



**Vancouver Island Regional Library  
Board of Trustees Meeting  
Regular Minutes - APPROVED  
November 22, 2014**

---

**Present:**

Bruce Jolliffe, Comox Valley RD (Chair)  
Brenda Leigh, Strathcona RD (Vice-Chair)  
Ron Kerr, Campbell River  
Hugh MacKinnon, Comox  
Manno Theos, Courtenay  
Kate Greening, Cumberland  
Gordon Waterman, Gold River  
Steve Arnett, Ladysmith  
Bob Day, Lake Cowichan  
Andrew Merilees, Masset  
Diane Brennan, Nanaimo  
Elsie McMurphy, North Saanich  
Wendy Kerr, Port Alberni  
Jan Allen, Port Alice  
Gaby Wickstrom, Port McNeill

Greg Martin, Queen Charlotte  
Diane Mason, Sayward  
Melissa Hailey, Sidney  
Kerrie Reay, Sooke  
Brenda Overton, Tahsis  
Al Anderson, Tofino  
Randy Oliwa, Ucluelet  
Julie Colborne, Zeballos (Alternate)  
Penny Cote, Alberni / Clayoquot RD  
Mike Hicks, Capital RD  
Mary Marcotte, Cowichan Valley RD  
Howard Houle, Nanaimo RD  
Merrick Anderson, Powell River RD  
Evan Putterill, Skeena–Queen Charlotte RD

**Apologies:**

Tom Duncan, Duncan  
Joe Bratkowski, Lantzville  
Kate Marsh, North Cowichan  
Sue Powell, Parksville  
Kazamir Falconbridge, Port Clements

Nikkie Shaw, Port Hardy  
Scott Tanner, Qualicum Beach  
Cathi McCullagh, Central Coast RD  
Dave Rushton, Mount Waddington RD

**Staff:**

Rosemary Bonanno, Executive Director  
Harold Kamikawaji, Director of Human Resources  
Heather Mink Zuvich, Executive Assistant (Recorder)

## 1. Call to Order

The meeting was called to order at 9:35 am.

### a) Opening Remarks

Chair Bruce Jolliffe acknowledged those Trustees who will not be returning to the Board in 2015:

Kate Greening, Village of Cumberland  
Joe Bratkowski, District of Lantzville  
Elsie McMurphy, District of North Saanich  
Wendy Kerr, City of Port Alberni  
Nikki Shaw, District of Port Hardy  
Gaby Wickstrom, Port McNeill  
Scott Tanner, Town of Qualicum Beach  
Melissa Hailey, Town of Sidney  
Evan Putterill, Skeena-Queen Charlotte Regional District

### b) Roll Call

As above.

## 2. Agenda

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

- i. Item 7 c) VIRL in the Media: page 58, "New York City Public Library Branches Need \$1.1 Million in Repairs: Report". (Kate Greening)
- ii. Item 7 c) VIRL in the Media: page 75, "Port Clements library hours extended". (Greg Martin)
- iii. Item 7 d) Correspondence: page 86: Email from North Saanich branch customer Fern Davey to VIRL Trustee Elsie McMurphy re: Library services for residents of North Saanich (Oct. 11/14). (Penny Cote)
- iv. Item 7 d) Correspondence: page 89: Letter from Mayor Wendal Milne, District of Sooke to Chair Bruce Jolliffe re: Community space within the District of Sooke (Oct. 14/14). (Penny Cote)
- v. Item 7 d) Correspondence: page 92: Email from Courtenay branch customer Kathleen McCabe to H. Kamikawaji, Director of Human Resources re: Courtenay library employees (Oct. 23/14). (Penny Cote)
- vi. Item 7 d) Correspondence: page 93: Letter from Chair Bruce Jolliffe to Courtenay branch customer Kathleen McCabe re: Courtenay library (Oct. 28/14). (Penny Cote)

**Motion:** Moved by Kate Greening / seconded by Penny Cote that items i – vi be removed from Consent Business. Carried.

### b) Additions or Deletions:

**Addition:** Update on branch safety and security. (Manno Theos)

**c) Approval of Agenda**

**Motion:** Moved by Kate Greening / seconded by Howard Houle that the agenda be approved as amended. Carried.

**3. Minutes**

**a) Regular Minutes of the September 13, 2014 Board of Trustees Meeting**

**Motion:** Moved by Kate Greening / seconded by Howard Houle that the regular minutes of the September 13, 2014 Board of Trustees Meeting be approved by the Board of Trustees. Carried.

**b) Regular Minutes of the October 24, 2014 Executive Committee Meeting**

**Motion:** Moved by Gaby Wickstrom / seconded by Howard Houle that the regular minutes of the October 24, 2014 Executive Committee meeting be received by the Board of Trustees. Carried.

