

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, September 30, 2014 Time: 5:00 p.m.
Place: Burnaby Public Library – Metrotown Branch
6100 Willingdon Avenue, Burnaby

MINUTES

Present:	Ted Benson	BIPL
	Sharon Freeman - <i>Board Chair</i>	BPL
	Sandra Hochstein	CPL
	Larry Smith	GibPL
	Jane Duber	LALA
	Kathy Siedlaczek	NWPL - Alternate
	Ian Bateson	NVCL
	Ken Lim	NVDPL – arrived 5:40 p.m.
	Judith Walton	PemPL
	Errin Morrison	PMPL – arrived 5:15 p.m.
	Mark Bostwick	RPL
	Dan Fivehouse	SecPL
	Robin Nish	SqPL
	James Bennett	SL – arrived 5:25 p.m.
	John Schaub - <i>Treasurer</i>	VPL
	David Carter	WVML
	Terry Deutscher	WhPL – Alternate
	Edel Toner-Rogala	BPL-AAG representative
	Michael Burris – <i>Executive Director</i>	InterLINK
	Rita Avigdor – <i>Recording Secretary</i>	InterLINK
Absent:	Ron Smith	FVRL

050. Call to Order

Board Chair Sharon Freeman welcomed everyone and called the meeting to order at 5:00 p.m. Board members went around the Board to introduce themselves.

100. Approval of Agenda

The following was added to the Agenda under 400. Correspondence:

- Agenda Item 402 – August 13, 2014 – to S. Freeman, InterLINK fr. M. L. Baum, VPL

MOTION: M. Bostwick moved and D. Carter seconded

“THAT the Agenda be approved as amended.”

CARRIED

200. Special Business - None

300. Minutes

301. Approval of the Minutes of the Board Meeting held May 27, 2014

MOTION: J. Schaub moved and J. Walton seconded

“THAT the Minutes of the Board Meeting held May 27, 2014 be approved.”

CARRIED

400. Correspondence

401. August 11, 2014 – to S. Freeman, InterLINK from Greg Buss, RPL

**402. August 13, 2014 – to S. Freeman, InterLINK from Mary Lynn Baum, VPL
Re: acknowledgement of InterLINK Net Compensation payment for 2013
Circulation**

MOTION: D. Fivehouse moved and S. Hochstein seconded

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

CARRIED

500. Statistics/Financial Report

501. Unaudited InterLINK Financial Statements for the period January to July 2014

R. Avigdor reviewed the Unaudited InterLINK Financial Statements for the period January to July 2014 and noted that revenues and expenditures are on track for the seven month period. She explained that the transfers from reserves have not been done yet as InterLINK was waiting for the actual invoices for the Patron Initiated ILL project. She noted that the “Computer Repair & Maintenance” expense category is over budget due to losing Telus Internet connection for over a week. This resulted in a loss of networking between InterLINK employees and a need for an IT technician to redo the setup. She informed the Board that Telus waived internet charges for once month.

502. Circulation & Net Activity Comparison – Jan. to June 2014

R. Avigdor explained that the Circulation & Net Activity Comparison for January to June 2014 have been circulated for information. The total circulation of 16,085,627 is a 5.14% decrease over the same period in 2013. Both the non-resident loans of 1,963,112 and the net loans of 431,694 have also decreased over the same period in 2013. Brief discussion ensued on why circulation is declining. It was noted that several things could factor into this – one being the fact that ebook lending is not captured in these statistics due to licensing restrictions by the vendor. It was noted that although circulation is going down, activity within the library is actually increasing.

MOTION: J. Schaub moved and D. Fivehouse seconded

“THAT Agenda Items 501 and 502 be received.”

CARRIED

600. Reports

601. Report of the Board Chair

S. Freeman informed the Board that InterLINK had a booth at the Word Vancouver (formerly Word on the Street) event on Sunday, September 28th. Both Rita Avigdor and Candice Stenstrom Moser attended to man the booth. She noted that handouts from the event were brought to this meeting and she invited Board members to help themselves. S. Freeman also stated that there was a smaller crowd than previous years but interest in the InterLINK booth was still keen.

She stated that the InterLINK Planning Committee met prior to this meeting to discuss InterLINK’s strategic planning process. One suggestion was the creation of a “living” Strategic Plan that could be reviewed annually and form the basis of annual work plans. Strategic planning will be a major agenda item at the AAG meeting in early November. A report will then go to the InterLINK Board and member boards for further discussion. This would be a process that would allow us to review the Plan each year to ensure that it remained reflective of the work InterLINK does on behalf of member libraries.

