Board of Trustees Meeting
November 21, 2020
Approved Minutes

Virtual: Zoom.us

Present:

Brenda Leigh, Strathcona RD (Chair)
Gaby Wickstrom, Port McNeill (Vice Chair)
Colleen Evans, Campbell River
Nicole Minions, Comox
Melanie McCollum (Alternate), Courtenay
Vickey Brown, Cumberland
Jenni Capps, Duncan
Brenda Patrick, Gold River
Jeff Virtanen, Ladysmith
Carolyne Austin, Lake Cowichan
Debra Toporowski, North Cowichan
Terry Carty, Masset
Erin Hemmens, Nanaimo
Jack McClintock, North Saanich
Teresa Patterson, Parksville
Bruce Lloyd, Port Alice
Ian Gould, Port Clements
Fred Robertson, Port Hardy
Jesse Embree, Queen Charlotte
Barbara Fallot, Sidney
Jeff Bateman, Sooke
Lynda Llewellyn, Tahsis
Duncan McMaster, Tofino
Marilyn McEwen, Ucluelet
Barb Lewis (Alternate), Zeballos
Penny Cote, Alberni / Clayoquot RD
Daniel Arbour, Comox Valley RD
Mike Hicks, Capital RD
Jayme Kennedy, Central Coast RD
Blaise Salmon, Cowichan Valley RD
Andrew Hory, Mount Waddington RD
Vanessa Craig, Nanaimo RD
Evan Putterill, North Coast RD
Andrew Fall, qathet RD

Regrets:

Ian Savage, Lantzville
Sharie Minions, Port Alberni
Scott Harrison (Alternate), Qualicum Beach
Norm Kirschner, Sayward

Staff:

Rosemary Bonanno, Executive Director
Anne O'Shea, Deputy Executive Director / COO
Joel Adams, Director of Finance
David Carson, Director of Corporate Communications & Strategic Initiatives
Lisa House, Director of Human Resources
Melissa Legacy, Director of Library Services & Planning
Melanie Barnum, Parliamentarian / Divisional Manager, Facilities
Mariah Patterson, Executive Assistant
Saho Lindberg, Administrative Assistant (Recorder)

1. Call to Order – 9:30am

The Vancouver Island Regional Library Board of Trustees would like to acknowledge the traditional territories of the Indigenous peoples of each of the communities represented by the Trustees present to today's virtual meeting.

a) Opening Remarks
The Chair welcomed everyone to the Board of Trustees meeting.

b) Roll Call
As above.

c) Declarations of Conflicts of Interest
d) None.

2. Agenda

a) Items to be Removed from Consent Business
None.

b) Additions or Deletions
None.

c) Approval of Agenda
Motion: Moved by Daniel Arbour / seconded by Barbara Fallot that the agenda be approved by the Board of Trustees. Carried.

3. Minutes

a) September 19, 2020 Board of Trustees Meeting Unapproved Minutes
Motion: Moved by Colleen Evans / seconded by Erin Hemmens that the *September 19, 2020 Board of Trustees Meeting Unapproved Minutes* be approved by the Board of Trustees. Carried.

b) October 23, 2020 Executive Committee Meeting Unapproved Minutes
Motion: Moved by Penny Cote / seconded by Brenda Patrick that the *October 23, 2020 Executive Committee Meeting Unapproved Minutes* be received by the Board of Trustees. Carried.

Jeff Virtanen joined the meeting at 9:40am.

4. Delegations

No delegations.

5. Business Arising

a) Procedural By-law Review
Motion: Moved by Daniel Arbour / seconded by Nicole Minions that the *Procedural By-law Review* be received by the Board of Trustees. Carried.

Motion: Moved by Gaby Wickstrom / seconded by Penny Cote that the Board of Trustees amend the VIRL Board Procedural By-law Section 5, Board Meetings to include the following clause:

"In the event that a temporary closure of VIRL service locations will exceed 30 days or an event that would result in greater than 50% of the workforce being temporarily or permanently laid off, the Executive Director will request a Special Executive Committee Meeting to inform members of the financial impact to the budget, the impact to in-house services, the impact to customers and the impact to staff."

