

**Present:**

Bruce Jolliffe, Comox Valley RD (Chair)	Nikki Shaw, Port Hardy
Brenda Leigh, Strathcona RD (Vice-Chair)	Gaby Wickstrom, Port McNeill
Ronna-Rae Leonard, Courtenay (Past-Chair)	Scott Tanner, Qualicum Beach (Alternate)
Ron Kerr, Campbell River	Greg Martin, Queen Charlotte
Hugh MacKinnon, Comox	Diane Mason, Sayward
Kate Greening, Cumberland	Melissa Hailey, Sidney
Gordon Waterman, Gold River	Kerrie Reay, Sooke
Steve Arnett, Ladysmith	Brenda Overton, Tahsis
Bob Day, Lake Cowichan	Al Anderson, Tofino
Joe Bratkowski, Lantzville	Randy Oliwa, Ucluelet
Diane Brennan, Nanaimo	Debra Morin Brown, Zeballos
Kate Marsh, North Cowichan	Penny Cote, Alberni / Clayoquot RD
Ted Daly, North Saanich (Alternate)	Mike Hicks, Capital RD
Wendy Kerr, Port Alberni	Cathi McCullagh, Central Coast RD
Janice MacLeod, Port Alice (Alternate)	Mel Dorey, Cowichan Valley RD
Wally Cheer, Port Clements	George Holme, Nanaimo RD
	Merrick Anderson, Powell River RD

**Guest:** Jennifer Schofield, Auditor, MNP

**Apologies:**

Tom Duncan, Duncan	Sue Powell, Parksville
Andrew Merilees, Masset	Evan Putterill, Skeena–Queen Charlotte RD
Dave Rushton, Mount Waddington RD	

**Staff:**

Rosemary Bonanno, Executive Director  
Adrian Maas, Director of Finance  
Fiona Anderson, Director of Library Services  
Harold Kamikawaji, Director of Human Resources  
Jennifer Windecker, Divisional Manager, Communications and Strategic Initiatives  
Joy Adams Bauer, Communications Officer  
Heather Mink Zuvich, Executive Assistant (Recorder)

## **1. Call to Order**

The meeting was called to order at 9:32 am.

### **a) Opening Remarks**

### **b) Roll Call**

As above.

## **2. Agenda**

### **a) Items to be Removed from Consent Business:**

1. Item 8 (h) v: Correspondence: Letter from Chair Bruce Jolliffe to Editor of the Alberni Valley News, re: April 3, 2013 ACRD Budget article (April 5/13)
2. Item 8 (h) vi: Correspondence: Email from Mr. Rodney Sumpter to Jennifer Windecker re: Spring Storytelling program at Quadra Island branch (April 11/13)
3. Item 8 (h) xii: Correspondence: Letter from Rosemary Bonanno to Mayor John Ruttan and Council, City of Nanaimo, re: Proposed public washroom in Diana Krall Plaza (May 22/13)

### **b) Additions or Deletions:**

1. Integration of Local Art in Library Branches. (Bob Day)
2. Request that the Executive Committee explore possible partnerships that may be developed between the Vancouver Island Regional Library and the Provincial Government, schools, colleges and universities in the region. (Penny Cote)

### **c) Approval of Agenda**

**Motion:** Moved by Melissa Hailey / seconded by Kate Greening that the agenda be adopted as amended. Carried.

## **3. Minutes**

### **a) Regular Minutes of the April 6, 2013 Board of Trustees Meeting**

**Motion:** Moved by Kate Greening / seconded by Brenda Leigh that the regular minutes of the April 6, 2013 Board of Trustees Meeting be approved. Carried.

### **b) Regular Minutes of the May 3, 2013 Executive Committee Meeting**

**Motion:** Moved by Penny Cote / seconded by Diane Brennan that the regular minutes of the May 3, 2013 Executive Committee be received. Carried.

#### **4. Business Arising**

##### **a) Audited Financial Statements 2012**

**Motion:** Moved by Mike Hicks / seconded by Merrick Anderson that the *Audited Financial Statements 2012* be received by the Board of Trustees. Carried.

