



**Board of Trustees Meeting
Regular Minutes –APPROVED
March 19, 2016**

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

Present:

Bruce Jolliffe, Comox Valley RD (Chair)
Ron Kerr, Campbell River
Marg Grant, Comox
Manno Theos, Courtenay (Alternate)
Sean Sullivan, Cumberland
Gordon Waterman, Gold River
Steve Arnett, Ladysmith
Lorna Dawn Vomacka, Lake Cowichan
Andrew Merilees, Masset
Tom Walker, North Cowichan (Alternate)
Jack Thornburgh, North Saanich
Mary Beil, Parksville
Sharie Minions, Port Alberni
Jan Allen, Port Alice
Christine Cunningham, Port Clements
Fred Robertson, Port Hardy (Alternate)

Barry Avis, Qualicum Beach
Sabrina Frazier, Queen Charlotte
Janett Hoare, Sayward
Erin Bremner, Sidney
Kerrie Reay, Sooke
Randy Taylor, Tahsis
Al Anderson, Tofino
Randy Oliwa, Ucluelet (Alternate)
Lucas Banton, Alberni / Clayoquot RD
Mike Hicks, Capital RD
Cathi McCullagh, Central Coast RD
Mary Marcotte, Cowichan Valley RD
Howard Houle, Nanaimo RD
Merrick Anderson, Powell River RD
Carol Wagner, Skeena–Queen Charlotte RD
(Alternate)
Noba Anderson, Strathcona RD

Regrets:

Tom Duncan (Vice Chair), Duncan
Will Geselbracht, Lantzville
Diane Brennan, Nanaimo

Jay Dixon, Port McNeill
Dave Rushton, Mount Waddington RD

Staff:

Rosemary Bonanno, Executive Director
Jamie Anderson, Director of Library Services and Planning
Harold Kamikawaji, Director of Human Resources
Steve Hurcombe, Acting Director of Finance
Melanie Reaveley, Divisional Manager, Customer Experience
Natasha Bartlett, Marketing and Communications Officer
Lorraine Stewart, Temporary Executive Assistant (Recorder)

Guest:

Adrianna Wills, VIRL Legal Counsel, Harris & Co.

1. Call to Order

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

a) Opening remarks

Chair Bruce Jolliffe welcomed everyone to the Board of Trustees meeting.

b) Roll call

As above.

2. Agenda

a) Items to be removed from Consent Business

- iii. Item 8 c) 2016 01 11 Email from customer K. Keane re: Concern regarding customer service
- iv. Item 8 c) 2016 02 09 Email from customer K. Keane re: Library Board forwarded by Trustee S. Arnett
- v. Item 8 c) 2016 01 21 Email to customer K. Keane re: Brief Explanation
- vi. Item 8 c) 2016 01 21 Email from customer K. Keane re: Brief Explanation
- vii. Item 8 c) 2016 02 03 Email letter to customer K. Keane re: VIRL Customer Service
- viii. Item 8 c) 2016 02 06 Email from customer M. Maness re: The Catalogue Catastrophe
- ix. Item 8 c) 2016 02 06 Email from customer M. Maness re: The Catalogue Catastrophe forwarded by Trustee D. Brennan

Motion: Moved by Noba Anderson / seconded by Lucas Banton that items iii – ix be removed from Consent Business. Carried.

b) Additions or deletions

None.

c) Approval of agenda

Motion: Moved by Mary Beil / seconded by Barry Avis that the agenda be approved. Carried.

3. Restricted In Camera 9:40 am – 10:57 am

Motion: Moved by Ron Kerr / seconded by Mary Davis that the Board of Trustees Meeting move In Camera. Carried.

Minutes of the Restricted In Camera meeting will reside with Adrianna Wills, VIRL legal counsel, Harris & Company.

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

4. Minutes

a) January 16, 2016 Board of Trustees/AGM Meeting Minutes

Motion: Moved by Ron Kerr / seconded by Merrick Anderson that the minutes of the *January 16, 2016 Board of Trustees/AGM Meeting* be approved by the Board of Trustees. Carried.

b) January 16, 2016 Executive Committee Meeting Minutes

Motion: Moved by Barry Avis / seconded by Janett Hoare that the regular minutes of the *January 16, 2016 Executive Committee Meeting* be received by the Board of Trustees. Carried.

c) February 12, 2016 Executive Committee Meeting Minutes

Motion: Moved by Gordon Waterman / seconded by Al Anderson that the regular minutes of the *February 12, 2016 Executive Committee Meeting* be received by the Board of Trustees. Carried.

