

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, May 27, 2014 Time: 5:30 p.m.

Place: Burnaby Public Library – Metrotown Branch
6100 Willingdon Avenue, Burnaby

MINUTES

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| Present: | Ted Benson | BIPL |
| | Sharon Freeman - <i>Board Chair</i> | BPL |
| | Larry Smith | GibPL |
| | Jane Duber | LALA |
| | Dale Lauber – <i>Board Vice-Chair</i> | NWPL |
| | Stephen Smith | NVCL - Alternate |
| | Ken Lim | NVDPL |
| | Judith Walton | PemPL |
| | Errin Morrison | PMPL |
| | Mark Bostwick | RPL |
| | Ann Hopkins | SecPL - Alternate |
| | Robin Nish | SqPL |
| | James Bennett | SL |
| | John Schaub - <i>Treasurer</i> | VPL |
| | Mary Jo Campbell | WVML - Alternate |
| | Paul Tutsch | WhPL |
| | Michael Burriss – <i>Executive Director</i> | InterLINK |
| | Rita Avigdor – <i>Recording Secretary</i> | InterLINK |
| Absent: | Sandra Hochstein | CPL |
| | Ron Smith | FVRL |

050. Call to Order

Board Chair Sharon Freeman welcomed everyone and called the meeting to order at 5:00 p.m.

100. Approval of Agenda

The following changes were made to the Agenda:

- Agenda Item 703 – InterLINK 2014 Action Plan was removed
- Agenda Item 1200 – Date of Next Meeting – should be September 30, 2014

MOTION: M. Bostwick moved and J. Walton seconded

“**THAT** the Agenda be approved as amended.”

CARRIED

200. Special Business - None

300. Minutes

301. Approval of the Notes of the Board Orientation held April 8, 2014

MOTION: D. Lauber moved and A. Hopkins seconded

“THAT the notes of the Board Orientation held April 8, 2014 be approved.”

CARRIED

302. Approval of the Minutes of the Board Meeting held April 8, 2014

MOTION: J. Duber moved and M. Bostwick seconded

“THAT the minutes of the Board Meeting held April 8, 2014 be approved.”

CARRIED

400. Correspondence

401. May 1, 2014 – to S. Freeman, InterLINK fr. Beverly Shaw, Libraries Branch

402. May 8, 2014 – to Beverly Shaw, Libraries Branch fr. S. Freeman, InterLINK

S. Freeman explained that the correspondence from the Libraries Branch was about InterLINK’s conveyance letter. Agenda Item 402 Is InterLINK’s acknowledgement of receipt of the letter from the Ministry. Brief discussion followed and a question was raised about the paragraph that mentions the Ministry will reclaim any portion of the grant should the federation not use the funds received for the purposed outlined in the grant letter. M. Burris explained that the clause refers to deliverables. InterLINK fully complies with the Ministry by submitting the annual Grants Report, the SOFI document and the Annual Survey of Public Library statistics.

MOTION: S. Smith moved and J. Duber seconded

“THAT the correspondence – agenda items 401 and 402 be received.”

CARRIED

500. Statistics/Financial Report

501. 2013 Statement of Financial Information (SOFI)

R. Avigdor explained that the Financial Information Act requires every library board to file a Statement of Financial Information annually. The 2013 InterLINK SOFI report has been filed in order to meet the May 15th reporting deadline and is circulated for information. The audited financial statements that have been incorporated into the SOFI document were previously adopted by the Board at their April 8th, 2013 meeting.

502. Unaudited InterLINK Financial Statements for the period of Jan. to March 2014

R. Avigdor reviewed the unaudited InterLINK Financial Statements for the period of January to March 2014 and noted that revenues and expenditures are on track for the first three months of the year. The Provincial Grant was received in April and will appear on the April 2014 statements. J. Duber asked for a clarification on the Public Relations category. R. Avigdor explained that this line covers the cost of print brochures and registration fees for the annual Word on the Street Fare. In 2014 an audiobook catalogue will also be produced either as a print catalogue or a catalogue that would be available on the website. J. Duber noted that she would like to see some of the PR budget go towards increasing member library staff awareness of InterLINK as she noticed that some front line staff have little awareness of InterLINK. Brief discussion followed. Several trustees noted that they gave the InterLINK Orientation overhead presentation to their staff and Board, which was very useful in creating awareness. It is also the responsibility of InterLINK Administrators to educate their front line staff on InterLINK services. M. Burris noted that he will poll the Administrators on this.

MOTION: J. Walton moved and J. Schaub seconded

“THAT Agenda Items 501 and 502 be received.”

CARRIED

600. Reports

601. Report of the Board Chair

S. Freeman noted that she had nothing to report. She asked trustees if they are planning to attend the BCLTA Conference this week. At least six or seven trustees indicated that they or another representative from their library would be attending.

602. Report of the InterLINK Executive Director

M. Burris spoke to his written report in the Board package and explained that the NewToBC program is transitioning over to federal funding through CIC. CIC has stringent reporting requirements that will add work on the administrative side of the program. The program will still focus on the very successful Library Champions program in addition to settlement information resources.

