

**Public Library InterLINK**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, November 18, 2014 Time: 5:00 p.m.**

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

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**MINUTES**

<b>Present:</b>	Ted Benson	BIPL – arrived 5:15 p.m.
	Sharon Freeman - <i>Board Chair</i>	BPL
	Larry Smith	GibPL
	Kathy Siedlaczek	NWPL - Alternate
	Ian Bateson	NVCL
	Ken Lim	NVDPL – arrived 5:30 p.m.
	Errin Morrison	PMPL
	Mark Bostwick	RPL
	Dan Fivehouse	SecPL
	James Bennett	SL
	John Schaub - <i>Treasurer</i>	VPL
	David Carter	WVML
	Michael Burriss – <i>Executive Director</i>	InterLINK
	Rita Avigdor – <i>Recording Secretary</i>	InterLINK
<b>Absent:</b>	Sandra Hochstein	CPL
	Ron Smith	FVRL
	Jane Duber	LALA
	Judith Walton	PemPL
	Robin Nish	SqPL
	Paul Tutsch	WhPL

**050. Call to Order**

Board Chair Sharon Freeman welcomed everyone and called the meeting to order at 5:10 p.m. Board members went around the Board to introduce themselves.

**100. Approval of Agenda**

**MOTION:** M. Bostwick moved and D. Fivehouse 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 September 30, 2014**

**MOTION:** D. Fivehouse moved and J. Bennett seconded

**“THAT the Minutes of the Board Meeting held September 30, 2014 be approved.”**

**CARRIED**

**400. Correspondence**

**401. September 26, 2014 – to M. Burris, InterLINK from B. Hyman, BC Libraries Cooperative**

M. Burris explained that InterLINK has been in negotiations with the BC Libraries Cooperative to discuss how access to InterLINK’s collection of audiobook sub-masters could be increased. InterLINK has identified sub masters that are BC and Canadiana titles that could be digitized. The Coop is developing a project plan and work on the project should start in January 2015.

**MOTION:** J. Schaub moved and I. Bateson seconded

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

**CARRIED**

**500. Statistics/Financial Report**

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

R. Avigdor spoke to the unaudited InterLINK Financial Statements for the period of January to September 2014 and noted that revenues and expenditures were on track for the nine-month period. She noted that she would speak to this in more detail under Agenda item 802 – 2014 Operating Budget Review.

**502. Circulation & Net Activity Comparison – Jan. to September 2014**

R. Avigdor spoke to the Circulation & Net Activity Comparison for January to September 2014 and noted that the total circulation of 32,564,786 is a 5.43% decrease over the same period in 2013. Both the non-resident loans of 2,978,639 and the net loans of 657,891 have also decreased over the same period in 2013.

**MOTION:** D. Fivehouse moved and K. Siedlaczek seconded

**“THAT Agenda Items 501 and 502 be received.”**

**CARRIED**

## **600. Reports**

### **601. Report of the Board Chair**

S. Freeman informed the Board that this would be her last report as her term is up as a trustee for Burnaby Public Library. She stated that it has been wonderful working with everyone over the years. The Board acknowledged Sharon with a round of applause.

### **602. Report of the InterLINK Executive Director**

M. Burris spoke to his written report in the Board package. He informed the Board that the NewToBC Steering Committee is hoping to meet with CIC representatives to discuss project expansion to the rest of the province. A survey has been sent out to libraries within the province to see if there is an interest in participating in the program.

M. Burris reminded the Board that the Michael Vonn speaking event, co-sponsored by BCLA, is scheduled for November 24<sup>th</sup>. The subject of speech is Intellectual Freedom. The event is being held at Vancouver Community College's downtown campus and is being recorded for archival purposes.

### **603. Report of the Manager of Operations**

R. Avigdor noted that moving those libraries that receive Canpar delivery service to an online shipping system has been postponed to early next year due to resolving some other issues around Canpar services.

### **604. Report of the Planning Committee**

S. Freeman spoke on behalf of the Planning Committee and noted that policies have been gathered and are being compiled into a draft manual. An addendum to the InterLINK Policy Manual will be an updated Personnel section. The Planning Committee and Personnel Committee will review the draft material early in the new year.

### **605. Report of the Finance Committee**

J. Schaub, Treasurer noted that the Finance Committee met prior to the InterLINK Board to review the 2014 InterLINK Operating Budget and the Draft 2015 InterLINK Provisional Budget. Full reports will be given under Agenda Items 802 and 803.

**MOTION:** M. Bostwick moved and I. Bateson seconded

**“THAT Agenda Items 601 to 605 be received.”**

**CARRIED**

## 606. Report of the Personnel Committee

S. Freeman noted that she has a few issues to bring forward under the report of the Personnel Committee and she asked to move to In Camera.

**MOTION:** D. Fivehouse moved and D. Carter seconded

**‘THAT the InterLINK Board meeting moves IN CAMERA.’**

**CARRIED**

Both M. Burriss and R. Avigdor left the meeting at 5:25 p.m.

