



**Board of Trustees Meeting  
June 13, 2015  
Regular Minutes –APPROVED**

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

**Present:**

Bruce Jolliffe, Comox Valley RD (Chair)	Jessie Hemphill, Port Hardy
Brenda Leigh, Strathcona RD (Vice-Chair)	Shelley Downey, Port McNeill (Alternate)
Marg Grant, Comox	Barry Avis, Qualicum Beach
Rebecca Lennox, Courtenay	Sabrina Frazier, Queen Charlotte (Alternate)
Sean Sullivan, Cumberland	Janett Hoare, Sayward
Tom Duncan, Duncan	Erin Bremner, Sidney
Gordon Waterman, Gold River	Kerrie Reay, Sooke
Steve Arnett, Ladysmith	Randy Taylor, Tahsis
Andrew Merilees, Masset	Al Anderson, Tofino
Diane Brennan, Nanaimo	Marilyn McEwen, Ucluelet
Rob Douglas, North Cowichan	Penny Cote, Alberni / Clayoquot RD
Murray Weisenberger, North Saanich	Cathi McCullagh, Central Coast RD
Mary Beil, Parksville	Mary Marcotte, Cowichan Valley RD
Mike Ruttan, Port Alberni (Alternate)	Dave Rushton, Mount Waddington RD
Jan Allen, Port Alice	Howard Houle, Nanaimo RD
Christine Cunningham, Port Clements	Merrick Anderson, Powell River RD
	Carol Wagner, Skeena–Queen Charlotte RD (Alternate)

**Apologies:**

Ron Kerr, Campbell River	Debra Brown, Zeballos
Lorna Dawn Vomacka, Lake Cowichan	Mike Hicks, Capital RD
Denise Haime, Lantzville	

**Staff:**

Rosemary Bonanno, Executive Director  
Steve Hurcombe, Acting Director of Finance  
Harold Kamikawaji, Director of Human Resources  
Judy Moore, Director of Library Services and Planning  
Jamie Anderson, Divisional Manager, Special Projects  
Melanie Barnum, Divisional Manager, Human Resources/Training  
Jason Kuffler, Divisional Manager, Customer Engagement  
Melanie Reaveley, Divisional Manager, Customer Experience  
Natasha Bartlett, Marketing and Communications Officer  
Mariah Patterson, Executive Assistant (Recorder)

## 1. Call to Order

The meeting was called to order at 9:30 a.m.

### a) Opening remarks

Chair, Bruce Joliffe, welcomed new Trustees and Guests, identified that a CUPE delegation is to present, and reviewed the meeting procedure for in camera sessions.

### b) Roll call

As above.

## 2. Agenda

### a) Items to be removed from Consent Business

None.

### b) Additions or deletions

None.

### c) Approval of agenda

**Motion:** Moved by Barry Avis / seconded by Kerrie Reay that the agenda be approved. Carried.

## 3. In Camera

**Motion:** Moved by Howard Houle / seconded by Brenda Leigh that the meeting move in camera. Carried.

## 4. Delegation: CUPE Local 401

Presentation: Realignment of Branch Hours and the Effects on Employees and the Public, Speaker: Gwynne Nelson

**Mike Ruttan arrived to meeting: 10:00 a.m.**

## 5. In Camera

**Motion:** Moved by Brenda Leigh / seconded by Kerrie Reay that the meeting move in camera. Carried.

**Meeting Recessed: 10:50 a.m.**  
**Meeting Reconvened: 11:01 a.m.**

## 6. Minutes

### a) March 28, 2015 Board of Trustees Meeting Minutes – for approval

**Motion:** Moved by Merrick Anderson / seconded by Rob Douglas that the regular minutes of the March 28, 2015 Board of Trustees Meeting be approved by the Board of Trustees. Carried.

### b) May 1, 2015 Executive Committee Meeting Minutes – for receipt

**Motion:** Moved by Brenda Leigh / seconded by Steve Arnett that the regular minutes of the May 1, 2015 Executive Committee meeting be received by the Board of Trustees. Carried.

## 7. Schedules

**Motion:** Moved by Rob Douglas / seconded by Tom Duncan to amend the agenda to deal with New Business now, and include under New Business a discussion of the proposed changes to the schedules. Defeated.

## 8. Business Arising

### a) Request for Proposals – District of Sooke/Juan de Fuca Branch Report

**Motion:** Moved by Merrick Anderson / seconded by Jessie Hemphill that the Board of Trustees approve for staff to undertake a *Request for Proposals* for the Design and Build of a new District of Sooke branch with the intent of ownership. Should a suitable proposal be received, staff are to advise the Capital Regional District to proceed with the Alternate Approval Process on the Loan Authorization and Service Establishment bylaws. Should no suitable proposals be received staff are to proceed with a *Request for Proposals* for Space for a District of Sooke/Juan de Fuca branch under a leasehold arrangement. Carried.

