



**Board of Trustees Meeting
Regular Minutes –APPROVED
September 19, 2015**

**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)	Jay Dixon, Port McNeill
Ron Kerr, Campbell River	Barry Avis, Qualicum Beach
Hugh MacKinnon, Comox (Alternate)	Sabrina Frazier, Queen Charlotte (Alternate)
Manno Theos, Courtenay	Janett Hoare, Sayward
Sean Sullivan, Cumberland	Cam McLennan, Sidney (Alternate)
Tom Duncan, Duncan	Kerrie Reay, Sooke
Gordon Waterman, Gold River	Randy Taylor, Tahsis
Lorna Dawn Vomacka, Lake Cowichan	Al Anderson, Tofino
Will Geselbracht, Lantzville	Marilyn McEwen, Ucluelet
Andrew Merilees, Masset	Penny Cote, Alberni / Clayoquot RD
Diane Brennan, Nanaimo	Cathi McCullagh, Central Coast RD
Murray Weisenberger, North Saanich	Mary Marcotte, Cowichan Valley RD
Mary Beil, Parksville	Dave Rushton, Mount Waddington RD
Sharie Minions, Port Alberni	Howard Houle, Nanaimo RD
Jan Allen, Port Alice	Merrick Anderson, Powell River RD
Christine Cunningham, Port Clements	Carol Wagner, Skeena–Queen Charlotte RD (Alternate)

Regrets:

Marg Grant, Comox	Erin Bremner, Sidney
Rebecca Lennox, Courtenay	Debra Brown, Zeballos
Steve Arnett, Ladysmith	Mike Hicks, Capital RD
Kate Marsh, North Cowichan	Bill Beldessi, Skeena-Queen Charlotte RD

Staff:

Rosemary Bonanno, Executive Director
Steve Hurcombe, Acting Director of Finance
Harold Kamikawaji, Director of Human Resources
Jamie Anderson, Director of Library Services and Planning
Natasha Bartlett, Marketing and Communications Officer
Mariah Patterson, Executive Assistant (Recorder)

1. Call to Order

The meeting was called to order at 9:33 a.m.

a) Opening remarks

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 Jessie Hemphill that the agenda be approved. Carried.

3. Minutes

a) June 13, 2015 Board of Trustees Meeting Minutes

Motion: Moved by Brenda Leigh / seconded by Ron Kerr that the regular minutes of the June 13, 2015 Board of Trustees Meeting be approved by the Board of Trustees. Carried.

b) July 10, 2015 Executive Committee Meeting Minutes

Motion: Moved by Gordon Waterman / seconded by Tom Duncan that the regular minutes of the July 10, 2015 Executive Committee Meeting be received by the Board of Trustees. Carried.

c) August 14, 2015 Executive Committee Meeting Minutes

Motion: Moved by Ron Kerr / seconded Barry Avis that the regular minutes of the August 14, 2015 Executive Committee Meeting be received by the Board of Trustees. Carried.

4. Business Arising

a) Strategic Planning 2016-2020 Update

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

Diane Brennan arrived to meeting: 9:39 a.m.

b) Exempt Salary Review Update

Motion: Moved by Gordon Waterman / seconded by Tom Duncan that the *Exempt Salary Review Update* report be received by the Board of Trustees. Carried.

c) Union Negotiations Update

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

d) Hours of Operation Update

Motion: Moved by Mary Marcotte / seconded by Howard Houle that the *Hours of Operation Update* report be received by the Board of Trustees. Carried.

e) Innovative Interfaces Inc. – ILS Migration Project

Motion: Moved by Tom Duncan / seconded by Jessie Hemphill that the *Innovative Interfaces Inc.: Integrated Library System Migration Project Update* report be received by the Board of Trustees. Carried.

f) Tahsis Branch Update

Motion: Moved by Howard Houle / seconded by Randy Taylor that the *Tahsis Branch Update* report be received by the Board of Trustees. Carried.

Motion: Moved by Tom Duncan / seconded by Randy Taylor that the staff be directed to work with the Village of Tahsis in performing the required structural changes and enhancements to the library branch. Carried.

5. Finance

a) July 2015 Finance Report

Motion: Moved by Jessie Hemphill / seconded by Hugh MacKinnon that the *July 2015 Finance Report* be received by the Board of Trustees. Carried.

b) July 2015 Reserves Report

Motion: Moved by Brenda Leigh / seconded by Gordon Waterman that the *July 2015 Reserves Report* be received by the Board of Trustees. Carried.

c) Facility Projects Update

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

6. 2016 – 2020 Proposed Financial Plan: Meeting Our Service Standards

Presentation By: Steve Hurcombe, A/Director of Finance

Motion: Moved by Barry Avis / seconded by Sean Sullivan that the *2016 – 2020 Proposed Financial Plan* report be received by the Board of Trustees. Carried.

Meeting Recessed: 10:52 a.m.
Meeting Reconvened: 11:10 a.m.

Motion: Moved by Brenda Leigh / seconded by Kerry Reay that the *2016 – 2020 Proposed Financial Plan* report be adopted by the Board of Trustees. Carried. (Opposed: Penny Cote, Port Alberni-Clayoquot Regional District)

7. New Business

a) Revised Board Policy Fees and Charges: Espresso Book Printing Fee Structure

Motion: Moved by Jessie Hemphill / seconded by Ron Kerr that the *Revised Board Policy Fees and Charges: Espresso Book Printing Fee Structure* report be received by the Board of Trustees as information. Carried.

Motion: Moved by Diane Brennan / seconded by Tom Duncan that the Board of Trustees approve the amendment to the Fees and Charges Policy. Carried.

8. Consent Business

Motion: Moved by Merrick Anderson / seconded by Manno Theos that all *Consent Business* be received by the Board of Trustees. Carried.

9. In Camera – 11:35 a.m. to 11:47 a.m.

Motion: Moved by Barry Avis / seconded by Brenda Leigh that the Board of Trustees Meeting move In Camera. Carried.

Motion: Moved by Barry Avis / seconded by Kerrie Reay that the Board of Trustees rise and return to the open portion of the regular meeting. Carried.

10. Adjournment – 11:50 a.m.

Motion: Moved by Tom Duncan / seconded by Diane Brennan that the meeting be adjourned. Carried.



Bruce Jolliffe
Chair, Board of Trustees
Vancouver Island Regional Library



Rosemary Bonanno, BA MLS
Executive Director
Vancouver Island Regional Library