Motion: Moved by Andrew Fall / seconded by Erin Hemmens that the Board of Trustees give first reading to the following clause (see below) being added to Section 5, Board Meetings of the *Procedural By-Law*. Carried.

Motion: Moved by Andrew Fall / seconded by Erin Hemmens that the Board of Trustees give second reading to the following clause (see below) being added to Section 5, Board Meetings of the *Procedural By-Law*. Carried.

Motion: Moved by Andrew Fall / seconded by Colleen Evans that the Board of Trustees give third reading to the following clause (see below) being added to Section 5, Board Meetings of the *Procedural By-Law*. Carried.

The following clause to be added to Section 5, Board Meetings:
"In the event that a temporary closure of VIRL service locations will exceed 30 days or an event that would result in greater than 50% of the workforce being temporarily or permanently laid off, the Executive Director will request a Special Executive Committee Meeting to inform members of the financial impact to the budget, the impact to in-house services, the impact to customers and the impact to staff."

b) Recovery Update Report

Motion: Moved by Gaby Wickstrom / seconded by Daniel Arbour that the *Recovery Update Report* be received by the Board of Trustees. Carried.

c) Sooke Site Servicing Report

Motion: Moved by Jeff Bateman / seconded by Penny Cote that the *Sooke Site Servicing Report* be received by the Board of Trustees. Carried.

d) Revised VIRL Performance Q2 2020

Motion: Moved by Andrew Fall / seconded by Brenda Patrick that the *Revised VIRL Performance Q2 2020* report be received by the Board of Trustees. Carried.

e) VIRL Performance Q3 2020

Motion: Moved by Daniel Arbour / seconded by Colleen Evans that the *VIRL Performance Q3 2020* report be received by the Board of Trustees. Carried.

6. Finance

a) September 2020 Finance Report

Motion: Moved by Daniel Arbour / seconded by Nicole Minions that the *September 2020 Finance Report* be received by the Board of Trustees. Carried.

b) September 2020 Reserves Report

Motion: Moved by Colleen Evans / seconded by Daniel Arbour that the *September 2020 Reserves Report* be received by the Board of Trustees. Carried.

c) Facility Projects Update

Motion: Moved by Penny Cote / seconded by Jeff Bateman that the *Facility Projects Update* report be received by the Board of Trustees. Carried.

7. New Business

a) 2021 Nominating Committee and Call for Nominations

Motion: Moved by Daniel Arbour / seconded by Penny Cote that the *2021 Nominating Committee and Call for Nominations* report be received by the Board of Trustees. Carried.

Motion: Moved by Daniel Arbour / seconded by Gaby Wickstrom that the 2021 AGM nominating procedure be revised to eliminate nominations from the floor and to include a deadline for all nominations received by the Board of Trustees. Carried.

b) 2021 Board of Trustees and Executive Committee Meeting Schedule

Motion: Moved by Colleen Evans / seconded by Erin Hemmens that the proposed *2021 Board of Trustees and Executive Committee Meeting Schedule* be received by the Board of Trustees. Carried.

Motion: Moved by Andrew Fall / seconded by Erin Hemmens that the proposed *2021 Board of Trustees and Executive Committee Meeting Schedule* be adopted by the Board of Trustees. Carried.

8. Consent Business

Motion: Moved by Erin Hemmens / seconded by Nicole Minions that all *Consent Business* be received by the Board of Trustees. Carried.

Meeting recessed at 11:09am
Meeting reconvened at 11:18am

9. In Camera 11:18am

Motion: Moved by Erin Hemmens / seconded by Debra Toporowski that the Board of Trustees meeting move In Camera. Carried.

Motion: Moved by Gaby Wickstrom / seconded by Penny Cote that the Board of Trustees rise and report with the letter to the Premier and Minister of Health and the Executive Director's retirement letter and return to the open portion of the Board of Trustees meeting. Carried.

10. Adjournment – 12:57pm

Motion: Moved by Penny Cote / seconded by Colleen Evans 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