



4153 Hawkes Avenue, Victoria BC V8Z 3Y9  
250-383-9409 (phone & fax)  
[kanderson@islandlink.bclibrary.ca](mailto:kanderson@islandlink.bclibrary.ca)  
<http://www.islandlink.ca>

## Board Meeting Minutes - May 8, 2010

Present: Brigitte Peter-Cherneff (SSIPL), Sandra DeAthe (SSIPL), Joyce Wilby (ABPL), Charlie Kregel (PRPL), Linda Rosen (PRPL), Greg Bunyan (GVPL), Linda Gilarski (ABPL), Susan Laidlaw (PLSB), Katherine Anderson

The meeting was called to order at 9:10 am

1. **Motion** to approve the agenda: Sandra D./Linda R. Carried
2. **Motion** to adopt the Minutes of the October 2, 2009 meeting and January 11, 2010 teleconference as presented: Linda R./Brigitte P. Carried
3. **Motion** to receive and file Correspondence: Linda R./Linda G. Carried
  - a. Letter from BC Library Association, January 7, 2010 re: finances
  - b. Letter from BC Library Trustees Association, November 1, 2009 re: dues and membership
4. Report from the Chair – Greg Bunyan: attached
5. Financial Report: **Motion** to accept the 2010 Year to Date Financial Report (attached): Sandra D./Linda R. Carried  
**Motion** to establish 2009 reserve funds of \$10,000 (programs) and \$15,000 (digitization project): Sandra D./ Linda R. Carried  
2009 Financial Statements attached.
6. Coordinator's Report – Katherine Anderson: attached
7. Library Directors' Roundtable – news from the libraries
  - a. Alert Bay: in 2009 library automation completed using Mandarin, then migrated to Evergreen; the library was weeded during the automation process; 2009 was the 50<sup>th</sup> anniversary of the library; the new PLOT website was established in 2009; ABPL runs a weekly Mother Goose program with a facilitator from North Island Literacy; ILL borrowing is very active
  - b. Powell River: Charlie Kregel has been the Chief Librarian at PRPL for 1 year; a strategic plan was established in 2009 and is reviewed at every

board meeting; the new building project is in the planning mode – a needs assessment has been conducted, criteria for site selection has been established and a funding strategy has been developed, council has granted \$25,000 for conceptual planning; the policies manual has been re-written (available on website); the collection was weeded, removing 12,000 volumes; the budget process has been revised – council and regional district representatives sit on the budget committee, a 5-year capital plan has been approved, operating budget was increased by 2.8% for 2010, 13% new money has been approved, including \$50,000/year for 3 years to rebuild the collection; procedures are being reviewed; the collection is being reviewed area by area; a new website will be developed in 2010.

- c. Salt Spring Island – is currently reviewing and rewriting policies; has received a \$4.5 million infrastructure grant and a \$2.7 million referendum has been passed with new building construction to begin in March 2011; lot coverage allowances have been increased from 25% to 75% opening up options for the library building.
  - d. Greater Victoria – 1 library board comprised of 13 municipalities; budget must be approved by each municipal council; a 20-year facilities plan has been developed; the search process for a new CEO has begun, with Lee Teal acting in the interim; circulation continues to grow.
8. PLSB update – Susan Laidlaw
- Funding: \$13.7 million for 2010-2011; operating grants unchanged; federation grants unchanged; resource-sharing grant unchanged; BC OneCard grant will be a base grant per library plus a component based on OneCard activity; PLSB is trying to find funds for the Books for Babies program; literacy grants unknown at this time; some small libraries may see slight funding decreases; decision on funding is expected in June; the forecast is the same funding levels for the next two years.
  - Annual Survey (statistics) is being conducted now
  - Daisy Books for print-disabled: PLSB funding was \$30,000; CNIB request for \$600,000 was denied and the CNIB service was discontinued; PLSB used the \$30,000 to purchase 800 daisy books that are available in 25 book blocks through Interlibrary Loan; the collection is not restricted to visually impaired.
  - BiblioCommons: endorsed by BC Libraries Cooperative; province funded BiblioCommons development; result is a very affordable cost for BC Libraries
  - Last year's Literacy grant required no application process, but PLSB would like a report on how the funds were spent
9. Business Arising from Minutes:
- a. Bank Signing Authority – signature card completed.

## 10. New Business

a. Review of IslandLink Agreement

Action: Katherine Anderson will draft an amending agreement, based on the discussion, for distribution to membership for comment and approval. Charlie Kregel will assist with language.

b. Review of Service Plan

Action: Katherine will draft a review document, based on the discussion, for distribution to membership for comment and approval. Charlie Kregel will assist with language.

c. Local Initiatives Grant criteria/guidelines

i. Motion: to adopt the changes to the Local Initiatives Grant guidelines as discussed.

Action: Katherine will incorporate changes into the document and distribute to membership.

Action: Katherine will share summary of Local Initiatives Grant applications with other member libraries.

d. Coordinator performance review

i. Procedure:

1. Annual review using the proposed document/format
2. Coordinator will complete Part A of performance appraisal document and distribute it to all board members and LDAG members.
3. Board and LDAG members will complete Part B and return to Board Chair for compilation
4. Board Chair will then meet with Coordinator to review the compiled performance appraisal documents and set goals for coming year.

Action: Katherine will complete and distribute Part A by May 15<sup>th</sup>, Board and LDAG members will complete Part B and submit to Greg Bunyan by May 22<sup>nd</sup>, and Katherine and Greg will meet to complete appraisal process by the end of May.

11. Next Meeting Date Saturday October 16, 2010 Location Salt Spring Island

12. Adjournment 2:00 pm