Board of Trustees
Annual General Meeting
January 28, 2023
Minutes - APPROVED

Vancouver Island University Boardroom, Nanaimo & Zoom.us

Present:

Erin Hemmens, Nanaimo (Acting Chair, then Chair)
Fred Robertson, Port Hardy (Trustee, then Vice Chair)
Ron Kerr, Campbell River (arrived at 10am)
Carolyne Austin, Cowichan Lake
Will Cole-Hamilton, Courtenay
Troy Therrien, Cumberland
Jesse Embree, Daajing Giids
Jenni Capps, Duncan (arrived 10am)
Henry Fossen, Gold River
Jeff Virtanen, Ladysmith (arrived 10am)
Jonathan Lerner, Lantzville
Joan Jones, Lantzville (Alternate) (departed 10am)
Sheri Disney, Masset (arrived 10am)
Tek Manhas, North Cowichan
Phil DiBattista, North Saanich (Alternate) (arrived 10am)
Mary Beil, Parksville
Russell Murray, Port Alice
Kazamir Falconbridge, Port Clements (arrived 10am)
Michelle Carson, Port McNeill
Jean Young, Qualicum Beach
Kohen Gilkin, Sayward
Richard Novek, Sidney
Jeff Bateman, Sooke (arrived 10:00am)
Cheryl Northcott, Tahsis
Allison Sawyer, Tofino (Alternate)
Jennifer Hoar, Ucluelet
Ronald Deck, Zeballos (departed at 10am)
Penny Cote, Alberni-Clayoquot RD
Jayme Kennedy, Central Coast RD
Daniel Arbour, Comox Valley RD
Karen Deck, Cowichan Valley RD (arrived 10am)
Andrew Hory, Mount Waddington RD (arrived 10am)
Vanessa Craig, Nanaimo RD
Evan Putterill, North Coast RD (arrived 10am)
Andrew Fall, qathet RD (arrived 10am)
John Rice, Strathcona RD

Regrets:

Jonathan Kerr, Comox
Todd Patola, Port Alberni
Al Wickheim, Capital RD

Staff:

Ben Hyman, Executive Director
Anne O'Shea, Deputy Executive Director / COO
Joel Adams, Director of Finance
David Carson, Director of Communications
Eileen Gillette, Director of Public Services and Planning
Jennifer Bond, Divisional Manager, Finance
Amanjit Pandher, Assistant Director, IT
Jason Kuffler, Sales & Marketing Officer
Mariah Patterson, Executive Assistant
Saho Lindberg, Administrative Assistant (Recorder)

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Part 1: New Trustee Orientation 9:00am – 10:00am

Presentation by Ben Hyman, Executive Director, Anne O'Shea, Deputy Executive Director/COO, Joel Adams, Director of Finance, Eileen Gillette, Director of Library Services and Planning, David Carson, Director of Communications, and Amy Dawley, Assistant Director, Service and Building Design.

Part 2: Annual General Meeting

Public livestreaming commenced.

1. Welcome Trustees

2. Call to Order 10:23am

With great respect, Vancouver Island Regional Library (VIRL) acknowledges that the Coast Salish, Haida, Heiltsuk, Kwakwaka'wakw, Nuu Chah Nulth, and Nuxalk people have been the stewards of the lands within our service area since time immemorial. We are privileged and grateful to work within these territories, and in relationship with Inuit, Métis, and all other First Nations in the region.

a) Opening Remarks
Ben Hyman, Executive Director, welcomed Trustees to the 2023 Board.

b) Roll Call
As above.

c) Declarations of Conflicts of Interest
None.

3. Elections: 2023 Nominating Committee Report

Motion: Moved by Daniel Arbour / seconded by Erin Hemmens that the *2023 Nominating Committee* Report be received by the Board of Trustees. Carried.

a) Election of Chair
One nomination was put forth in the Nominating Committee Report: Erin Hemmens (City of Nanaimo).
No nominations were received from the floor.
Erin Hemmens was elected Chair by acclamation.

b) Election of Vice Chair
Two nominations were put forth in the Nominations Committee Report: Fred Robertson (Port Hardy) and Richard Novek (Town of Sidney).

