



WHISTLER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Wednesday, December 5<sup>th</sup>, 2018 @ 5:30 pm  
Piccolo Room, Municipal Hall  
MINUTES

**Attending:**

Bevin Heath Ansley (Chair)  
Allison Winkle  
Celia Utley  
Josie Chuback  
Kathleen Graham  
Kelly Gartshore  
Ralph Forsyth  
Rod Tindall  
Elizabeth Tracy

**Regrets:**

Gordon Annand  
Mandy Rousseau  
Victoria Crompton

Introduction of any New Trustees attending

Bevin thanked the outgoing members, Vicki, Rod, and Gord for all their work and introduced two of the three new members who came to the meeting as observers. Ralph Forsyth, our new Council representative was also introduced.

**050. Call to Order**

Traditional Territories Acknowledgement Statement – K. Graham

“We would like to firstly begin by acknowledging that the Resort Municipality of Whistler, and the Sea to Sky Corridor is located on unceded shared traditional territories of the Squamish & Lil’wat Nations and we honour their language, culture and history.”

**100. Approval of Agenda**

Motion: That the Agenda be approved as amended

Moved: Allison

Seconded: Celia

Approved Unanimously

**200. Approval of the Minutes of November 7, 2018**

Motion: That the Minutes be approved

Moved: Kathleen

Seconded: Kelly

Approved Unanimously

**250. Public Comments**

**300. Consent Agenda:**

Make an Impact

- Chair Report
- WPL Dashboard

*\*Motion to approve*

Motion: That the reports be received

Moved: Kelly

Seconded: Rod

Approved unanimously

**400. Business Arising from Reports**

**500. New Business**

Make Life Better

**501. HR Committee Analysis of Board Self Evaluation**

Josie explained that the members filled out a Board competency in the spring, which was about “the what” of Board’s skills and talents. The Board Self Evaluation is more focused on “the how” as in how the Board feels it has performed over the year.

The questionnaire had 6 sections: Planning and Execution, Conduct, Relationship with the Library Director, Board member responsibilities, Board member composition and effectiveness, and finally the role of the Chair.

She mentioned that the results of the survey provided good information and that the Board is doing well. She thanked Allison who formatted and distributed the questionnaire.

**502. Update on orientation for new Trustees**

Josie mentioned that inviting the new Board members to attend the December meeting as observers was the first step in offering orientation to the new Trustees. The next step in orientation is a full tour of the library for new and any other Trustees and it is scheduled for Dec 17th.

**503. Mentorship of new Trustees – 2018 analysis**

Bevin explained that, after analyzing the feedback from the mentors and mentees of last year, the mentorship of new Trustees will continue. This will be established early in the New Year.

Make an Impact

**504. 2019 Capital and Operating Budget for approval**

Elizabeth updated the Board on the expenses, revenues, fundraising and operating budget changes for 2019. She mentioned that a 5 year budget for the Capital projects also was included in her submission.

Motion: That the 2019 WPL Budget be approved as circulated and presented at the December 5, 2018 Board meeting

Moved: Kathleen

Seconded: Celia

Motion approved by evote

**505. Motion to Approve 2018 transfer to reserve - \$30,000**

Motion: That \$30,000 from the TD Charity account be transferred to the Library Capital reserve account

Moved: Kathleen

Seconded: Celia

Approved unanimously

**506. Discussion - R. Tindall's letter of November 19, 2018 and motion**

Rod offered his opinion on the opening statement at our Board meetings as per his letter. He also decided not to make the motion put forward in his letter.

Discussion continued about how we could address our concerns and any further actions. It was suggested to add it in the January's agenda and to continue to work on this issue.

**507. Policy Manual Review 700: Library Code of Conduct**

Motion: That the Policy 700: Library Code of Conduct be approved as presented with changes to be reevaluated in January after the staff review.

Moved: Josie

Seconded: Allison

Approved unanimously

**600. Old Business**

Make Life Better

**601. Cornucopia 2018 Silent Auction & Coat Check – interim results**

Allison summarized the current result of our Cornucopia work. She mentioned that around \$32,000 have been raised and a value of close to \$3,000 of items is still unclaimed. Final results will be presented in January.

She also mentioned that there is a need of a space to store the left over items.

**700. Possible agenda items for future meeting**

Make an Impact

- Election of Executive Committee members
- Member at Large
- Board Responsibilities for 2019

Make Life Better

- Fundraising strategy

**800. For Information**

Next Meetings:

- Executive – Tuesday, January 29, 2019 @ 4:00 PM – LD Office (for February meeting)
- Board – Wednesday, January 9, 2018 @ 5:30 PM – Community Room

**900. Adjournment**

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Motion: That the meeting be adjourned

Moved: Kelly

Seconded: Kathleen

Approved unanimously

