



## Board Meeting, February 13, 2012 - Teleconference MINUTES

### In attendance:

Ben Hyman (Managing Director)  
Brian Owen (Director)  
Edel Toner-Rogala (Chair)  
Jacqueline Van Dyk (LLB, ex-officio)  
Joanne Richards (Director)  
Julie Spurell (Director) joined 9:45am  
Scott Hargrove (Director)  
Shannon Ellis (Secretary)  
Sharon Herbert (Sitka Project Manager) 9:40-9:57am

1. Call to Order at 9:10
2. Approval of Agenda & minutes
  - i. Agenda & minutes approved as submitted: Moved by Joanne & seconded by Scott. Carried
3. Consent Agenda
  - i. Correspondence from FVRL 24.01.12 received for filing
  - ii. Reports by sub-committees
    - Finance: Committee met to discuss AGM timeline and review bank account. Informed the Board that an audit would be done, with the report to be ready by the time of the next Member's Council.
      1. Motion: To add Sharon Herbert as an alternate signing authority on the RBC account and Telpay approval process, with the caveat that she not approve payments for herself or Ben Hyman. Moved by Joanne, seconded by Brian. Carried.
    - Governance: Committee met on the afternoon on Feb.10<sup>th</sup> to review SMA revisions. Ben compiled a resiliency framework in a preliminary pass of the sections for review. An adjustment to how changes are made is required, and there will be a move of several items to appendices, schedules or attachments proposed. The SMA needs to change expeditiously to allow some work to get done that is waiting.
    - Personnel: report tabled to next meeting
    - Communications: The survey regarding the visual identity and Mission, Vision, Values statement was sent out, and the comments were looked at. It was decided to propose acceptance of the Mission, Vision & Values statement as presented. The Visual Identity will be updated to reflect this, as well as to include the original logo amongst the adapted visual identity pieces. Ben is preparing for email delivery of our next newsletter and awaiting delivery of several visual pieces for use at conferences.
      1. Motion: To accept the Mission, Vision & Values document as presented at the Members Council meeting and to move the Visual Identity document from draft to accepted, with amendments. Moved by Shannon, second by Joanne. Carried.

- iii. Report of the Vision, Mission and Values Task Group:
    - Motion made previously to accept the final draft of the document. This wraps up the work of this task group.
  - iv. Reports from the Business Function Groups
    - SBFMG Minutes 14.12.11 received
    - LBFG – Scott delivered a verbal report. Discussion was had around the mobile PAC as well as concern of e-books delivery to Canadian public.
    - Discussion about ebook strategy; Ben to connect with CULC & others.
  - v. Operational Report:
    - Ben commented on the written report
    - He is developing a business case for presentation to the Municipal Finance Authority working on getting the coop legislatively added as an entity to have access to their leasing services.
    - A dedicated local planning team is in place for the 2013 Evergreen conference.
    - Ben met with Annette DeFaveri at BCLA and they will begin to meet monthly.
    - Plans are to meet with the new executive director of the BCLTA as well.
    - Sharon Herbert joined the meeting to provide a report from the Sitka team:
      1. Cariboo's acquisition pilot had a successful year end roll over, and phase 2 of the pilot has begun, and there was an ad hoc committee meeting held.
      2. Cataloguing de-dup and cleanup is well underway, and they are waiting for sampling reports from the 2<sup>nd</sup> round. The ad hoc committee has been formed.
4. Items for Discussion
- i. Staffing Plan
    - Ben discussed the staffing plan
      1. Motion: to accept the staffing plan as mended on November 22 and adopted by a quorum of the board on that date. Moved by Joanne, seconded by Shannon. Scott abstained, carried.
  - ii. Appointment of Vice Chair
    - Edel has accepted Kevin Kieran's resignation with regret. Edel will prepare a letter of acknowledgement.
    - There is a need to fill the position of Vice Chair until the AGM in June. Discussion around who would be willing to stand occurred.
      1. Julie nominated Shannon for Vice Chair, seconded by Scott. Shannon accepted the nomination. Carried.
  - iii. AGM DRAFT planning timelines
    - Nomination materials are in order
    - Next steps are being taken on the Strategic Plan, Ben is working with Dan Lepsoe on that
5. New Business
- i. Edel will connect with the Personnel committee to prepare for Ben's annual review due May 2
  - ii. Policy/Employee Manual will come together after the AGM
  - iii. Jacqueline was asked to speak about Charles Leadbeater's presentation.
6. Adjourned at 10:17. Next meeting will be held on March 16, 2012 at 10am at the Coop office on Robson.