Winning the majority vote, Fred Robertson was elected Vice Chair.

c) Election of Executive Committee
Ten nominations were put forth in the Nominating Committee Report:

1. Daniel Arbour (Comox Valley Regional District)
2. Penny Cote (Alberni-Clayoquot Regional District)
3. Vanessa Craig (Regional District of Nanaimo)
4. Sherry Disney (Village of Masset)
5. Jayme Kennedy (Central Coast Regional District)

6. Duncan McMaster (District of Tofino)
7. Cheryl Northcott (Village of Tahsis)
8. Todd Patola (City of Port Alberni)
9. Evan Putterill (North Coast Regional District)
10. Richard Novek (Town of Sidney)

One nomination was received from the floor:

1. Jonathan Lerner (District of Lantzville)

The first vote resulted in a tie for 9th member-at-large between nominees Duncan McMaster (Village of Tofino) and Cheryl Northcott (Village of Tahsis). A runoff vote was held and winning the majority vote was Cheryl Northcott.

Trustees Daniel Arbour, Penny Cote, Vanessa Craig, Sherry Disney, Jayme Kennedy, Jonathan Lerner, Cheryl Northcott, Evan Putterill and Richard Novek were elected as member-at-large for the Executive Committee.

Part 3: Regular Meeting

Erin Hemmens assumed the role of Chair for the remainder of the meeting.

4. Call to Order 11:05am

a) Chair's Opening Remarks
Chair Erin Hemmens welcomed Trustees and congratulated the Vice Chair and members of the Executive Committee.

b) Executive Director's Opening Remarks
Ben Hyman, Executive Director, welcomed Trustees.

5. Agenda

a) Items to be Removed from Consent Business
None.

b) Additions or Deletions
None.

c) Approval of Agenda
Motion: Moved by Richard Novek / seconded by Penny Cote that the Agenda be approved by the Board of Trustees. Carried.

6. Minutes

a) September 24, 2022 Board of Trustees Meeting Unapproved Minutes
Motion: Moved by Vanessa Craig / seconded by Jayme Kennedy that the *September 24, 2022 Board of Trustees Meeting Unapproved Minutes* be approved by the Board of Trustees. Carried.

7. Delegations - No delegations.

8. Business Arising

a) Strategic Plan Report
Motion: Moved by Will Cole-Hamilton / seconded by Jonathan Lerner that the *Strategic Plan Report and Draft Strategic Framework* be received by the Board of Trustees. Carried.

Motion: Moved by Vanessa Craig / seconded by Fred Robertson that the *Draft Strategic Framework* be approved in principle by the Board of Trustees. Carried.

b) Revised Board Policy: Fees & Charges

Motion: Moved by Andrew Fall / seconded by Fred Robertson that the *Revised Board Policy: Fees and Charges* be received and adopted by the Board of Trustees, superseding previous versions. Carried.

c) Construction of New Masset Branch

Motion: Moved by Jesse Embree / seconded by Daniel Arbour that the *Construction of New Masset Branch* report be received by the Board of Trustees. Carried.

Discussion about evolution of design, inclusive of Old Masset Village Council requests; Class D estimate.

Motion: Moved by Daniel Arbour / seconded by Jesse Embree that staff pursue the two external funding opportunities discussed for the new Masset Branch. Carried.

A final decision on this project will be made at the March Board meeting.

Jenni Capps and Ron Kerr departed the meeting at 1:02pm.

Meeting recessed at 1:02pm.
Meeting reconvened at 1:30pm.

d) Consolidated Facilities Master Plan (CFMP) Review Update

Motion: Moved by Daniel Arbour / seconded by Fred Robertson that the *Consolidated Facilities Master Plan Review* Update be received by the Board of Trustees. Carried.

9. Finance

a) November 2022 Finance Report

Motion: Moved by Vanessa Craig / seconded by Will Cole-Hamilton that the *November 2022 Finance Report* be received by the Board of Trustees. Carried.

b) November 2022 Reserves Report

Motion: Moved by Daniel Arbour / seconded by Fred Robertson that the *November 2022 Reserves Report* be received by the Board of Trustees. Carried.

10. New Business – None.

11. Consent Business

Motion: Moved by Penny Cote / seconded by Will Cole-Hamilton that *all Consent Business* be received by the Board of Trustees. Carried.

Jason Kuffler and Amanjit Pandher depart the meeting at 1:44pm.

12. In Camera 1:45pm

Motion: Moved by Penny Cote / seconded by Daniel Arbour that the Board of Trustees meeting move In Camera. Carried.

Motion: Moved by Penny Cote / seconded by Daniel Arbour that the Board of Trustees rise and return to the open portion of the meeting. Carried.

13. Adjournment 2:19pm

Motion: Moved by Richard Novek / seconded by Will Cole-Hamilton that the meeting be adjourned.

Erin Hemmens
Chair, Board of Trustees
Vancouver Island Regional Library

Ben Hyman
Executive Director
Vancouver Island Regional Library