

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, February 24, 2014 Time: 5:00 p.m.

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

MINUTES

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|-----------------|---|-----------|
| Present: | Ted Benson | BIPL |
| | Katy Alkins-Jang | BPL |
| | Sandra Hochstein | CPL |
| | Larry Smith | GibPL |
| | Bradley Dirkson | LALA |
| | Kathy Siedlaczek – Board Vice-Chair | NWPL |
| | Ian Bateson | NVCL |
| | Ken Lim | NVDPL |
| | Judith Walton | PemPL |
| | Errin Morrison | PMPL |
| | Mark Bostwick | RPL |
| | Dan Fivehouse | SecPL |
| | Robin Nish | SqPL |
| | James Bennett | SL |
| | John Schaub – Board Chair | VPL |
| | David Carter – Board Treasurer | WVML |
| | Paul Tutsch | WhPL |
| | Michael Burriss – Executive Director | InterLINK |
| | Rita Avigdor – Recording Secretary | InterLINK |
| Absent: | Jeannie Kanakas | FVRL |

050. Call to Order

M. Burriss took the floor and welcomed everyone. He noted that the InterLINK Board is currently without a Chair or Vice-Chair. Upon checking the Robert’s Rules, the Board could either elect a chair pro tem or allow the Executive Director to conduct the meeting until elections are held. The Board agreed that M. Burriss should conduct the meeting until the Chair position was filled.

M. Burriss called the meeting to order at 5:00 p.m. He asked that everyone go around the table to introduce themselves given that there are new delegates present.

He noted that Agenda Item 801 – the In Camera session would be moved to the end of the meeting so that R. Avigdor may leave.

100. Approval of Agenda

MOTION: K. Alkins-Jang moved and M. Bostwick seconded

“THAT the Agenda be approved as circulated.”

CARRIED

200. Special Business – None

300. Election of Executive

301. InterLINK Board Chair

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

M. Bostwick nominated John Schaub, VPL

No further nominations being made

John Schaub, VPL accepted the nomination and was declared InterLINK Board Chair for 2015

301. InterLINK Board Vice-Chair

John Schaub took the chair and opened nominations for the position of InterLINK Board Vice-Chair.

M. Burris provided a brief overview of the role of the Vice-Chair and noted that the Vice Chair is also the Chair of the Planning Committee.

T. Benson nominated Kathy Siedlaczek, NWPL

No further nominations being made

Kathy Siedlaczek, NWPL accepted the nomination and was declared InterLINK Board Vice-Chair for 2015.

303. InterLINK Treasurer

P. Tutsch nominated David Carter, WVML

No further nominations being made

David Carter, WVML accepted the nomination and was declared InterLINK Board Treasurer for 2015.

304. InterLINK Signatories

R. Avigdor 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. However, any cheques issued over \$10,000 require one of the signatories to be an InterLINK trustee.

MOTION: D. Carter moved and J. Walton seconded

“THAT the InterLINK Board signatories for 2015 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 of the signatories to be an InterLINK Trustee.”

CARRIED

400. Minutes

401. Approval of the Minutes of the Board Meeting held November 18, 2014

Ian Bateson informed the Board that the Personnel Committee still has one piece of business that is outstanding and he will report on this under Agenda Item 706.

MOTION: D. Fivehouse moved and K. Lim seconded

“THAT the Minutes of the Board Meeting held November 18, 2014 be approved.”

CARRIED

500. Correspondence

501. February 2, 2015 – to M. Burriss, InterLINK from G. Buss, RPL

M. Burriss explained that the letter from G. Buss, RPL acknowledges RPL’s receipt and review of the proposed 2015 InterLINK Operating Budget.

MOTION: P. Tutsch moved and K. Lim seconded

“THAT the correspondence – agenda items 501 be received.”

CARRIED

600. Statistics/Financial Report

601. InterLINK Circulation & Net Activity Comparisons-Jan. to Dec. 2014

R. Avigdor explained that actual circulation activity for 2014 came in slightly lower than the projections that were compiled in early November 2014. The actual activity shows that the 2014 Total Circulation is 32,143,853 and the 2014 Net Non-Resident activity is 862,171.

MOTION: P. Tutsch moved and D. Fivehouse seconded

“THAT Agenda Item 601 be received.”

CARRIED

602. Circulation & Net Activity Comparison – 2014 Costs

R. Avigdor noted that the compensation for actual net activity for 2014 is \$431,084, which is comprised of \$344,868 from the operating budget and \$86,216 from the net borrowing libraries.

MOTION: M. Bostwick moved and K. Lim seconded

“THAT Agenda Items 602 be received.”

CARRIED

700. Reports

701. Report of the Board Chair - no report was given due to new appointments.

702. Report of the InterLINK Executive Director

M. Burris spoke to his written report in the Board package. He informed the Board that Blueshore Financial has agreed to provide \$2,000 in sponsorship money to the Teen Reading Club to cover gift cards and prizes. This will free up funds for updates to the TeenRC website.

M. Burris noted that the “Highly Effective Teams” staff development sessions were held January 13, 14 and 20th. Through evaluations attendees reported that the sessions were excellent and had practical application for the workplace. The question was raised about how many libraries participated. M. Burris informed the Board that at least 10 libraries sent staff to attend the sessions.

Board members asked why only 10 libraries are participating in the NewToBC program. M. Burris noted that NewToBC was established as a pilot project in 2012 with a Memorandum of Understanding between the Ministry of Education and the Ministry of Jobs, Tourism and Skills Training. The provincial government funders selected the NewToBC pilot participants. In April 2014, Public Library InterLINK negotiated a Contribution Agreement with and secured funding from Citizenship and Immigration Canada to continue the NewToBC services to newcomers in the 10 NewToBC Library communities. InterLINK is currently preparing an application to Citizenship

and Immigration Canada to request funding to extend the reach of NewToBC to all InterLINK libraries as well as libraries across British Columbia for 2016-2018.

