



WHISTLER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Wednesday, June 7<sup>th</sup>, 2017 @ 5:30 pm  
Community Room at the Whistler Public Library  
**MINUTES**

**Attending:**

Gordon Annand(Chair)  
Bevin Heath Ansley  
Jen Ford  
Kathleen Graham  
Paul Tutsch  
Rod Tindall  
Sharon Schrul  
Victoria Crompton  
Elizabeth Tracy

**Regrets:**

Celia Utley  
Dea Lloyd  
Kelly Gartshore

050. Call to Order

100. Approval of Agenda

Motion: That the Agenda be approved

Moved: Jen

Seconded: Bevin

Approved Unanimously

200. Approval of the Minutes of May 3<sup>rd</sup>, 2017

Motion: That the Minutes be approved

Moved: Vicky

Seconded: Sharon

Approved Unanimously

250. Public Comments

300. Consent Agenda -

Chair Report

Policy 700 and Index

WPL Financial Overview

Quarterly Budget Report

Friends Book Sale Email

Celia's BCLTA Conference Notes  
Community Foundation Grant  
WPL Dashboard  
Annual Survey Highlights  
\*Motion to receive reports  
That the reports be received  
Moved: Jen  
Seconded: Rod  
Approved Unanimously

400. Business Arising from Reports

500. New Business

501. Policy Manual Review – Section 700

Kathleen made a few recommendations about the wording of “leaving children unattended in the library”.

Motion to approve the Policy Manual section 700 with the noted amendment

Moved: Rod

Seconded: Jen

Approved Unanimously

502. Trustee Financial Information Review

Kathleen put together an overview of financial information and procedures for the Board of Trustees. It is in three parts:

- Background information that informs fiduciary responsibility
- Overview of WPL finances
- Board monitoring and accountability

She suggested that, even if the Budget needs to be approved in January, the Board could give an unofficial approval in December. This is to help the new Board members who are starting in January.

503. Quarterly Budget Report

Elizabeth reported that the library is still in the same position as in March because the grants from the government have not come through yet. We expect them anytime soon. Also, although the library doesn't have any overtime, the report shows some overtime. For some reason, the banked holiday hours are going into overtime. HR is looking into this.

504. Advocacy – Whistler Multicultural Festival Friday, June 9<sup>th</sup> 4-8

Gord reminded the Board of this event and encouraged the Board to attend.

505. HR committee update

Bevin updated the Board on the committee's goals

- Website – Board of Trustees link
- Diversity on the Board
- Board competencies
- Wikispaces input

She mentioned that all is going well and the work being done, so far, is about research.

#### 506. BCLTA and InterLink update

Paul mentioned that BCLTA has started the review of TOP, and that each BCLTA Board member has 6 library Boards to communicate with in order to advise them on resolution of issues.

He mentioned that InterLink is motoring along well.

#### 600. Old Business

##### 601. Strategic Planning Update

Elizabeth said that the survey was released to RMOW employees. The survey could be out to the public by next week.

Elizabeth mentioned that the planning day will be in September.

##### 602. Fundraising Update

Gord met with Watermark to outline the expectations and also met with Stella and her group to formulate a plan for the next Cornucopia. Areas that need volunteers are: Coat check, silent auction, 50/50, and Casino Royale.

#### 700. Items for Next Meeting

- Policy Manual
- Fundraising
- Strategic Planning
- HR Committee – Trustee Application Process

#### 800. Next Meeting

\* Executive: Tuesday, June 27<sup>th</sup>, 2017 @ 4:00 LD Office

\* Board Meeting: Wednesday, July 5<sup>th</sup>, 2017 @ 5:30 WPL Community Room

#### 900. Adjournment

Motion: That the meeting be adjourned

Moved: Kathleen

Seconded: Sharon

Approved Unanimously

#### 1000. In Camera