



Board Meeting, October 12, 2011  
MINUTES

In attendance:

Ben Hyman (Managing Director)  
Brian Owen (Director)  
Edel Toner-Rogala (Chair)  
Joanne Richards (Treasurer)  
Julie Spurrell (Director)  
Kevin Kierans (Vice Chair)  
Lauren Stara (Secretary)  
Scott Hargrove (Director) (arrived 10:57)  
Shannon Ellis (Director)  
Jacqueline Van Dyk (LLB, ex-officio)  
Allan Carlson (LLB)

1. Call To Order
2. Motion brought forward from Executive Session:  
Motion to accept the recommendation of the Personnel Subcommittee to conclude the Managing Director's probationary period and increase salary as outlined in the original agreement. Moved by Shannon and seconded by Julie. Carried.
3. Approval of Agenda & minutes
  - a. Agenda approved as submitted
  - b. Minutes from the July meeting approved as submitted: moved by Shannon & seconded by Joanne. Carried.
  - c. Minutes from the September meeting approved as submitted: moved by Julie & seconded by Kevin. Carried.
4. Consent Agenda
  - a. Reports from Board Subcommittees
    - i. Communications: Dan Lepsoe is working on messaging & visuals. The committee will be working on reconciling Lepso's work with the strategic directions & the work we've done on vision/mission/values.
    - ii. Finance: They have not met since the September meeting. Brian, Ben and Allan are continuing to work on the development of a post-secondary fee schedule. More complete income statements and

balance sheets are coming, and Ben has begun to invest our reserves as discussed at the September meeting. A budget review, including a staffing plan, will begin in late October or early November.

- iii. Motion: to remove Lauren Stara as signatory on the RBC account and as approver on the Levinson account; she has resigned from the Board. An additional signatory will be designated at a later date. Moved by Joanne & seconded by Shannon. Carried.
- iv. Personnel: written minutes were submitted. Motion to approve an application to the municipal pension plan for employees. Moved by Kevin & seconded by Julie. Carried.
- b. Report of the Vision, Mission and Values Task Group
  - i. A written summary was submitted to the Board. Comments on the document should go to Shannon; the group will then work with Communications & Dan Lepsoe to integrate the two efforts. The group will report back at the next board meeting.
- c. Reports for the Business Function Groups
  - i. Licensing BFG: pending items include
    - 1. Bibliocommons mobile app consortial pricing
    - 2. Enhanced content
  - ii. Sitka BFG: written report submitted by Melissa
- d. Operational Report
  - i. Ben commented on the written report
  - ii. Acquisitions implementation: staff report submitted
    - 1. Motion to establish an Ad Hoc Acquisitions Committee as recommended in the staff report. Moved by Joanne & seconded by Brian. Carried. This committee will be chaired by the Sitka Project Manager and coordinate with or replace the Cataloguing Working Group. The Committee reports to the Sitka BFG.
    - 2. Motion to direct Sitka staff to develop draft acquisition guidelines, which will then go to the Acquisitions Committee, the Cataloguing Working Group and the Sitka BFG for discussion and adoption. Moved by Julie & seconded by Joanne. Carried.
    - 3. Motion that pricing for this module will not commence until 2012. Moved by Joanne & seconded by Shannon. Carried.
    - 4. Motion that the fee schedule will not exceed 10% of regular annual fee for Phase 1 and Phase 2. Moved by Joanne & seconded by Julie. Carried.

5. Items for Discussion

- a. DRAFT Strategic Plan; next steps
    - i. The preliminary draft was presented to the Board. A more developed version will be presented at the next meeting. The goal is to have a final draft in time for Members Council in December.
  - b. Members Council timeline
    - i. Wednesday, November 2: date by which all reports must be submitted
    - ii. Friday, November 4: reports posted to website for review by members
    - iii. Monday, November 21: in-person Board meeting. If needed, a special meeting will be called in advance of the November 2 submission deadline.
    - iv. Friday, December 9: Members Council meeting
6. Adjournment: 11:15 am