



**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