

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, April 8, 2014 Time: 4:30 p.m.

Place: Burnaby Public Library - Metrotown Branch – 3rd Floor - Board Room
6100 Willingdon Avenue, Burnaby

ORIENTATION NOTES

Present:	Maureen Nicholson	BIPL - Alternate
	Sharon Freeman – <i>Chair</i>	BPL
	Sheila Pierce	BPL - Alternate
	Sandra Hochstein	CPL
	Rob Martin	GibPL- Alternate
	Dale Lauber – <i>Vice Chair</i>	NWPL
	Kathy Siedlaczek	NWPL – Alternate
	Ian Bateson	NVCPL
	Errin Morrison	PMPL
	Rosario Passos	PMPL - Alternate
	Dan Fivehouse	SecPL (arrived 5 p.m.)
	Ann Hopkins	SecPL – Alternate
	Ann Van Rhyn	SPL – Alternate (arrived 5 p.m.)
	John Schaub – <i>Treasurer</i>	VPL
	Kyla Epstein	VPL - Alternate
	David Carter	WVML- Alternate
	Edel Toner-Rogala – <i>Administrator</i>	BPL
	Michael Burris – <i>Executive Director</i>	InterLINK
	Rita Avigdor – <i>Recording Secretary</i>	InterLINK

Sharon Freeman called the meeting to order at 4:30 p.m. and welcomed all attendees. Everyone went around the table and introduced themselves. She thanked everyone for attending the Orientation and turned the presentation over to Michael Burris, InterLINK Executive Director.

Michael Burris took the floor and spoke to his slide presentation which included “Why InterLINK; Who we are; and InterLINK’s Mission Statement.” He noted that InterLINK benefits member libraries through resource sharing, consortial purchasing, collaborative programs and information sharing. Working collectively where it makes sense allows member libraries to concentrate on programs and services that highlight each library’s uniqueness. M. Burris spoke to some of the highlights of the collaborative programs that InterLINK offers such as the Teen Reading Club, Just Ask Chat Service and the NewToBC Program.

He addressed InterLINK’s Values: Autonomy, Collaboration, Equality, Accountability and Respect and noted that they are core to everything that InterLINK undertakes.

Michael Burris also spoke to InterLINK’s funding and to the InterLINK Compensation formula. He reviewed the revenues and explained the major expense categories for 2014:

- Operating Expenses - \$628,298 (44.7%)
- Resource Sharing Compensation - \$451,458 (32.2%)
- New to BC funding - \$102,850 (7.3%)
- Audiobook Program - \$121,000 (8.6%)
- VPL Reference Service - \$100,000 (7.2%)

The InterLINK operating costs are funded by membership levies that are based on a per capita formula that uses the latest Libraries Branch population numbers. The resource-sharing compensation of \$451,458 for the 2013 lending year was comprised of:

- \$362,000 - paid from the InterLINK budget at 40 cents per net loan
- \$89,458 - paid by those libraries that borrow more items than their home libraries lend at 10 cents per net loan

Michael Burris explained that net lenders derive revenue from the compensation formula but he also noted that InterLINK benefits net borrowers as InterLINK gives the residents of our member libraries access to a collection many times the size of the collection of their “home library”.

Michael Burris spoke about the InterLINK Board structure and its responsibilities and duties. He explained that the Board has three standing committees: Finance Committee; Planning Committee and the Personnel Committee. He gave a brief overview of the responsibilities of the three committees. He also spoke to the role of the Administrators’ Advisory Group (AAG) and explained that the AAG is a sounding board and advisory group to the InterLINK Board.

M. Burris spoke to the InterLINK staff structure and the staff duties. He explained “Why InterLINK Works”, noting that it is mainly due to the commitment of member libraries to InterLINK’s mission and values.

In summary, Michael Burris gave an overview on “How an InterLINK Board Member can make a difference”

A brief question and answer period followed.

Sharon Freeman thanked board members for attending. She explained that a few years ago the InterLINK Board passed a motion at this table recommending that members of the Board give consideration to staying on the InterLINK Board for more than a year in order to provide continuity. She noted that members should try to make a commitment to the InterLINK Board for a couple of years.

The Orientation adjourned at 5:15 p.m.