**MOTION:** Ian Bateson moved

**“THAT the InterLINK Board rise from our In-Camera/Committee of the Whole discussion and report those Personnel motions that were carried.**

**CARRIED**

The meeting rose from the In Camera/Committee of the Whole discussion at 5:48 p.m. and returned to the business of the general session. M. Burriss and R. Avigdor returned to the meeting.

S. Freeman informed M. Burriss and R. Avigdor that the InterLINK Board passed and carried the following personnel motions:

1. **MOTION:** THAT the Board of Public Library InterLINK accept the motion of the Personnel Committee and renew the contract of Michael Burriss as Executive Director until June 2, 2016 with all terms and conditions as previously negotiated.
2. **MOTION:** THAT the next review for the renewal of Michael Burriss’s contract be completed prior to the June 2, 2016 date from the previous motion.
3. **MOTION:** THAT without setting a precedent for any other employees, present or future, that the Board of Public Library InterLINK accept the recommendation of the Personnel Committee that whenever Rita Avigdor announces her retirement, that she be granted one week of pre-retirement paid vacation for each full year of service she has provided since the official beginning of InterLINK on April 1, 1994. Such paid vacation would be inclusive of all current benefits and pension until the start date of her “official” retirement. The InterLINK budget for her retirement year should reflect the additional salaries and benefits expected.
4. **MOTION:** THAT the 2015 InterLINK Personnel Committee investigate “long-term service” retirement gratuities in the library community and make

**policy recommendations to the Board of Public Library InterLINK at the November 2015 meeting.**

- 5. MOTION: THAT the 2015 Personnel/Planning Committees of Public Library InterLINK, following a review of all material and by June 2015, include an addendum to the InterLINK Policy Manual which includes a thorough updating of all Personnel-related information.**

Both M. Burris and R. Avigdor thanked the Board.

## **700. Continuing Business**

### **701. Patron Initiated InterLibrary Loan Report**

M. Burris noted that the AAG held a special meeting on November 6<sup>th</sup> to discuss ILL policies and other aspects of how a system of patron-initiated ILL would function. He also noted that the Contractor has worked on moving to the new platform and the move to the Canadian server. A meeting with BC ELN is planned next week to review the work to date and begin the process of developing a work plan for implementation of patron-initiated ILL. Funding implications of the work plan would be brought to the Board for consideration and decision.

### **702. Leadership Development Program**

M. Burris presented the report on the Leadership Development Program. He noted that the subjects of leadership development and succession planning have been discussed at the Board and AAG tables for some time. They are also topics of concern for the library community at large. The need of a Leadership Development Program for InterLINK member libraries was identified as a priority item in the 2014 InterLINK Action Plan, which was approved by both the AAG and the InterLINK Board. A sub-Committee was established and they developed a Request for Proposal that was distributed. Two responses were received and upon review the Sub-Committee recommended to the AAG that InterLINK contract with Ken Haycock and Associates to develop and deliver a Leadership Development Program. At their meeting held November 7, 2014, the Administrators` Advisory Committee endorsed that recommendation and is bringing a recommendation forward to the Board to contract with Ken Haycock and Associates and to approve a transfer up to \$65,000 to cover first year costs.

Lengthy discussion ensued. Board members asked who the target audience would be. M. Burris explained that the program would be designed to identify, encourage and support candidates with the potential and interest in moving into senior management positions. Board members asked if there was a way of being more inclusive. D. Fivehouse noted that this program seemed totally irrelevant to the needs of smaller libraries like Sechelt as it is larger library specific. M. Burris explained that this is part of succession management for all of our libraries. A small library may not benefit immediately but could benefit a few years later if a Chief Librarian were to retire or leave. The diverse nature of the federation is one reason for a program that is tailored to InterLINK needs.

M. Burris pointed out that many InterLINK programs do not involve all eighteen members.

Board members also raised some questions about the cost. M. Burris explained that the first year costs are approximately \$62,000 and included a needs assessment. Costs in subsequent years, if approved, would be reduced as they would not include the development phase. InterLINK would own the developed product and its contents.

After discussion, the recommended motion from the AAG was put on the floor:

**MOTION:** D. Carter moved and J. Bennett seconded

**“THAT the InterLINK Board approve InterLINK contract with Ken Haycock and Associates to develop and deliver a Leadership Development Program for Public Library InterLINK’s member libraries**

**and**

**THAT the InterLINK Board approve up to \$65,000 be moved from the Program Reserve in 2015 to cover the costs of the first year of the Leadership Development Program.”**

Discussion took place again and questions were raised:

- how many people could attend the session?
- how are they selected?
- was there another level that could be addressed?

A new motion was put forward:

**MOTION:** M. Bostwick moved and D. Fivehouse seconded

**“THAT the InterLINK Board refer the proposal back to the AAG so they can answer the questions and have a response for decision to the Board by its February 2015 meeting.”**

**Defeated:** The vote on the Motion to refer was defeated as the vote was deadlocked. The main motion was also defeated.

The Board asked that their concerns and questions be addressed by the AAG prior to making any decisions. They also questioned why an AAG representative was not present at the table. M. Burris noted that the lack of an AAG representative was due to last minute scheduling conflicts.

