

Minutes of the Powell River Public Library Board meeting held in the Committee Room, City Hall on Monday, March 9, 2015 at 3:59 pm.

**TRUSTEES PRESENT:**       **C. Gill, Acting Chair**  
                                      **R. Arnstein**  
                                      **P. Brabazon**  
                                      **W. Cocksedge**  
                                      **M. Leigh**  
                                      **R. Southcott**

**ALSO PRESENT:**           **T. Noreault, Interim Chief Librarian**  
                                      **R. Burbank, Assistant Chief Librarian**  
                                      **M. Shaffer, Recording Secretary**

**ABSENT:**                   **J. van Oostveen**  
                                      **K. Greenwell**  
                                      **L. Rosen**  
                                      **B. Tindle**  
                                      **R. Woznow**

**1. ADOPTION OF AGENDA:**

Moved by R. Arnstein, seconded by W. Cocksedge that the agenda for the Powell River Public Library Board meeting of March 9, 2015 be adopted.                   **CARRIED**

**2. APPROVAL OF MINUTES**

a) February 10, 2015       Moved by M. Leigh, seconded by W. Cocksedge that the minutes of the Powell River Public Library Board meeting held February 10, 2015 be adopted.                   **CARRIED**

**3. CONSENT AGENDA**

a) Performance Measures       Moved by R. Arnstein, seconded by W. Cocksedge that the Board adopt the consent agenda.                   **CARRIED**  
 b) Events and Programs  
 c) Chief Librarian Report  
 d) Financial Reports  
 e) Correspondence  
    a) Email from Adela Torchia

**4. NEW BUSINESS**

a) Change in Reserve Funds Policy       Moved by W. Cocksedge, seconded by R. Southcott to change the reserve policy to read:

“The Library typically holds at least 10% of its annual operating budget as a contingency fund against unanticipated expenses. The reserve contingency fund is invested in highly liquid low risk interest-bearing term investments so that the money is earning the maximum interest possible while remaining accessible for fiscal emergencies.

The Board grants the Chief Librarian the discretion to utilize the reserve funds when that is necessary in order to balance the annual budget. Using the reserve funds for any other purpose requires Board approval.” **CARRIED**

## 5. REPORTS

- a) Progress Report on New Library      The Chief Librarian advised that the City has sent a letter to Crossroads Village to request a firm price for the new library. Most costs have been determined and a tender will be sent out for furnishings. The cost of the move and establishment of a security system are unknown.

As City staff is asking how much the library needs to finance, a firm proposal from Crossroads is needed in order to properly respond. Options for financing are currently being considered. Other matters for deliberation include the state of the building, building worth, what the funds are expected to cover, furnishings, and the need to determine what is included in the purchase price. Grant availability was also discussed as well as environmental considerations i.e. – air quality, carpeting, lighting etc.

The Board debated how much funding the library is expected to raise. The Fundraising Committee will discuss this matter at their March 13<sup>th</sup> meeting.

- b) Radio Frequency Identification (RFID) Implementation      Quote PR RFID 012815 from SirsiDynix, dated January 28, 2015 regarding RFID implementation was referred to the next meeting. **CARRIED**

## 8. MOTION TO ADJOURN

There being no further business, Acting Chair Gill declared the meeting adjourned at 5 pm.

## 7. QUESTIONS FROM THE PUBLIC:

No members of the public were present.

## 9. DATE OF NEXT REGULAR MEETING:

The next regular Powell River Public Library Board meeting will be held on Monday, April 13, 2015 at 3:45 pm.

**CERTIFIED CORRECT:**

**Malonie Shaffer, Recording Secretary**