

*To support and represent trustees in advancing public libraries*

**BCLTA BOARD MEETING**

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| **Date** | Tuesday, January 7, 2019 |
| **Time** | 7:00 p.m. |
| **Location** | Zoom |
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**Proposed Agenda**

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| **Item** | **Purpose** | **Time** |
| 1. **Call to Order**  * Chair M. Gagel * Minutes B. Kelly * Zoom check-in  1. **Approval of Agenda**   ***Moved*** *by (name) that the BCLTA Board of Directors approve the agenda as presented/amended.* | For approval | 7:00  7:10 |
| 1. **Routine Board Business** 2. Consent Agenda  * Approval of minutes, November 5, 2019 * Correspondence - None * Executive Director Report: October 30, 2019 to December 30, 2019   ***Moved*** *by (name) that the BCLTA Board of Directors receive the Consent Agenda items.*   1. President’s Report  * Verbal   ***Moved*** *by (name) that the BCLTA Board of Directors receive the President’s Report.* | For receiving  For receiving | 7:15  7:20 |
| 1. **Bookkeeper’s Report**  * Board Package * Treasurer comments   ***Moved*** *by (name) that the BCLTA Board of Directors approve the Bookkeeper’s Report.*   1. **Strategic Discussions**    1. Proposed BCLTA Organizational Change       * Board Package, BCLTA Re-organization for Sustainability and Capacity       * ED verbal comments       * Board to complete discussion and motions in camera   ***Moved*** *by (director) that this discussion move in camera.*  ***Moved*** *by (director) that the BCLTA extend the current (2019) Bookkeeper contract with Jan Thomas from month start to month end at the hourly rate of $35.02, until the new ED position is filled and the new ED contract staff is in place.*  ***Moved*** *by (director) that the BCLTA extend the current (2019) Executive Director contract with Babs Kelly from month start to month end at the hourly rate of $41.21, until the new ED position is filled and the ED contract staff is in place.*  ***Moved*** *by (director) that the BCLTA approve the offering of the proposed contract for the position of BCLTA Director of Communications and Engagement at 60 hours per month at the hourly rate of $41.21 to Babs Kelly; this contract to commence once the new ED position is filled and the ED contract staff is in place.*  ***Moved*** *by (director) that the BCLTA approve the offering of the proposed contract for the position of BCLTA Bookkeeper at 15 hours per month at the hourly rate of $35.02 to Jan Thomas; this contract to commence once the new ED position is filled and the ED contract staff is in place.*  ***Moved*** *by (director) that transition to the proposed reorganization begin immediately with the posting of the job invitation for a new Executive Director at (30 or 35) hours per month at $43.21 per hour and that the current Executive Director works with the Executive Committee for the successful recruitment and hiring of a new ED and for a successful transition to the proposed reorganization of BCLTA staff contracts.* | For approval  For discussion / approval | 7:30  7:35 |
| 1. **Review & Adjustment of Strategic Execution**    1. BC’s Public Library Trustees: Making a difference in BC’s communities       * Board Package, ED Report   ***Moved*** *by (name) that the BCLTA Board of Directors direct the Executive Director to proceed with the trustee volunteer-hour-tracking campaign,* “BC’s Public Library Trustees: Making a difference in BC’s communities” as proposed.   * 1. Trustee Welcome Letter      + Board Package, ED Report   ***Moved*** *by (name) that the BCLTA Board of Directors direct the Executive Director to approach the Ministry of Education regarding the possibility of trustee welcome letter from the Minister of Education.*   1. **Policy & Oversight**    1. BCLTA Board Policy Review       * ED verbal   ***Moved*** *by (name) that the BCLTA Board of Directors direct staff to draft a new policy manual during the summer of 2020 and to have a draft manual ready for the fall 2020 board retreat.*   * 1. Proposed Board Policy: Programs and Events      + Board Package   ***Moved*** *by (director) that the BCLTA Board of Directors adopt the proposed/amended Events and Programs Policy 6.0, 6.1, 6.2, and 6.21 to replace the current policies, 6.0 to 6.1.*   * 1. BCLTA Governance Workshop honorarium for volunteer facilitators*.* * Board Package, Proposed Board Policy: Programs and Events   + - ED verbal comments   ***Moved*** *by (director) that the BCLTA Board of Directors establish an honorarium of $750 for volunteer facilitators who deliver a full-day BCLTA Governance Workshop*   * 1. BCLTA Proposed 2020/21 Budget      + Board Package (ED verbal comments)      + 2019/2020 Budget available on the Board Section of website   ***Moved*** *by (name) that the BCLTA Board of Directors direct staff to execute the budget as proposed/amended.*  ***Moved*** *by (name) that the BCLTA Board of Directors approve the use of BCLTA reserve funds, up to $25,000 for the BCLTA Governance Workshop Pilot Project.*   * 1. BCLTA AGM Committees      + Board Package, ED Report   ***Moved by*** *(director) that the BCLTA Board appoints M. Gagel and two Directors, (director) and (director), to the 2020 Nominations Committee.*    ***Moved by*** *(director) that the BCLTA Board appoints (director) and (director) to the 2020 Resolutions Committee.*  ***Moved by*** *(director) that the BCLTA Board appoints R. Sherwood to the 2020 Financial Review Committee.*   1. **Next Meeting**    1. AGM roles and responsibilities    2. Forum details and budget (expect that expenses exceed revenue)    3. BCLTA and Ministry of Education vision/commitment statement for excellence in BC public library governance 2. **Move to In Camera** 3. **Adjournment**   *Moved by (name) to adjourn.* | For discussion / direction  For discussion / direction  For discussion / approval  For discussion / approval  For discussion / approval  For discussion / approval  For decision | 7:40  7:50  8:00  8:10  8:25  8:30  8:40 |
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**AGENDA distributed to**:

Mike Gagel

Rhonda Sherwood

Erin Carlson

Dave Clark

Elysia Glover

Brenda Leigh

Caty Liu

Jan Thomas

Babs Kelly

**2020 Board Meeting Schedule**

January 7

February 4

March 3 or April 7

April 19 (post AGM Board Orientation)

May 5 or June 2

September 1 or September 8

September 25 – 26 (Board Retreat)

November 3