**Motion:** Moved by Merrick Anderson / seconded by Jessie Hemphill that the Board of Trustees approve the request for proposals for the District of Sooke/Juan de Fuca branch. Carried.

### b) Strategic Planning 2016-2020 Update

**Motion:** Moved by Barry Avis / seconded by Gordon Waterman that the *Strategic Planning 2016-2020 Update* report be received by the Board of Trustees. Carried.

**Motion:** Moved by Barry Avis / seconded by Gordon Waterman that the Board of Trustees adopt the report as information. Carried.

### c) Exempt Salary Review Update (verbal report)

**Motion:** Moved by Brenda Leigh / seconded by Barry Avis that the *Exempt Salary Review Update* report be received by the Board of Trustees. Carried.

### d) Revised Hours of Operation Update (verbal report)

**Motion:** Moved by Merrick Anderson / seconded by Gordon Waterman that the *Revised Hours of Operation Update* report be received by the Board of Trustees. Carried.

## 9. Finance

### a) 2014 Audited Financial Statements

**Motion:** Moved by Jessie Hemphill / seconded by Barry Avis that the *2014 Audited Financial Statements* be received by the Board of Trustees. Carried.

### b) 2014 Audit Findings Report

**Guest: Cory Vanderhorst, MNP**

**Motion:** Moved by Rebecca Lennox / seconded by Brenda Leigh that the *2014 Audit Findings Report* be received by the Board of Trustees. Carried.

### c) April 2015 Finance Report

**Motion:** Moved by Steve Arnett / seconded by Merrick Anderson that the *April 2015 Finance Report* be received by the Board of Trustees. Carried.

### d) April 2015 Reserves Report

**Motion:** Moved by Brenda Leigh / seconded by Jessie Hemphill that the *April 2015 Reserves Report* be received by the Board of Trustees. Carried.

### e) Facility Projects Update

**Motion:** Moved by Merrick Anderson / seconded by Diane Brennan that the *Facility Projects Update* report be received by the Board of Trustees. Carried.

## 10. New Business

### a) 2016 Budget Assumptions

**Motion:** Moved by Merrick Anderson / seconded by Shelley Downey that the *2016 Budget Assumptions* report be received by the Board of Trustees. Carried.

### b) Innovative Interfaces Inc.: ILS Migration Project

**Motion:** Moved by Jessie Hemphill / seconded by Diane Brennan that the *Innovative Interfaces Inc.: ILS Migration Project* report be received by the Board of Trustees as information. Carried.

### c) Union Negotiations Update (verbal report)

**Motion:** Moved by Brenda Leigh / seconded by Gordon Waterman that the *Union Negotiations Update* report be received by the Board of Trustees. Carried.

### d) 2014 Annual Report

**Motion:** Moved by Gordon Waterman / seconded by Merrick Anderson that the *2014 Annual Report* be received by the Board of Trustees. Carried.

### e) Nanaimo North Branch Recognized by Vancouver Island Commercial Building Awards

**Motion:** Moved by Jessie Hemphill / seconded by Tom Duncan that the *Nanaimo North Branch Recognized by Vancouver Island Commercial Building Awards* report be received by the Board of Trustees. Carried.

**f) VIRL Librarians on the Radio Recognized by BCLA Merit Awards**

**Motion:** Moved by Merrick Anderson / seconded by Barry Avis that the *VIRL Librarians on the Radio Recognized by BCLA Merit Awards* report be received by the Board of Trustees. Carried.

**g) 2015 Summer Reading Club (verbal report)**

**Motion:** Moved by Penny Cote / seconded by Tom Duncan that the *2015 Summer Reading Club* report be received by the Board of Trustees. Carried.

**h) Hours of Operation**

**Motion:** Moved by Tom Duncan / seconded by Rob Douglas to delay the implementation of the revised hours of operation until after the September 19<sup>th</sup>, 2015 Board meeting. Defeated.

**11. Consent Business – for receipt**

**Motion:** Motion by Andrew Merilees / seconded by Kerrie Reay that all consent business be received by the Board of Trustees. Carried.

**12. Adjournment – 12:26pm**

**Motion:** Moved by Merrick Anderson / seconded by Barry Avis that the meeting be adjourned. Carried.



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Bruce Jolliffe  
Chair, Board of Trustees  
Vancouver Island Regional Library



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Rosemary Bonanno, BA MLS  
Executive Director  
Vancouver Island Regional Library