

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, February 18, 2014 Time: 5:00 p.m.
Place: Burnaby Public Library – Metrotown Branch
6100 Willingdon Avenue, Burnaby

MINUTES

Present:	Ted Benson	BIPL
	Sharon Freeman – Board Chair	BPL
	Sandra Hochstein	CPL
	Larry Smith	GibPL
	Dale Lauber	NWPL
	Ian Bateson	NVCL
	Ken Lim	NVDPL
	Errin Morrison	PMPL
	Mark Bostwick	RPL
	Dan Fivehouse	SecPL
	James Bennett	SPL
	John Schaub	VPL
	David Carter	WVML
	Paul Tutsch	WhPL
	Edel Toner-Rogala	BPL – AAG Representative
	Michael Burris – <i>Executive Director</i>	InterLINK
	Rita Avigdor – <i>Recording Secretary</i>	InterLINK
Absent:	Ron Smith	FVRL
	Jane Duber	LALA
	Judith Walton	PemPL
	Robin Nish	SqPL

050. Call to Order

Board Chair Sharon Freeman called the meeting to order at 5:15 p.m. She welcomed everyone and asked Trustees to go around the table and introduce themselves.

100. Approval of Agenda

MOTION: D. Carter moved and M. Bostwick seconded

“THAT the Agenda be approved as circulated.”

CARRIED

200. Special Business

201. BCLTA Update

P. Tutsch informed the Board that Upkar Tatlay was unable to attend the meeting to provide an update on BCLTA. He offered to speak on Upkar's behalf and gave a brief report on BCLTA noting that BCLTA is losing a number of members from the lower mainland. He encouraged InterLINK Board members to become involved in BCLTA and to encourage members of their respective Boards to consider becoming involved.

300. Election of Executive

S. Freeman turned the floor over to InterLINK Executive Director Michael Burris.

301. InterLINK Board Chair

M. Burris took the floor and opened nominations for the position of InterLINK Board Chair.

- D. Lauber nominated **Sharon Freeman, BPL**; J. Bennett seconded

No further nominations being made

- **S. Freeman accepted the nomination and was declared InterLINK Board Chair for 2014.**

302. InterLINK Board Vice-Chair

S. Freeman took the chair and opened nominations for the position of InterLINK Board Vice-Chair.

- J. Schaub nominated **Dale Lauber, NWPL**; M. Bostwick seconded

No further nominations being made

- **Dale Lauber was declared InterLINK Board Vice-Chair for 2014.**

303. InterLINK Treasurer

S. Freeman opened nominations for the position of InterLINK Treasurer.

- D. Carter nominated **John Schaub, VPL**; D. Fivehouse seconded

No further nominations being made

- **John Schaub was declared InterLINK Treasurer for 2014.**

304. InterLINK Signatories

S. Freeman explained that currently InterLINK signatories consist of the Board Chair, Board Vice-Chair; Board Treasurer; InterLINK Executive Director and InterLINK Manager of Operations. Of

these signatories, any two are required on a cheque. She further explained that any cheques issued over \$10,000 require one of the signatories to be an InterLINK trustee.

MOTION: D. Fivehouse moved and K. Lim seconded

“THAT the InterLINK Board signatories for 2014 be the Board Chair, Board Vice-Chair, Treasurer, InterLINK Executive Director and InterLINK Manager of Operations

And

THAT any cheques issued over \$10,000 require one of the signatories to be an InterLINK Trustee.”

CARRIED

R. Avigdor asked that the designated signatories stay after adjournment to sign the bank documents.

400. Minutes

401. Approval of the Minutes of the Board meeting held November 26, 2013

MOTION: D. Carter moved and M. Bostwick seconded

“THAT the minutes of the Board meeting held November 26, 2013 be approved as circulated.”

CARRIED

500. Correspondence - None

600. Statistics/Financial Report

601. InterLINK Circulation and Net Activity Comparisons – Jan. to Dec. 2013

602. Circulation and Net Activity – 2013 Costs

R. Avigdor explained that actual circulation activity for 2013 came in slightly lower than the projections that were compiled in early November 2013. The actual activity shows that the 2013 Total Circulation is 33,976,165 and the 2013 Net Non-Resident activity is 894,585. The compensation for net activity is \$447,292, which is comprised of \$357,834 from the operating budget and \$89,458 from the net borrowing libraries.

700. Reports

701. Report of the Board Chair

S. Freeman informed the Board that TELUS has provided a \$5000 sponsorship for the 2014 Teen Reading Club. She and R. Avigdor attended the cheque presentation ceremony held at VPL-Central on January 29th in conjunction with a VPL TeenRC session.

