



**Board of Trustees Meeting
Regular Minutes – APPROVED
November 26, 2016**

**Dodd Narrows Room
Vancouver Island Convention Centre, Nanaimo BC**

Present:

Bruce Jolliffe, Comox Valley RD (Chair)	Shelley Downey, Port McNeill (Alternate)
Ron Kerr, Campbell River	Barry Avis, Qualicum Beach
Hugh MacKinnon, Comox (Alternate)	Sabrina Frazier, Queen Charlotte
Manno Theos, Courtenay (Alternate)	Janett Hoare, Sayward
Sean Sullivan, Cumberland	Erin Bremner-Mitchell, Sidney
Gordon Waterman, Gold River	Kerrie Reay, Sooke
Steve Arnett, Ladysmith	Randy Taylor, Tahsis
Lorna Dawn Vomacka, Lake Cowichan	Al Anderson, Tofino
Dorothy Neary, Lantzville (Alternate)	Marilyn McEwen, Ucluelet
Andrew Merilees, Masset	Candace Faulkner, Zeballos
Diane Brennan, Nanaimo	Lucas Banton, Alberni / Clayoquot RD
Jack Thornburgh, North Saanich	Mike Hicks, Capital RD
Mary Beil, Parksville	Dave Rushton, Mount Waddington RD
Jan Allen, Port Alice	Howard Houle, Nanaimo RD
Christine Cunningham, Port Clements	Merrick Anderson, Powell River RD
Fred Robertson, Port Hardy (Alternate)	Noba Anderson, Strathcona RD

Regrets:

Tom Duncan, Duncan (Vice-Chair)	Central Coast RD
Kate Marsh, North Cowichan	Mary Marcotte, Cowichan Valley RD
Sharie Minions, Port Alberni	Bill Beldessi, Skeena-Queen Charlotte RD

Staff:

Rosemary Bonanno, Executive Director
Joel Adams, Director of Finance
Jamie Anderson, Director of Library Services & Planning
Melanie Barnum, Divisional Manager, Office of the Executive Director
Natasha Bartlett, Marketing and Communications Officer
David Carson, Divisional Manager, Communications
Heather Mink Zuvich, Executive Assistant (Recorder)
Mariah Patterson, Administrative Assistant

1. Call to Order

The meeting was called to order at 9:30 am

a) Opening remarks

The Board recognized Trustees Bruce Jolliffe, Dave Rushton, Mike Hicks and Andrew Merilees for their 8 years of service to the Board of Trustees.

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 Steve Arnett that the agenda be approved. Carried.

3. Minutes

a) September 17, 2016 Board of Trustees Meeting Minutes

Motion Moved by Al Anderson / seconded by Gordon Waterman that the minutes of the *September 17, 2016 Board of Trustees Meeting* be approved by the Board of Trustees. Carried.

b) October 21, 2016 Executive Committee Meeting Minutes

Motion: Moved by Howard Houle / seconded by Barry Avis that the regular minutes of the *October 21, 2016 Executive Committee Meeting* be received by the Board of Trustees. Carried.

4. Delegations

No delegation requests were submitted.

5. Business Arising

a) Electronic Records Management System (ERMS) for Board Documents

Motion: Moved by Ron Kerr / seconded by Mary Beil that the *Electronic Records Management System (ERMS) for Board Documents* report be received by the Board of Trustees. Carried.

Motion: Moved by Noba Anderson / seconded by Merrick Anderson that staff be directed to develop and let an RFP for the purchase of a document management system that includes a specific component within the RFP to deal with legacy documents. Carried.

Motion: Moved by Barry Avis / seconded by Merrick Anderson that an implementation plan and schedule be developed. Carried.

Motion: Moved by Kerrie Reay / seconded by Steve Arnett that effective January 2017, all in camera agenda packages and minutes be posted to the Trustee Portal in a password protected, read-only environment. Carried.

b) Board Meeting Agenda Packages for the Public

Motion: Moved by Howard Houle / seconded by Merrick Anderson that the report, *Board Meeting Agenda Packages for the Public*, be received by the Board of Trustees. Carried.

Motion: Moved by Howard Houle / seconded by Al Anderson that full agenda packages be posted to the VIRL public website 5 business days prior to the regularly scheduled Board meeting and that unapproved minutes be posted to the VIRL public website shortly thereafter the regularly scheduled Board meeting. Carried.

c) A Summary of Grants Available to Public Libraries in Canada

Motion: Moved by Gordon Waterman / seconded by Shelley Downey that the report, *A Summary of Grants Available to Public Libraries in Canada* be received by the Board of Trustees as information. Carried.

d) Whistleblower Policy

Motion: Moved by Steve Arnett / seconded by Kerrie Reay that the Board of Trustees receive the *Whistleblower Policy*. Carried.