S. Freeman thanked M. Burris for his report and she and the Board noted that M. Burris gave a very positive presentation on behalf of the AAG regarding the proposal.

### **703. InterLINK Strategic Plan**

M. Burris informed the Board that, at their meeting held November 7<sup>th</sup>, the AAG reviewed the suggestion from the Planning Committee to create a “living” Strategic Plan which could be reviewed annually and form the basis of annual work plans. The AAG agreed that this approach was good but felt that a long time had passed since the last Strategic Plan. They agreed that a full strategic planning process should be considered for 2015 and that the InterLINK Strategic Plan

should be reflective of the strategic plans of member libraries. Connecting the planning cycle to the budget process was endorsed.

After brief discussion the Board passed the following motion:

**MOTION:** D. Carter moved and D. Fivehouse seconded

**“THAT the InterLINK Board Planning Committee review the suggestion from the AAG that there be a full strategic planning process that aligns the 18 strategic plans of member libraries with an InterLINK action plan**

**And**

**THAT the Planning Committee report to the Board at the May 2015 Board meeting with a plan for a full Fall Strategic planning session if needed.”**

**CARRIED**

## **800. New Business**

### **801. Projections – 2014 Net Circulation Activity and Costs**

R. Avigdor spoke to the projections for the 2014 Net Circulation Activity and Costs and noted that the projections were based on the following:

- January to September 2014 Actual Circulation Statistics
- October to December 2013 Actual Circulation Statistics

The projections show that the 2014 total circulation is 32,564,786 and the 2014 non-resident activity is 3,963,312. The projected 2014 Net non-resident activity is 866,494 and compensation for this is projected to be \$433,247, which is comprised of \$346,598 from operating funds and \$86,649 from net borrowing libraries. The calculations are a preliminary estimate only and are subject to change when final statistics are compiled in early 2015.

### **802. 2014 Operating Budget Review**

R. Avigdor spoke to the 2014 Operating Budget Review and noted that the review projects an operating surplus of \$54,166 for the fiscal year 2014. This is primarily due to InterLINK Administration fees collected from the NewToBC program. R. Avigdor commented on major variances of \$1,000 or more for both the revenue and expenditure sections. She noted that this is a forecast only and once the books have been closed and audited the actual amount of the surplus will be determined and a recommendation would be taken to the Finance Committee and the InterLINK Board to transfer the funds to InterLINK reserves.

### **803. Draft – Proposed 2015 InterLINK Budget**

Treasurer J. Schaub asked R. Avigdor to speak to the Draft Proposed 2015 InterLINK Budget.

R. Avigdor noted that Schedule A shows an increase over the 2014 Budget which is mainly due to the NewToBC program. Membership levies show a 7.24% decrease over 2014 and this is primarily due to extra revenues collected as administration fees for the NewToBC program. R. Avigdor reviewed the major variances of \$1,000 or more in both revenue and expenditure sections. She explained that the Teen Reading Club expenditure of \$11,000 has been built directly into the operating budget and funds will no longer be transferred from reserves to cover the costs. R. Avigdor briefly reviewed Schedules B, C and D that accompanied the Draft.

J. Schaub informed the Board that the Draft Proposed 2014 InterLINK Budget should go back to member boards for input and he referred to the recommendation from the Finance Committee.

**MOTION:** J. Schaub moved and D. Carter seconded

**``THAT the Board of Directors of Public Library InterLINK adopt Schedule A as the Year 2015 Provisional Budget of Public Library InterLINK and authorize its onward transmittal to member library boards for their consideration and comment**

**And**

**THAT a final vote on the 2015 InterLINK Budget take place at the first InterLINK Board meeting in 2015.``**

**CARRIED**

#### **804. Draft – Proposed 2015 InterLINK Board Meeting Schedule**

The Draft Proposed 2015 InterLINK Board meeting schedule was circulated for information.

#### **805. Notice of Election**

S. Freeman informed the Board that at its February 24, 2015 meeting, the Board must call for nominations and hold elections for the following positions:

- InterLINK Board Chair
- InterLINK Board Vice-Chair
- InterLINK Board Treasurer

She encouraged trustees to consider running for these positions.

#### **900. Other Business**

M. Burris took the floor and thanked Sharon Freeman for her many years of service on the InterLINK Board both as Board Chair and Treasurer. Her dedication and work has been appreciated by all and on behalf of the Board he presented Sharon Freeman with a gift and flowers. The Board thanked Sharon and gave a round of applause.



### **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. Draft Minutes of the InterLINK Planning Committee meeting held Sept. 30, 2014**

**1102. Draft Minutes of the AAG-Special Meeting held Nov. 6, 2014**

**1103 Draft Minutes of the AAG meeting held Nov. 7, 2014**

The information item 1101 to 1103 were received.

### **1200. Date of Next Meeting**

The date of the next regular Board meeting is:

**Tuesday, February 24, 2015 – 5:00 p.m. at BPL-Metrotown Branch**

### **1300. Adjournment**

M. Bostwick moved and J. Schaub seconded adjournment at 7:50 p.m.