702. Report of the InterLINK Executive Director

M. Burris spoke to his written report in the Board package and noted that the TeenRC is now in the planning stages with the goal being to have all aspects of the program ready by mid-April. As Sharon noted in her report, the donation of \$5,000 by TELUS augments the \$11,000 budget approved by the Board.

703. Report of the Manager of Operations

R. Avigdor informed the Board that the auditors will be coming to the office next Monday to conduct the field work for the audit. Audited Financial Statements will be presented to the Finance Committee and the InterLINK Board at the next InterLINK Board meeting in April.

704. Report of the Planning Committee – No report was given as there was no Planning Committee meeting since November 2013.

705. Report of the Finance Committee – No report was given as there was no Finance Committee meeting since November 2013.

706. Report of the Personnel Committee - The Personnel Committee had no report as no meeting was held.

MOTION: D. Lauber moved and D, Fivehouse seconded

“THAT Agenda Items 701 to 706 be received.”

CARRIED

800. Continuing Business

801. Direct Patron Requests – Phase 2 – Final Report

M. Burris explained that one of InterLINK’s identified strategic goals from the 2012 Fall Summit was to investigate the feasibility of implementing Direct Patron Requests. As part of the Direct Patron Request Feasibility Study conducted by Rob McGee in 2013, it was discovered that libraries are not utilizing all the functionality of the resource-sharing software currently used for inter-library loans (Auto-Graphics (AG) Agent/SHAREit). At its meeting on September 24, 2013, the InterLINK Board passed a motion approving a “phase two” of the Direct Patron Requests (DPR) Feasibility Study, which included a thorough technical review of the SHAREit resource-sharing software and recommendations regarding its suitability for use by InterLINK for the purposes of providing DPR to InterLINK patrons. He noted that Greg Barkovich of the Burnaby Public Library was seconded to develop the technical review.

The technical review resulted in 12 recommendations by Greg Barkovich. The recommendations represent a significant step forward in improving the resource-sharing environment within the InterLINK service area. There are optimizations to current resource-sharing software that can be implemented with little or no cost. The provision of patron-initiated interlibrary loans could provide an interim step between the current staff intensive model and a full DPR system.

M. Burris noted that in order to implement the 12 recommendations put forward in the InterLINK *DPR Project-Phase 2-Final Report* dated February 4, 2014, a *Direct Patron Requesting-Phase 2 – Motions for Implementation* document was prepared which included 3 recommended motions. This document was presented to the AAG at their meeting held February 7, 2014. The three motions were as follows:

1. THAT InterLINK work with LLB and BC ELN to implement the recommended optimizations of the Auto-Graphics SHAREit platform as an interim step towards a fully implemented direct patron request system.
2. THAT InterLINK provide funding to move BC's instance of the Auto-Graphics SHAREit platform to Canadian servers (estimated at CAN\$34,220 annually; \$9,000 set-up fee in year one).
3. THAT InterLINK provide funding for a 0.4 FTE contract position (estimated \$20,000) from March-August 2014 to work with BC ELN and LLB on overseeing the implementation of resource sharing optimisations and training for patron-initiated ILLs in member libraries.

The AAG is recommending to the InterLINK Board that Motions 1 and 3 of the report be approved. The AAG agreed that Motion 2 still needs further investigation with respect to cost and the feasibility of local hosting.

Discussion ensued. M. Burris explained that if these recommendations were acted on it would streamline resource-sharing, improve the results patrons receive when using the software and provide patrons with the ability to request items online. It is not a full DPR system but a significant improvement over how the current ILL process works. The Board asked if the usage could be tracked and analyzed. M. Burris noted that it was difficult to forecast the impact this would have on InterLINK's delivery system, but the impact of the resource-sharing improvements could be tracked by both InterLINK and participating libraries. A question was raised about all 18 libraries participating. M. Burris noted that this could work as a pilot with those libraries that are prepared to move forward. Concern was also expressed about libraries being able to set their own ILL policies on formats and collections. M. Burris noted that the new version allows for local policies to be implemented. He also noted that the AAG inquired as to whether InterLINK would have a role in the setting of overall resource-sharing policy. InterLINK has conveyed to the Libraries and Literacy Branch and the BC Electronic Library Network that InterLINK would like to play a role in decisions impacting member libraries. As the largest federation and as the source of much of the "traditional" inter-library loan activity in the province and given that InterLINK is investing in upgrades to the system, it would be appropriate for InterLINK to have a role. After discussion, the Board indicated that this interim approach seemed to be better than the much larger investment required to move forward with a full DPR and they passed the following motions:

MOTION: D. Fivehouse moved and I. Bateson seconded

“THAT Motions 1 and 3 of the Direct Patron Requesting-Phase 2-Motions for Implementation Report be approved by the InterLINK Board of Directors.”

