Board of Trustees
Annual General Meeting
January 19, 2019
Minutes - APPROVED

Vancouver Island Conference Centre
Dodd Narrows Room

Present:

Brenda Leigh, Strathcona RD (Chair)
Gaby Wickstrom, Port McNeill (Vice-Chair)
Ron Kerr, Campbell River
Nicole Minions, Comox
Vickey Brown, Cumberland
Tom Duncan, Duncan
Brenda Patrick, Gold River
Lorna Dawn Vomacka, Lake Cowichan
Jamie Wilson, Lantzville
Terry Carty, Masset
Erin Hemmens, Nanaimo
Debra Toporowski, North Cowichan
Jack McClintock, North Saanich
Teresa Patterson, Parksville
Ron Paulson, Port Alberni
Bruce Lloyd, Port Alice
Ian Gould, Port Clements
Fred Robertson, Port Hardy
Adam Walker, Qualicum Beach
Jesse Embree, Queen Charlotte
Joyce Ellis, Sayward
Barbara Fallot, Sidney
Jeff Bateman, Sooke
Lynda Llewellyn, Tahsis
Duncan McMaster, Tofino
Marilyn McEwen, Ucluelet
Candace Faulkner, Zeballos
Penny Cote, Alberni / Clayoquot RD
Jayme Kennedy, Central Coast RD
Daniel Arbour, Comox Valley RD
Mary Marcotte, Cowichan Valley RD
Andrew Hory, Mount Waddington RD
Vanessa Craig, Nanaimo RD
Evan Putterill, North Coast RD
Andrew Fall, qathet RD

Regrets:

Manno Theos, Courtenay
Rob Johnson, Ladysmith
Mike Hicks, Capital RD

Staff:

Rosemary Bonanno, Executive Director
Anne O'Shea, Deputy Executive Director / COO
Joel Adams, Director of Finance
David Carson, Director of Corporate Communications and Strategic Initiatives
Lisa House, Director of Human Resources
Melissa Legacy, Director of Library
Melanie Barnum, Divisional Manager, Office of the Executive Director
Natasha Bartlett, Divisional Manager, Marketing and Communications / Privacy Officer
Jennifer Bond, Divisional Manager, Finance
David Derby, Divisional Manager, IT
Stephen R. Warren, Assistant Director, Experience & Engagement (South)
Sherry Schmidt, Administrative Assistant
Mariah Patterson, Executive Assistant (Recorder)

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1. Call to Order – 9:40 am

a) *The Vancouver Island Regional Library Board of Trustees would like to acknowledge that the land on which we gather is the traditional territory of the Coast Salish peoples, specifically the Snuneymuxw First Nation whose historical relationships with the land continue to this day.*

b) Opening Remarks

Rosemary welcomed Trustees to the Vancouver Island Regional Library (VIRL) Board. Introduced VIRL exempt staff.

c) Roll Call

As above.

2. Trustee Orientation

Trustee Orientation Presentations by Rosemary Bonanno, Executive Director, and Joel Adams, Director of Finance.

3. Special Reports

a) 2019 Nominations Report

Amendment to the 2019 Nominations Report is the addition of Fred Robertson as a nominee for member-at-large for the Executive Committee.

Motion: Moved by Erin Hemmens / seconded by Nicole Minions that the Board of Trustees receive the *2019 Nominations Report* as amended. Carried.