**Motion:** Moved by Brenda Leigh / seconded by Mel Dorey that the Board endorse the current process for all future Audited Financial Statements. Carried.

##### **b) Audit Findings Report**

**Guest: Jenn Schofield, Auditor, MNP**

**Motion:** Moved by Steve Arnett / seconded by Ted Daly that the *Audit Findings Report and Summary of Differences 2012* be received by the Board of Trustees. Carried.

##### **c) Customers and Request Queues (Wait Times)**

**Motion:** Moved by Kate Greening / seconded by Brenda Overton that the *Customers and Request Queues (Wait Times)* report be received by the Board of Trustees. Carried.

##### **d) Donations and Corporate Sponsorship**

**Motion:** Moved by George Holme / seconded by Gordon Waterman that the *Donations and Corporate Sponsorship Policy* be received by the Board of Trustees. Carried.

**Motion:** Moved by Steve Arnett / seconded by Diane Mason that the *Donations and Corporate Sponsorship Policy* be approved by the Board of Trustees subject to clarification regarding the material of the gold and silver donor pins. Clarification to be provided by staff. Carried.

##### **e) Rules of Conduct and Prohibition Policy**

**Motion:** Moved by Kerrie Reay / seconded by Greg Martin that the *Rules of Conduct and Prohibition Policy* be received by the Board of Trustees. Carried.

**Motion:** Moved by Mel Dorey / seconded by Wendy Kerr that the Board of Trustees approve the amendments to the policy as discussed.

**Meeting recessed: 10:32 am**

**Meeting reconvened: 10:44 am**

## **5. Presentation: VIRL Mobile App – Fiona Anderson**

**Motion:** Moved by George Holme / seconded by Ronna-Rae Leonard that the *VIRL Mobile App Presentation* be received by the Board of Trustees. Carried.

## **6. Finance**

### **a) Facility Projects Update**

**Motion:** Moved by Ron Kerr / seconded by Brenda Leigh that the *Facility Projects Update* report be received by the Board of Trustees. Carried.

## **7. New Business**

### **a) Promotional VIRL Key Tags**

**Motion:** Moved by Kate Greening / seconded by Penny Cote that the *Promotional VIRL Key Tags* report be received by the Board of Trustees. Carried.

### **b) Enhancements to eLibrary Resources**

**Motion:** Moved by Al Anderson / seconded by Greg Martin that the *Enhancements to eLibrary Resources* report be received by the Board of Trustees. Carried.

### **c) 2012 Annual Report**

**Motion:** Moved by Ronna-Rae Leonard / seconded by Steve Arnett that the *2012 Annual Report* be received by the Board of Trustees. Carried.

### **d) Summer Reading Club – Verbal Report**

**Motion:** Moved by Kate Greening / seconded by Wally Cheer that the *Summer Reading Club – Verbal Report* be received by the Board of Trustees. Carried.

### **e) Integration of local art into branches**

**Motion:** Moved by Bob Day / seconded by Greg Martin that staff provide a report to the Executive Committee for review regarding integration of local art into branches. Carried.

**f) Partnerships with Vancouver Island Regional Library**

**Motion:** Moved by Penny Cote / seconded by Ron Kerr that the Executive Committee explore possible partnerships that may be developed between the Vancouver Island Regional Library and the Provincial Government, schools, colleges and universities in the region. Carried.

**8. Consent Business**

**Motion:** Moved by Brenda Leigh / seconded by Greg Martin to receive items 8 h) (v), (vi), and (xii). Carried.

**Motion:** Moved by Brenda Leigh / seconded by George Holme that all Consent Business be received by the Board of Trustees.

**9. Adjournment – 11:23 am**

**Motion:** Moved by Kate Greening / seconded by George Holme that the meeting be adjourned.

Bruce Jolliffe  
Chair, Board of Trustees  
Vancouver Island Regional Library

Rosemary Bonanno, BA MLS  
Executive Director  
Vancouver Island Regional Library