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, April 8, 2014 Time: 5:30 p.m.
Place: Burnaby Public Library – Metrotown Branch
6100 Willingdon Avenue, Burnaby

MINUTES

Present:	Ted Benson	BIPL
	Maureen Nicholson	BIPL (Alternate)
	Sharon Freeman - <i>Board Chair</i>	BPL
	Sheila Pierce	BPL (Alternate)
	Sandra Hochstein	CPL
	Larry Smith	GibPL
	Rob Martin	GibPL (Alternate)
	Jane Duber	LALA
	Dale Lauber – <i>Board Vice-Chair</i>	NWPL
	Kathy Siedlaczek	NWPL(Alternate)
	Ian Bateson	NVCL
	Ken Lim	NVDPL
	Errin Morrison	PMPL
	Rosario Passos	PMPL (Alternate)
	Mark Bostwick	RPL
	Dan Fivehouse	SecPL
	Ann Hopkins	SecPL (Alternate)
	Robin Nish	SqPL
	Ann Van Rhyn	SL (Alternate)
	John Schaub - <i>Treasurer</i>	VPL
	Kyla Epstein	VPL (Alternate)
	David Carter	WVML
	Edel Toner-Rogala	BPL – AAG Representative
	Michael Burris – <i>Executive Director</i>	InterLINK
	Rita Avigdor – <i>Recording Secretary</i>	InterLINK
Absent:	Ron Smith	FVRL
	Judith Walton	PemPL
	James Bennett	SL
	Paul Tutsch	WhPL

050. Call to Order

Board Chair Sharon Freeman called the meeting to order at 5:30 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 J. Schaub seconded

“THAT the Agenda be approved as circulated.”

CARRIED

200. Special Business - None

300. Minutes

301. Approval of the Minutes of the Board meeting held February 18, 2014

MOTION: D. Fivehouse moved and M. Bostwick seconded

“THAT the minutes of the Board meeting held February 18, 2014 be approved.”

CARRIED

400. Correspondence

401. February 24, 2014 – to Meriko Kubota, Telus fr. M. Burris, Interlink

The correspondence was to acknowledge receipt of a cheque from Telus in the amount of \$5,000 and to thank the Vancouver Community Board for its generous support of the Teen Reading Club.

MOTION: J. Duber moved and K. Lim seconded

“THAT the correspondence – agenda item 401 be received.”

CARRIED

500. Statistics/Financial Report

501. Audited Financial Statements of InterLINK Federated Public Library System for the fiscal year ended December 31, 2013.

J. Schaub, Treasurer asked R. Avigdor to speak to the Audited 2013 InterLINK Financial Statements. R. Avigdor informed the Board that InterLINK is ending the fiscal year with an operating surplus of \$17,988.98 which is primarily due to the Net Provider Compensation coming in lower than the fall projections. She reviewed the Statement of Financial Position and the Statement of Operations and the accompanying notes and schedules to the financials. She noted that InterLINK’s Reserve Funds have a balance of \$463,774 at the fiscal year end. J. Schaub stated that the Finance Committee is recommending that the Board approve the Financial Statements and recommending a transfer of the surplus funds to reserves.

MOTION: J. Schaub moved and D. Carter seconded

“THAT the InterLINK Board of Directors approve the 2013 Audited InterLINK Financial Statements

and

“THAT the 2013 InterLINK Operating Surplus of \$17,988.98 be transferred to the Project Reserve fund.”

CARRIED

600. Reports

601. Report of the Board Chair

S. Freeman explained to the Board that any cheques over \$10,000 require a Board signature.

602. Report of the InterLINK Executive Director

M. Burris spoke to his written report in the Board package. He noted that InterLINK has formally signed a contribution agreement with Citizenship and Immigration Canada (CIC) for NewToBC funding for 2014-2016. The funding envelope is restricted to the current 10 libraries, but we were able to secure funds for Library Champions Program in addition to the continuation of the web resources, many of which can be used by all libraries.

603. Report of the Manager of Operations

R. Avigdor informed the Board that the InterLINK Children’s Services workshop “Mother Goose on the Loose” being held tomorrow has over 60 registrants from staff of member libraries and outside agencies. She noted that she will be contacting the seven InterLINK libraries that receive Canpar service in the next few weeks in order to migrate over to an online shipping system from the current manual waybill system. Canpar representatives will provide the training and implementation of this.

604. Report of the Planning Committee – No report was given as the Planning Committee has not met.

605. Report of the Finance Committee

J. Schaub reported that the Finance Committee met prior to the InterLINK Board meeting to review the InterLINK Audited Statements for 2013. The report was given earlier under Agenda Item 501.

606. Report of the Personnel Committee – No report was given as the Personnel Committee has not met.

MOTION: D. Fivehouse moved and I. Bateson seconded

“THAT Agenda Items 601 to 606 be received.”

