8. Consent Business

Motion: Moved by Hugh MacKinnon / seconded by Jan Allen that all *Consent Business* be received by the Board of Trustees. Carried.

9. Public Participation

No public participants.

10. Adjournment – 12:48 pm

Motion: Moved by Gordon Waterman / seconded by Janett Hoare that the meeting be adjourned. Carried.



Barry Avis
Chair, Board of Trustees
Vancouver Island Regional Library



Rosemary Bonanno, BA MLS
Executive Director
Vancouver Island Regional Library