Motion: Moved by Steve Arnett / seconded by Kerrie Reay that the Board of Trustees approve and adopt the *Whistleblower Policy*. Carried.

e) Correspondence from Trustee N. Anderson

Motion: Moved by Merrick Anderson / seconded by Hugh MacKinnon that the Board of Trustees receive the *Correspondence from Trustee N. Anderson* report. Carried.

Motion: Moved by Noba Anderson / seconded by Mike Hicks that as part of the policy review process, the Board's Procedural Bylaw receive a thorough review at the staff level to reflect current best practices in the library and information services industry. Carried.

Motion: Moved by Noba Anderson / seconded by Al Anderson that the Executive Committee review the Board's Procedural Bylaw and make recommendations to the Board. Carried.

Motion: Moved by Noba Anderson / seconded by Erin Bremner-Mitchell that the Board reviews the draft and then retain the services of an external consultant to vet the Board's Procedural Bylaw as to library and information services standards. Carried.

Motion: Moved by Erin Bremner-Mitchell / seconded by Lucas Banton that a staff member be trained in the duties of a corporate officer. Carried.

6. Finance

a) August 2016 Finance Report

Motion: Moved by Hugh MacKinnon / seconded by Howard Houle that the *August 2016 Finance Report* be received by the Board of Trustees. Carried.

b) August 2016 Reserves Report

Motion: Moved by Gordon Waterman / seconded by Erin Bremner-Mitchell that the *August 2016 Reserves Report* be received by the Board of Trustees. Carried.

c) Facility Projects Update

Motion: Moved by Barry Avis / seconded by Howard Houle that the *Facility Projects Update* be received by the Board of Trustees. Carried.

d) Wellington Branch Renovation Update

Motion: Moved by Merrick Anderson / seconded by Howard Houle that the *Wellington Branch Renovation Update* report be received by the Board of Trustees. Carried.

Motion: Moved by Barry Avis / seconded by Steve Arnett that the Board of Trustees allow an increase to the withdrawal from reserves for the Wellington branch renovation from \$375,000 to \$680,000 as part of the 2017 financial year. Carried.

e) Asbestos Assessment and Remediation

Motion: Moved by Merrick Anderson / seconded by Howard Houle that the *Asbestos Assessment and Remediation* report be received by the Board of Trustees. Carried.

Motion: Moved by Merrick Anderson / seconded by Gordon Waterman that VIRL explore asbestos remediation on a case by case basis. Carried.

Meeting Recessed: 10:48 am
Meeting Reconvened: 11:08 am

7. New Business

a) Proposed 2017 Board and Executive Committee Meeting Schedule

Motion: Moved by Steve Arnett / seconded by Erin Bremner-Mitchell that the *Proposed 2017 Board and Executive Committee Meeting Schedule* be received by the Board of Trustees. Carried.

Motion: Moved by Al Anderson / seconded by Merrick Anderson that the *Proposed 2017 Board and Executive Committee Meeting Schedule* be adopted by the Board of Trustees. Carried.

b) 2017 Nominating Committee and Call for Nominations

Motion: Moved by Barry Avis / seconded by Howard Houle that the *2017 Nominating Committee and Call for Nominations* report be received by the Board of Trustees. Carried.

c) Summer Reading Club 2016

Motion: Moved by Ron Kerr / seconded by Hugh MacKinnon that the *Summer Reading Club 2016* report be received by the Board of Trustees. Carried.

9. Consent Business

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

10. Public Participation

No Public Participants.

Motion: Moved by Howard Houle / seconded by Steve Arnett that public participants be received by the Board of Trustees. Carried.

11. In Camera – 11:18 am

Motion: Moved by Merrick Anderson / seconded by Howard Houle that the Board of Trustees Meeting move In Camera. Carried.

Joel Adams, Jamie Anderson, Melanie Barnum, Natasha Bartlett, David Carson and Mariah Patterson departed the meeting at 11:18 am.

Motion: Moved by Howard Houle / seconded by Merrick Anderson that the Board of Trustees rise and return to the open portion of the regular meeting. Carried.

12. Adjournment – 12:03 pm

Motion: Moved by Steve Arnett / seconded by Barry Avis 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