S. Freeman noted that Michael Burriss has been invited to join the Library Leadership Development Council. The council holds one meeting a month and the annual membership is \$2,500. It is an excellent professional development opportunity for M. Burriss. Brief discussion followed and the Board agreed that InterLINK should cover the costs of Michael’s Annual Membership. R. Avigdor noted that the cost would come out of the InterLINK Staff Development expense line.

MOTION: D. Fivehouse moved and I. Bateson seconded

“THAT InterLINK pay Michael Burriss’s annual membership fee of \$2,500 to the Library Leadership Development Council.”

CARRIED

602. Report of the InterLINK Executive Director

M. Burriss spoke to his written report in the Board package and noted that some topics will come up later on the agenda. He noted that the AAG endorsed the recommendation of the InterLINK Speaker Series Committee to engage the services of Michael Vonn of the BC Civil Liberties Association as the fall speaker and an official announcement will be made by the middle of October. The date for the talk is Monday, November 24th at 6:30 p.m. at the Vancouver Community College’s downtown campus. InterLINK is partnering with BCLA on this event. M. Burriss noted that he will send out the full announcement, which will include all the pertinent information, in the next few days.

603. Report of the Manager of Operations

R. Avigdor informed the Board that InterLINK Youth Services Committee (formerly Children's Services Committee) is hosting 2 sessions of the "Inclusive Storytime and Programs" workshop on October 28th. The morning session is at BPL-Tommy Douglas Branch and the afternoon session is at Surrey-City Central Branch. Registration is now full for each session.

The question was raised about moving those libraries that receive Canpar delivery service to an online shipping system. R. Avigdor noted that the original intention was to complete this in the summer. However with InterLINK losing internet activity in the early summer and both InterLINK and Canpar staff vacations it became difficult to schedule. The implementation of this has now been postponed to the fall.

604. Report of the Planning Committee

The Planning Committee met prior to the InterLINK Board meeting to review the InterLINK Strategic Plan process. A report was already given under Agenda Item 601 – Report of the Board Chair.

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: I. Bateson moved and J. Duber 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 informed the Board that there would only be one Finance meeting left in 2014 to review the 2015 Draft InterLINK Budget. The meeting would be held in November in conjunction with the InterLINK Board meeting. She asked for volunteers. Kathy Siedlaczek, Alternate representative for the New Westminster Public Library volunteered to sit on the InterLINK Finance Committee for 2014.

702. Patron Initiated InterLibrary Loan Report - Update

M. Burris informed the Board that work on the migration to a new interface was complete and optimizations to the ILL software features and the move to Canadian hosting were underway. Gordon Coleman has been gathering information regarding ILL practices in member libraries. The

AAG will be meeting in November to discuss policy implications of the move to patron-initiated ILLs and there will be a report back to the Board at the November 18th meeting.

703. Teen Reading Club (TeenRC)

M. Burris referred to the final report from the TeenRC Coordinator and the evaluation of the 2014 program arising out of pre and post program surveys completed by program participants. Survey results show that registration continues to grow and that the overall program has a positive impact. Based on these outcomes the Teen Reading Club committee is recommending that the TeenRC program be ongoing and that it be built into the Youth Services Committee Budget for 2015.

MOTION: D. Fivehouse moved and D. Carter seconded

“THAT \$11,000 be allocated as part of the 2015 Operating Budget for the Teen Reading Club Program.”

CARRIED

The Board noted that they were impressed with the program and the work of both the TeenRC committee and the Coordinator.

MOTION: J. Duber moved and D. Carter seconded

“THAT the InterLINK Board express their appreciation to Jamie McCarthy, Teen Reading Club Coordinator for her work on the 2014 TeenRC program.”

CARRIED

704. Leadership Development Program

M. Burris reported that the RFP was sent out to four firms in early August. Two responses (Ken Haycock and Associates and Royal Roads University) were received. The Leadership Development sub-committee is meeting next week to review the responses and they will make a full recommendation and request to proceed to the Board. M. Burris noted that the target audience is senior management within the InterLINK libraries. This Leadership Development Program is part of the InterLINK Action Plan from 2014.

705. InterLINK Strategic Plan

Discussion of this took place under Agenda Item 601-Report of the Board Chair.

MOTION: M. Bostwick moved and J. Walton seconded

“THAT Continuing Business Items 701 to 705 be received.”

CARRIED

800. New Business - None

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 fundraising initiatives; space needs and new buildings; Strategic Planning processes; SRC and TeenRC successes; RFID implementation and 3D printers.

1100. Information Items

1101. Draft Minutes of the Administrators' Advisory Group meeting held September 5, 2014.

The information item 1101 was received.

1200. Date of Next Meeting

The date of the next regular Board meeting is:

Tuesday, November 18, 2014 – 5:00 p.m. at BPL-Metrotown Branch

1300. Adjournment

D. Fivehouse moved and M. Bostwick seconded adjournment at 6:55 p.m.