4. Elections

Melanie Barnum, Divisional Manager, Office of the Executive Director and Parliamentarian conducted the elections of the Chair, Vice-Chair and Executive Committee.

a) Election of Chair

One nomination was put forth in the Nominations Report: Brenda Leigh (Strathcona Regional District).
No nominations were received from the floor.
Brenda Leigh was elected by acclamation.

b) Election of Vice-Chair

One nomination was put forth in the Nominations Report: Gaby Wickstrom (Town of Port McNeill).
No nominations were received from the floor.
Gaby Wickstrom was elected by acclamation.

c) Election of Executive Committee

Five nominations were put forth in the Nominations Report:

1. Daniel Arbour (Comox Valley Regional District)
2. Manno Theos (City of Courtenay)
3. Robert Johnson (Town of Ladysmith)
4. Evan Putterill (North Coast Regional District)
5. Fred Robertson (Town of Port Hardy)

Four nominations were received from the floor:

1. Penny Cote (Alberni Clayoquot Regional District)
2. Mary Marcotte (Cowichan Valley Regional District)
3. Erin Hemmens (City of Nanaimo)
4. Debra Toporowski (North Cowichan Regional District)

All nine nominees were elected by acclamation.

Meeting Recess 10:50 am – 11:20 am

Ian Gould arrived 11:00am.

5. Agenda

a) Items to be Removed from Consent Business
None.

b) Additions or Deletions
No additions or deletions.

c) Declarations of Conflicts of Interest
None.

d) Approval of Agenda
Motion: Moved by Ron Kerr / seconded by Marilyn McEwen that the agenda be approved by the Board of Trustees. Carried.

6. Minutes

a) Regular Minutes of the September 22, 2018 Board of Trustees Meeting
Motion: Moved by Tom Duncan / seconded by Duncan McMaster that the minutes of the September 22, 2018 Board of Trustees meeting be approved by the Board of Trustees. Carried.

7. Business Arising

a) Investing in Canada Infrastructure Program
Motion: Moved by Mary Marcotte / seconded by Teresa Patterson that the Board of Trustees receive the *Investing in Canada Infrastructure Program* report. Carried.

Motion: Moved by Daniel Arbour / seconded by Lorna Vomacka that the Board adopt that VIRL submit an application under the Community, Culture and Recreation Program for the Courtenay branch renovation. Carried.

Motion: Moved by Marilyn McEwen / seconded by Erin Hemmens that the Board adopt that VIRL commit its share of the estimated project costs ($525,000). Carried.

Motion: Moved by Jesse Embree / seconded by Ron Kerr that the Board adopt that VIRL submit an application under the Rural and Northern Communities Program for the Masset prototype branch construction. Carried.

Motion: Moved by Terry Carty / seconded by Erin Hemmens that the Board adopt that VIRL commit its share of the estimated project costs ($150,000). Carried.

8. Finance

a) November 2018 Finance Report

Motion: Moved by Daniel Arbour / seconded by Duncan McMaster that the *November 2018 Finance Report* be received by the Board of Trustees. Carried.

b) November 2018 Reserves Report

Motion: Moved by Nicole Minions /seconded by Marilyn McEwen that the *November 2018 Reserves Report* be received by the Board of Trustees. Carried.

c) Facility Projects Update

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

Joyce Ellis departed 12:00pm.

9. New Business

a) Amendment to Meals and Accommodation Rates

Motion: Moved by Gaby Wickstrom / seconded by Daniel Arbour that the *Amendment to Meals and Accommodation Rates* report be received by the Board of Trustees. Carried.

Motion: Moved by Duncan McMaster / seconded by Evan Putterill that the Board of Trustees approve:

- The maximum breakfast rate be increased from $12 to $13;
- The maximum dinner rate be increased from $25 to $27;
- The incidentals rate be increased from $12 to $13; and
- The kilometer reimbursement rate be updated each year to match the current year's reasonable allowable rate as posted by the Canada Revenue Agency.

Carried.

10. Consent Business

Motion: Moved by Tom Duncan / seconded by Ron Kerr that the Board of Trustees receive all *Consent Business*. Carried.

11. Adjournment 12:06 pm

Motion: Moved by Tom Duncan / seconded by Ron Kerr that the meeting be adjourned. Carried.

Brenda Leigh
Chair, Board of Trustees
Vancouver Island Regional Library

Rosemary Bonanno, BA MLS
Executive Director
Vancouver Island Regional Library