5. Business Arising

a) Your Voice, Your Library: Strategic Plan 2016 – 2020

Motion: Moved by Steve Arnett / seconded by Barry Avis that the *Your Voice, Your Library: Strategic Plan 2016 – 2020* be received by the Board of Trustees. Carried.

Motion: Moved by Steve Arnett / seconded by Barry Avis that the current Mission Vision & Values be reconfirmed. Carried.

Motion: Moved by Noba Anderson / seconded by Sabrina Frazier that the following motion be amended:

That staff develop outcome-measurements that demonstrate the benefits or changes for customers during or after participating in activities associated with the delivery of Your Voice, Your Library under separate cover.

Carried.

Motion: Moved by Janett Hoare / seconded by Gordon Waterman that staff develop outcome-measurements that demonstrate the benefits or changes related to all strategic priorities during or after participating in activities associated with the delivery of Your Voice, Your Library under separate cover. Carried.

Motion: Moved by Barry Avis / seconded by Manno Theos that the final draft be on the next agenda of the Vancouver Island Regional Library Board. Carried.

b) Consolidated Facilities Master Plan: Maintenance Projects Update Report

Motion: Moved by Manno Theos / seconded by Mary Marcotte that the *Consolidated Facilities Master Plan: Maintenance Projects Update Report* be received by the Board of Trustees. Carried.

c) CUPE401 Union Ratification Vote (verbal) Report

Motion: Moved by Barry Avis / seconded by Mary Beil that the *CUPE401 Union Ratification Vote (verbal) Report* be received by the Board of Trustees. Carried.

6. Finance

a) Finance Report

Motion: Moved by Merrick Anderson / seconded by Gordon Waterman that the *December 2015 Finance Report* be received by the Board of Trustees. Carried.

b) Reserves Report

Motion: Moved by Gordon Waterman / seconded by Ron Kerr that the *December 2015 Reserves Report* be received by the Board of Trustees. Carried.

c) Facility Projects Update

Motion: Moved by Al Anderson / seconded by Mary Beil that the *Facility Projects Update* report be received by the Board of Trustees. Carried.

7. New Business

a) Amendment to the Fees & Charges Policy

Motion: Moved by Kerrie Reay / seconded by Mary Marcotte that the *Amendment to the Fees & Charges Policy* be received by the Board of Trustees. Carried.

Motion: Moved by Mike Hicks / seconded by Ron Kerr that the proposed *Amendment to the Fees & Charges Policy* be approved by the Board of Trustees. Carried.

b) Investment of VIRL Funds

Motion: Moved by Gordon Waterman / seconded by Kerry Reay that the *Investment of VIRL Funds* be received by the Board of Trustees. Carried.

b) Motion: Moved by Merrick Anderson / seconded by Mary Beil that the Board of Trustees approve a portion of reserve funds to a maximum of \$1 million to be invested in MFA Bond Funds, and upon maturity of the GIC with CIBC, \$1 million to be invested in a 1 year fixed term investment, with the best rate of return available and remaining funds to be left in MFA Money Market Funds. Carried.

c) Amendment to Mileage & Accommodation Rates

Motion: Moved by Jan Allen / seconded by Cathi McCullagh that the *Amendment to Mileage & Accommodation Rates* be received by the Board of Trustees. Carried.

Motion: Moved by Merrick Anderson / seconded by Janett Hoare that the Board of Trustees approve:

- The maximum lunch rate be increased from \$17 to \$19; and
- The private accommodation rate be increased from \$28 to \$35 per night.

Carried.

8. Consent Business

Motion: Moved by Al Anderson / seconded by Merrick Anderson that all *Consent Business* (except items 8 c) iii – ix) be received by the Board of Trustees. Carried.

Motion: Moved by Noba Anderson / seconded by Kerrie Reay that Staff prepare a report with regards to receipt of correspondence and its relationship to VIRL's privacy policy. Carried.

9. Public Participation

No public participation requests came forward to the Board of Trustees.

10. Adjournment – 12:33 p.m.

Motion: Moved by Merrick Anderson / seconded by Mary Beil 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