



Minutes140113

BC Libraries Cooperative Board Meeting, 1330 PST Monday, January 14, 2013

By teleconference

In attendance – Board: Scott, Dan, Joanne, Shannon, Julie, Heather

In attendance – staff: Ben

Regrets: Brian Owen, Trevor Surgenor, Jacqueline van Dyk.

1. Approval of Agenda and Minutes from the last meeting

Joanne called for approval of the agenda; Shannon and Scott / motion carried

Joanne called for approval of the minutes; Julie and Dan / motion carried

2. Reports

i. Operational Report – Deferred until later on the agenda

ii. Reports from Board Sub-Committees – for Information

- **Finance;** Amended TOR, for information; Presented for information & received

ACTION update website upon approval of minutes

- **Governance;** Amended TOR, for information; Presented for information & received

ACTION update website upon approval of minutes

- **Personnel;** No report

3. Items for Discussion

i. Governance Discussion or Recommendations for Motions, if any; Teleconference last week; in depth conversation re: the SMA.

ii. Finance Discussion or Recommendations for Motions, if any;

- **Cooperative Fee Backgrounder & Recommendations:**

Joanne called for approval of the following three recommendations following discussion; Scott and Julie/motion carried.

1. Sitka Hybrid Solutions. Status quo: Continue to build pricing based on (actual cost + hourly rate +

administrative fee)

2. External Services – base hourly fee – Increase from \$150 to \$175 per hour

3. External Administrative Services – base hourly fee Increase from 5% to 10% consistently

Joanne called for approval of the following recommendation after discussion; Scott and Julie/motion carried.

- All fees – Maintain hardship process for eligible members;
- All other elements of the fee report presented are for further review and ultimate recommendation to the membership / for approval at AGM/Members Council

ACTION: implement approved fees effective approval of minutes

ACTION: lifetime membership fee investigation – staff review/report back

ACTION: coop student position investigation

ACTION: MD to advise re: process for fee renewal

iii. DRAFT Strategic Plan Framework & planning session notes

ACTION: Feedback for next meeting

Shannon left the call @ 1400 to attend a budget meeting at Pemberton

4. New Business

i. Shannon Ellis resignation. Shannon Ellis has resigned her position at Pemberton and District Public Library effective January 31 to continue her education. She is resigning our board concurrently. Shannon's served on this board for ~5 years as a Director, as a Sitka library advocate, as Communications Sub Committee Chair, as Personnel and Finance Sub Committee member, and since AGM 2012, as Treasurer. She will be missed and her efforts are truly appreciated. A token of our appreciation will be sent to Shannon's home shortly.

ii. Call for volunteer Treasurer and authorized signator; Dan Phillips volunteers. Call for volunteer Finance sub comm member; Scott volunteers.

ACTION: update signators and officers effective 31 January: Dan Phillips is now Treasurer and a signator; Shannon Ellis is no longer an officer or signator effective 31 January 2013

ACTION: update websites effective 31 January

iii. Operational Report; Presented and accepted for information. Discussion.

5. Adjournment & Next Meeting, Monday, February 18, 2013 @ 1330 Pacific

Approved by email poll.