M. Burris briefly updated the Board on the consortia purchase of Patron Cards and World Language materials. K. Lim raised the question about expanding sharing of other things such as buying books on a larger scale or buying software for Adobe etc. M. Burris noted that InterLINK is always looking for consortia ideas and discussions are ongoing with the AAG.

603. Report of the Manager of Operations

R. Avigdor informed the Board that she has mainly been working on the Financial set-up and documentation for the NewToBC – ICARE program and the SOFI document. Work on moving those libraries that receive Canpar delivery over to a computerized manifest system will be done over the summer months. She informed the Board that the InterLINK Children’s Services Committee is updating the Kindergarten Train Brochure and the Welcome to Your Library brochure which is featured in various languages.

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, Treasurer noted that he had nothing to report.

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

MOTION: M. Bostwick moved and S. Smith seconded

“THAT Agenda Items 601 to 606 be received.”

CARRIED

700. Continuing Business

701. Appointment of Committee Members

S. Freeman noted that there is still one vacancy on the Finance Committee that requires filling. She asked for volunteers. It was noted that there would only be one meeting left in 2014 which would be held in November in conjunction with the InterLINK Board meeting. Given that no one volunteered this agenda item will be on the table again at the September 30th Board meeting.

702. Resource Sharing – Management Report

M. Burris provided a brief background and noted that the Phase II report on Direct Patron Access was presented to both the AAG and the Board in February 2014. The report recommended that InterLINK proceed with implementing a number of the new features of SHAREit, as well as asking Auto-Graphics (AG) to move to Canadian hosting. The report included three Motions and the Board passed Motions 1 and 3. More information regarding Motion 2 – that InterLINK provide funding to move BC’s Instance of the Auto-Graphics SHAREit platform to Canadian servers – was requested.

In February 2014, the InterLINK Board approved the signing of a contract with BC ELN to provide a part-time coordinator to support the SHAREit migration and optimization of the new features. Gordon Coleman of BC ELN was hired and he has provided documentation regarding the procurement process for the Canadian hosting. The AAG received the report at their May 2nd meeting and are bringing forward some recommendations to the Board.

Discussion ensued. It was noted that migration to the SHAREit interface and the implementation of its new features represents a step toward the priority of direct patron requests. Hosting the software in Canada would be another important move forward. Storing patron information in the system would be in compliance with privacy rules. Patrons could be empowered to enter their own requests and interact directly with the ILL system. This would improve the patron experience, increase the number of ILLs, and make better use of libraries’ individual and collective investment in their collections. The question about funding the program in subsequent years was raised. M. Burris noted that it is a one-year contract and InterLINK would fund it out of reserve funds for the first year. The cost of year two would be \$34,000 and the AAG would review the program and make a recommendation to the Board once they see what InterLINK’s financial position is.

Brief discussion also took place on the difference between a direct patron request and a patron initiated ILL. M. Burris explained that a patron initiated ILL does not connect to all ILS systems as it uses the local ILS to look for an item. The individual systems can provide local policy controls.

MOTION: P. Tutsch moved and E. Morrison seconded

“THAT InterLINK fund the additional cost incurred by a change order to the contract between the BC Electronic Library Network and Auto-Graphics (AG) to facilitate the move of BC’s instance of the AG-SHAREit software to Canadian hosting

And

THAT up to \$45,000 be moved from the Program Reserve to cover the costs of the first year hosting and set up fees

And

THAT InterLINK have a letter of understanding with BC Electronic Library Network (BC ELN).”

CARRIED

800. New Business

801. InterLINK Speaker Series

M. Burris noted that one of InterLINK’s Action Plans was to bring in speakers for a Speaker Series program. The AAG received the Action Plan at its March 7th meeting and recommended that a committee be struck to make recommendations to the Board. The InterLINK Speaker Series Committee met on May 6th at which time they discussed possible speakers for an inaugural event in the fall of 2014 and developed a Terms of Reference for the Committee. The Committee is also developing desired outcomes for the series. After brief discussion, the Board fully supported this as they felt it was a good idea to have as many information sharing sessions as possible and they passed the following motion:

MOTION: M. Bostwick moved and K. Lim seconded

“THAT the InterLINK Board approve that up to \$5,000 be moved from the Program Reserve to fund a fall 2014 InterLINK Speaker Series event.”

CARRIED

M. Burris noted that the speaker series would be open to both board and staff.

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. Some topics included bargaining and contract negotiations; staffing; funding pressures; strategic planning; fundraising initiatives; worksafe training in libraries; and BCLTA's TOP Training.

1100. Information Items

**1101. Draft Minutes of the Administrators' Advisory Group meeting held
May 2, 2014.**

The information item 1101 was received.

1200. Date of Next Meeting

The date of the next regular Board meeting is:

Tuesday, September 30, 2014 – 5:00 p.m. at BPL-Metrotown Branch

1300. Adjournment

M. Bostwick moved and J. Walton seconded adjournment at 6:45 p.m.