CARRIED

MOTION: D. Carter moved and D. Fivehouse seconded

“THAT the InterLINK Board of Directors approve the transfer of \$20,000 from the Program Reserve fund to the 2014 Operating Budget to cover costs of the implementation of a resource sharing contract position from March-August 2014.”

CARRIED

802. Draft 2014 Provisional Operating Budget

R. Avigdor spoke to the revised Draft 2014 Provisional Operating Budget and noted that the Budget was revised to reflect the actual circulation activity for 2013. Schedules A, C and D have been adjusted accordingly. These changes did not impact the 2014 Budget column or Schedule B – Membership levies. However, there are changes to the Net borrowing library contributions.

MOTION: J. Schaub moved and D. Fivehouse seconded

“THAT the Board of Public Library InterLINK give final adoption to the 2014 InterLINK Operating Budget.”

CARRIED

900. New Business

901. Submission to the Royal Society of Canada’s Expert Panel

M. Burris stated that InterLINK Submission to the Royal Society of Canada’s Expert Panel on the Status and Future of Canada’s Libraries and Archives was on the table as an information item.

MOTION: D. Lauber moved and M. Bostwick seconded

“THAT Agenda Item 901 – Submission to the Royal Society of Canada’s Expert Panel be received.”

CARRIED

1000. Appointment of Committee Members

S. Freeman noted that the InterLINK Board has three permanent committees and she asked for volunteers to sit on the committees.

1001. Finance Committee

S. Freeman explained that the Board Treasurer (John Schaub) automatically sits on the Finance Committee. There are two Board vacancies that need to be filled. R. Avigdor informed the Board that there are usually two Finance Committee meetings held in the year and they are held in conjunction with the Board meetings.

- David Carter, WVML volunteered for the Finance Committee.

1002. Planning Committee

S. Freeman explained that the Board Vice-Chair (Dale Lauber) automatically sits on the Planning Committee. She noted that there are two Board vacancies that need to be filled.

- Ian Bateson, NVCL volunteered for the Planning Committee.

1003. Personnel Committee

S. Freeman explained that the Board Chair automatically sits on the Personnel Committee. There are two Board vacancies that need to be filled.

- Ian Bateson, NVCL volunteered for the Personnel Committee.

S. Freeman noted that there is still a vacancy on all three Committees of the Board. She asked trustees to give this some thought and noted that this will go on the Agenda for the April 8th InterLINK Board meeting.

1100. Other Business

There was discussion regarding the announced changes at the Libraries and Literacy Branch (LLB). P. Tutsch reported that BCLTA, BCLA and ABCPLD are concerned that libraries are losing a voice and the three associations are considering what would be appropriate action to take. Discussion ensued and the Board asked if InterLINK could play a role in support. M. Burris noted that the AAG had similar discussions and it was agreed that emphasizing the importance of collaboration and the province's role in making that happen would be a good start. E.Toner-Rogala informed the Board that Cheryl Stenstrom has done extensive research on libraries and advocacy and the importance of influence. It might be worthwhile for BCLTA to reach out to Cheryl to get a better understanding of how libraries have been received by the province. She offered to send Cheryl Stenstrom's contact information to Paul Tutsch.

MOTION: D. Carter moved and E. Morrison seconded

“THAT the InterLINK Board of Directors support the efforts of BCLA, BCLTA and ABCPLD.”

Discussion ensued and there was agreement to table this until the three groups have met and they bring back further information.

MOTION: D. Fivehouse moved and M. Bostwick seconded

“THAT the InterLINK Board of Directors' motion to support the efforts of BCLA, BCLTA and ABCPLD be tabled until the April 8th, 2014 InterLINK Board meeting.”

CARRIED

1200. Around the Board

Members of the Board participated in a roundtable discussion to update other Board members on issues and events at each InterLINK library.

1300. Information Items

**1301. Draft Minutes of the Administrators' Advisory Group meeting held
February 7, 2014.**

R. Avigdor noted that she was unable to finalize the AAG minutes in time for the meeting due to preparations for the audit and attendance at CIC-ICare Training sessions. The minutes will be sent to the Board via email upon completion.

1400. Date of Next Meeting

The date of the next regular Board meeting and Board Orientation is:

**Tuesday, April 8, 2014 – 4:30 to 5:30 p.m. – Orientation
5:30 – Regular Meeting
at BPL-Metrotown Branch**

It was also noted that a meeting of the Finance Committee will be scheduled from 4-4:30 p.m. just prior to the Orientation.

1500. Adjournment

M. Bostwick moved adjournment at 7:30 p.m.