Board of Trustees Meeting
June 3, 2023
Minutes - APPROVED

Zoom Webinar & Nanaimo North Boardroom

Present:

Erin Hemmens, Nanaimo, Chair
Fred Robertson, Port Hardy, Vice Chair
Doug Chapman, Campbell River (Alternate)
Jonathan Kerr, Comox
Carolyne Austin, Cowichan Lake
Will Cole-Hamilton, Courtenay
Troy Therrien, Cumberland
Jim LeMottee, Daajing Giids (Alternate)
Tricia McKay, Ladysmith (Alternate)
Jonathan Lerner, Lantzville
Tek Manhas, North Cowichan
Jack McClintock, North Saanich
Mary Beil, Parksville
Kazamir Falconbridge, Port Clements
Michelle Carson, Port McNeill
Jean Young, Qualicum Beach
Richard Novek, Sidney
Jeff Bateman, Sooke
Cheryl Northcott, Tahsis
Allison Sawyer, Tofino
Jennifer Hoar, Ucluelet
Penny Cote, Alberni-Clayoquot RD
Jeri Grant, Capital RD (Alternate)
Jayme Kennedy, Central Coast RD
Karen Deck, Cowichan Valley RD
Vanessa Craig, Nanaimo RD
Evan Putterill, North Coast RD
Andrew Fall, qathet RD
John Rice, Strathcona RD

Regrets:

Jenni Capps, Duncan
Henry Fossen, Gold River
Sheri Disney, Masset
Todd Patola, Port Alberni
Russell Murray, Port Alice
Kohen Gilkin, Sayward
Ronald Deck, Zeballos
Daniel Arbour, Comox Valley RD
Andrew Hory, Mount Waddington RD

Staff:

Ben Hyman, Executive Director
Anne O'Shea, Deputy Executive Director / COO
David Carson, Director of Communications
Eileen Gillette, Director of Public Services & Planning
Steve Woods, Divisional Manager, Facilities
Amy Dawley, Assistant Director, Service & Building Design
Jennifer Bond, Assistant Director, Finance
Mariah Patterson, Executive Assistant
Saho Lindberg, Administrative Assistant (Recorder)

Guests:

Cory Vanderhorst, Audit Partner, MNP
Tina He, Manager, MNP

1. Call to Order 9:32am

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

b) Roll Call
As above.

c) Declarations of Conflicts of Interest
None.

2. Agenda

a) Items to be removed from Consent Business
Vanessa Craig moved to remove Item 9(a) (iv) Q1 2023 Performance Scorecard.

b) Additions or Deletions
None.

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

3. Minutes

a) March 25, 2023 Board of Trustees Unapproved Meeting Minutes
Motion: Moved by Cheryl Northcott / seconded by Richard Novek that the *March 25, 2023 Board of Trustees Unapproved Minutes* be approved by the Board of Trustees. Carried.

b) May 5, 2023 Executive Committee Unapproved Meeting Minutes
Motion: Moved by Richard Novek / seconded by Cheryl Northcott that the *May 5, 2023 Executive Committee Meeting Unapproved Minutes* be received by the Board of Trustees. Carried.

4. Delegations

None.

5. Business Arising

a) Board Procedural By-laws Revisions
Motion: Moved by Vanessa Craig / seconded by Jayme Kennedy that the *Board Procedural By-Laws Revisions* be received by the Board of Trustees. Carried.

Motion: Moved by Andrew Fall / seconded by Carolyne Austin that the Board of Trustees give *first reading* to the revised Board Procedural By-Laws. Carried.

Motion: Moved by Jonathan Lerner / seconded by Richard Novek that the Board of Trustees give *second reading* to the revised Board Procedural By-Laws. Carried.

Motion: Moved by Richard Novek / seconded by Jayme Kennedy that the Board of Trustees give *third reading* to the revised Board Procedural By-Laws. Carried.

b) Facilities Policy and Facilities Master Plan (FMP) Review

Motion: Moved by Cheryl Northcott / seconded by Jonathan Lerner that the *draft Facilities Policy and draft Facilities Master Plan Review Update* be received by the Board of Trustees. Carried.

Jeri Grant joined the meeting at 10:10am.

Motion: Moved by Cheryl Northcott / seconded by Jonathan Lerner that the 2023 Facilities Master Plan, with Appendix VI Implementation Forecast removed, be approved by the Board of Trustees. Carried.

c) Executive Director Update

Motion: Moved by Jayme Kennedy / seconded by Jonathan Lerner that the *Executive Director Update* be received by the Board of Trustees. Carried.

Meeting recessed at 10:51am.
Meeting reconvened at 11:01am.
Cory Vanderhorst and Tina He joined the meeting at 11:01am.

6. Finance Time

a) 2022 Audited Financial Statements

Presented by MNP, Assurance Services:
Cory Vanderhorst, CPA, CA, Audit Partner and Tina He, CPA, MBA, Manager

Motion: Moved by Richard Novek / seconded by Jonathan Lerner that the *2022 Audited Financial Statements* be received by the Board of Trustees. Carried.

b) 2022 Audit Findings Report

Motion: Moved by Richard Novek / seconded by Jonathan Lerner that the *2022 Audit Findings Report* be received by the Board of Trustees. Carried.

Cory Vanderhorst and Tina He departed the meeting at 11:30am.
Steve Woods departed the meeting at 11:50am.

c) April 2023 Finance Report

Motion: Moved by Jonathan Lerner / seconded by Richard Novek that the *April 2023 Finance Report* be received by the Board of Trustees. Carried.

d) April 2023 Reserves Report

Motion: Moved by Richard Novek / seconded by Cheryl Northcott that the *April 2023 Reserves Report* be received by the Board of Trustees. Carried.

7. Facilities

8. New Business

a) Q1 2023 Performance Scorecard
Briefing Note for Information Item 9(a) (iv) Q1 2023 Performance Scorecard was discussed.

9. Consent Business

Motion: Moved by Jonathan Lerner / seconded by Cheryl Northcott that all *Consent Business* be received by the Board of Trustees. Carried.

10. In Camera 11:24am

Motion: Moved by Jayme Kennedy / seconded by Vanessa Craig that the Board of Trustees meeting move In Camera. Carried.

Motion: Moved by Jonathan Lerner / seconded by Cheryl Northcott that the Board of Trustees rise and return to the open portion of the meeting. Carried.

11. Adjournment 12:25pm

Motion: Moved by Vanessa Craig / seconded by Richard Novek that the meeting be adjourned. Carried.

Erin Hemmens
Chair, Board of Trustees
Vancouver Island Regional Library

Ben Hyman
Executive Director
Vancouver Island Regional Library