**4. Business Arising**

**a) Tahsis Facility RFP Results**

**Motion:** Moved by Gordon Waterman / seconded by Julie Colborne that the *Tahsis Facility RFP Results* report be received by the Board of Trustees. Carried.

**Motion:** Moved by Brenda Leigh / seconded by Julie Colborne that the Village of Tahsis be requested to undertake a detailed engineering study of the space currently leased by the Board to determine the condition and capacity of the entrance walkway and the structure to meeting floor loading standards prior to May 1, 2015, with an action plan to rectify any structural deficiencies and all Building Code violations. 3 Opposed. Carried.

**Motion:** Moved by Julie Colborne / seconded by Diane Brennan that Staff develop a business continuity plan for Tahsis that blends the already established service delivery models: Brick and mortar, Books by Mail, 1-800 info and the eLibrary. Carried.

**5. Finance**

**a) August 2014 Finance Report**

**Motion:** Moved by Hugh MacKinnon / seconded by Merrick Anderson that the *August 2014 Finance Report* be received by the Board of Trustees. Carried.

**b) August 2014 Reserves Report**

**Motion:** Moved by Brenda Leigh / seconded by Merrick Anderson that the *August 2014 Reserves Report* be received by the Board of Trustees. Carried.

**c) Facilities Project Update**

**Motion:** Moved by Julie Colborne / seconded by Howard Houle that the *Facilities Project Update* report be received by the Board of Trustees. Carried.

**6. New Business**

**a) Proposed 2015 Board and Executive Committee Meeting Schedule**

**Motion:** Moved by Julie Colborne / seconded by Al Anderson that the *Proposed 2015 Board and Executive Committee Meeting Schedule* report be received by the Board of Trustees. Carried.

**Motion:** Moved by Julie Colborne / seconded by Brenda Overton that the Board of Trustees adopt the proposed 2015 meeting schedule. Carried.

**b) eLibrarian Activities Update**

**Motion:** Moved by Al Anderson / seconded by Kate Greening that the *eLibrarian Activities Update* report be received by the Board of Trustees. Carried.

**c) Creativity Commons Initiative**

**Motion:** Moved by Brenda Overton / seconded by Wendy Kerr that the *Creativity Commons Initiative* report be received by the Board of Trustees. Carried.

**d) Education and Development Recognition Program**

**Motion:** Moved by Greg Martin / seconded by Diane Brennan that the *Education and Development Recognition Program* report be received by the Board of Trustees. Carried.

**e) Report on the Status of CUPE Settlements on Vancouver Island**

**Motion:** Moved by Julie Colborne / seconded by Merrick Anderson that the *Report on the Status of CUPE Settlements on Vancouver Island* be received by the Board of Trustees. Carried.

**Meeting Recessed: 10:40 am**  
**Meeting Reconvened: 10:55 am**

**f) Revised Board Policy: Fees and Charges**

**Motion:** Moved by Julie Colborne / seconded by Brenda Overton that the *Revised Board Policy: Fees and Charges* report be received by the Board of Trustees. Carried.

**Motion:** Moved by Kate Greening / seconded by Julie Colborne that the Board of Trustees rescind the current Board Policy: Fees and Charges. Carried.

**Motion:** Moved by Steve Arnett / seconded by Penny Cote that the Board of Trustees adopt the revised policy, with all fees and charges remaining the same, except that a fee of \$30.00/hour be charged to for-profit groups (\$0/hour will be charged to non-profit groups) renting VIRL meeting rooms. Carried.

**g) Revised Board Policies: Rules of Conduct & Prohibition Policy and Appeals Process.**

**Motion:** Moved by Steve Arnett / seconded by Gordon Waterman that the *Revised Board Policies: Rules of Conduct & Prohibition Policy and Appeals Process* report be received by the Board of Trustees. Carried.

**Motion:** Moved by Brenda Leigh / seconded by Gaby Wickstrom that the Board of Trustees rescind the current Board Policies: Rules of Conduct & Prohibition Policy and Appeals Process. Carried.

**Motion:** Moved by Steve Arnett / seconded by Merrick Anderson that the Board of Trustees adopt the revised policies. 1 Opposed. Carried.

**h) 2015 Call for Nominations**

**Motion:** Moved by Kate Greening / seconded by Evan Putterill that the *2015 Call for Nominations* report be received by the Board of Trustees. 1 Opposed. Carried.

**i) Update on Branch Security and Safety (verbal report)**

**Motion:** Moved by Manno Theos / seconded by Julie Colborne that the *Update on Branch Security and Safety (verbal report)* be received by the Board of Trustees. Carried.

**7. Consent Business**

**Motion:** Moved by Evan Putterill / seconded by Greg Martin that a Business Case to increase the total hours of operation of the Sandspit branch to 21 hours/week be included in the 2016 Budget Deliberations. Carried.

**8. Adjournment – 11:50 am**

**Motion:** Moved by Kate Greening / seconded by Howard Houle 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