

*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 | 7:007:10 |
| 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 receivingFor receiving  | 7:157:20 |
| 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 approvalFor discussion / approval | 7:307:35 |
| 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 / directionFor discussion / directionFor discussion / approvalFor discussion / approvalFor discussion / approvalFor discussion / approvalFor decision | 7:407:508:008:108:258:308:40 |
|

**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