CARRIED

700. Continuing Business

701. Appointment of Committee Members

S. Freeman noted that there are three vacancies on the InterLINK Board Committees – one on the Finance Committee, one on the Planning Committee and one on the Personnel Committee. She noted that Finance usually meets twice a year and the meeting is in conjunction with the Board meeting. The Personnel Committee meets once a year. The Planning Committee will be meeting a few times as work on an InterLINK Policy Manual is commencing. She asked for volunteers for the Committees.

R. Nish volunteered for the Personnel Committee.

As no further volunteers came forward this will go on the Agenda again at the May Board meeting.

The question was raised about Alternates sitting on an InterLINK Board Committee. It was noted that this has been done in the past and if any alternate wanted to volunteer they could put their name forward.

702. Direct Patron Request – Phase 2 – Update

M. Burris noted that at the last InterLINK Board Meeting, the Board passed a motion to approve Motions 1 and 3 of the *Direct Patron Requesting-Phase 2-Motions for Implementation Report*. He noted that Gordon Coleman has been seconded to do the technical work. With respect to the Motion 2 of the Report, additional information on hosting patron data in a Canadian Server is still being gathered for the AAG. A report will go back to the AAG at its May 2nd meeting. He noted that no action by the Board is required at this time.

703. Advocacy

M. Burris informed the Board that an ABCPLD meeting was held in conjunction with the BCLA Conference. Beverly Shaw, Acting Director of the Library Branch attended both ABCPLD and the Conference. There was an opportunity to discuss advocacy at the ABCPLD meeting. S. Freeman explained that this was in relationship to changes at the Library Branch and Ministry. The question was raised about who would organize advocacy initiatives. It was noted that it is usually the three Associations - ABCPLD, BCLA and BCLTA.

704. Teen Reading Club

M. Burris reported that the newly hired TeenRC Coordinator and the TeenRC Committee are moving forward with the program. The theme for 2014 is “Take a Trip through Time”. The materials will be ready by the end of month and for the first time there is a promotional animated video that can be shared with teens. M. Burris noted that he would send this out to Board members. The committee is also ensuring that there is a more substantive evaluation of the 2014 program, as directed by the Board in their approval of the funding.

MOTION: E. Morrison moved and M. Bostwick seconded

“THAT Agenda Items 702, 703 and 704 be received.”

CARRIED

800. New Business

801. Appointment of Auditors

R. Avigdor noted that as per the InterLINK Agreement (Clause 49), a firm of chartered accountants should be appointed at the inaugural meeting of the InterLINK Board of Directors. This was an oversight for the February 18, 2014 InterLINK Board meeting and is, therefore, being brought to the table at this meeting.

MOTION: J. Schaub moved and D. Lauber seconded

“THAT the Chartered Accounting firm of Collins Barrow be reappointed to conduct the annual audit of the Financial Statements of Public Library InterLINK for the fiscal year ended December 31, 2014.”

CARRIED

802 InterLINK Grant Expenditure Report

M. Burris explained that Public Library InterLINK’s 2013 Provincial Library Grants Report was on the table for information. This is a requirement of the Libraries Branch, Ministry of Education. The question was raised about whether InterLINK or member libraries ever get any feedback on their submitted reports. E. Toner-Rogala noted that the province does publish some of the key findings and Chief Librarians receive emails from the Branch.

803. Draft InterLINK 2014 Action Plan

M. Burris stated that the Public Library InterLINK 2014 Action Plan focuses on Services to Users; Services to Libraries; and Governance. The goal under Governance is to develop an InterLINK Policy Manual and to review the Strategic Plan. Services to Users focuses on resource sharing. Service to Libraries addresses consortia purchasing opportunities; the management and delivery of the NewToBC and TeenRC programs; a review of the current audiobook program; and the provision of opportunities for InterLINK member libraries staff development; and development of InterLINK-wide outcome-based evaluation of information services.

MOTION: D. Lauber moved and E. Morrison seconded

“THAT Agenda Items 802 and 803 be received.”

CARRIED

900. Other Business - None

1000. 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.

1100. Information Items

**1101. Minutes of the Administrators' Advisory Group meeting held
February 7, 2014.**

**1102. Draft Minutes of the Administrators' Advisory Group meeting held
March 7, 2014.**

The information items 1101 and 1102 were received.

1200. Date of Next Meeting

The date of the next regular Board meeting is:

Tuesday, May 27, 2014 – 5:00 p.m. at BPL-Metrotown Branch

1300. Adjournment

M. Bostwick moved and I. Bateson seconded adjournment at 6:35 p.m.