703. Report of the Manager of Operations

R. Avigdor noted that her time has mainly been spent on preparing for audits. Citizenship and Immigration conducted a full day audit on the NewToBC program on February 12, 2015. The field work for InterLINK's full audit is commencing on Thursday, Feb. 26h.

704. Report of the Planning Committee – no report was provided

705. Report of the Finance Committee

No report was provided by the Treasurer. R. Avigdor informed David Carter that she will call a meeting of the Finance Committee on March 31st just prior to the InterLINK Board meeting so that the 2014 Audited Financial Statements can be reviewed.

706. Report of the Personnel Committee

I. Bateson noted that the Personnel Committee will be providing a letter for M. Burriss to formally notify him that his contract has been renewed until June 2, 2016.

800. Continuing Business

801. Personnel Issue – Motion to Rescind – Move to In Camera Session

This agenda item was deferred to the end of the meeting after Agenda Item 1200-Around the Board.

802. Leadership Development Program

M. Burriss informed the Board that the online motion approving the development and delivery of a Leadership Program for InterLINK member libraries, passed in January by a Board vote of 12 in favour, 1 against and 3 abstentions. He noted that he is bringing this forward at this meeting so that the motion is read and recorded in the minutes as per InterLINK's online motion policy.

The Motion was:

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 that 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.

Carried via Online vote: January 26, 2015.

803. Draft 2015 Provisional Operating Budget

R. Avigdor spoke to the revised Draft 2015 Provisional Operating Budget and noted that the Budget was revised to reflect the actual circulation activity for 2014. 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: I. Bateson moved and K. Alkins-Jang seconded

“THAT the Board of Public Library InterLINK give final adoption to the 2015 InterLINK Operating Budget.”

CARRIED

900. New Business

901. Appointment of Auditor’s

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. Currently InterLINK uses the firm of Collins Barrow and it is being recommended that they be reappointed to conduct the annual audit for 2015. The Board asked how long InterLINK has used Collins Barrows. R. Avigdor stated that it has been well over 10 years. Brief discussion ensued on whether or not InterLINK should change auditors. It was suggested that Collins Barrow be reappointed to conduct the audit for the fiscal year 2015 but that InterLINK investigate quotes from other accounting firms for the 2016 audit. Collins Barrow should be invited to submit a quote as well.

MOTION: I. Bateson moved and Katy Alkins-Jang 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, 2015.”

CARRIED

MOTION: P. Tutsch moved and J. Bennett seconded

“THAT Public Library InterLINK obtain quotes from various chartered accounting firms, including Collins Barrow, to conduct the annual audit of the Financial Statements of Public Library InterLINK for the fiscal year ended December 31, 2016.”

CARRIED

902. InterLINK Governance and Report Structure

M. Burriss raised the issue of InterLINK governance and stated that the Board should consider a review to its existing governance and policy framework to ensure issues such as roles,

responsibilities, and relationships are codified. Developing a clear governance structure, including a review of the InterLINK Agreement, will enhance operations, improve communication, clarify roles and enable improved decision-making at all levels of the organization. M. Burris noted that it is being recommended that the Executive Director engage the services of a consultant to work with the InterLINK Board and staff to review the Federation's governance structure. An update and plan of action will be developed by the Executive Director for the Board's March 31st meeting.

Discussion ensued. It was noted that work has already begun on a Draft Policy manual. Once policies and the governance structure have been reviewed then InterLINK could enter into a full Strategic Planning process. M. Burris also explained that the InterLINK Agreement underlies InterLINK's operations and spells out the relationship of the 18 libraries. It is a legal document that also requires updating. Board members were in agreement to the Governance and Report structure review but they suggested that the legal aspects should be kept separate from the governance review. One recommendation was to obtain a cost from Consultant Tom Abbott. The question was raised about setting up an AD Hoc committee. M. Burris noted that he sees this as the responsibility of the InterLINK Planning Committee.

MOTION: D. Fivehouse moved and P. Tutsch seconded

“THAT the InterLINK Board instruct the Executive Director to investigate costs for a consultant to work with the InterLINK Board and staff to review the Federation's governance structure and that the costs and recommendation be brought back to the InterLINK Board at their March 31st , 2015 meeting.”

CARRIED

903. 2015 Action Plan

M. Burris noted that since 2013, InterLINK staff have submitted an Action Plan as a guide for Federation activities. The 2015 Action Plan included in the agenda package outlines proposed InterLINK activities in 2015 including:

- Developing a governance structure for the federation
- Developing a Strategic Plan for InterLINK
- Working with member libraries and provincial partners to implement patron-initiated interlibrary loans
- Supporting collaboration among member libraries

M. Burris further noted that the Action Plan provides the recommendation, action, timeline and responsibility for each goal.

Discussion ensued and one question was raised about the Patron Initiated Interlibrary Loan goal. It was noted that work on this has been in place for several years and given the decline in circulation is there a need for this work to continue? M. Burris noted that the Board establishes the Federation's strategic goals. He provided background on the work done to date. Improving the manner in which InterLINK libraries share physical materials has been a strategic goal since 2009. The current work is a reflection that in view of the recent circulation trends an expensive

circulation-based system described as “direct patron requests” might not be the best investment of InterLINK funds. He explained that through vendor presentations it became apparent that the current Auto-Graphics software has functionality that would allow for improvements to the interlibrary loan system. After a thorough review of the Auto-Graphics’ resource sharing software, the Board approved this approach and now it is in the implementation stage. M. Burris noted that in his view resource sharing becomes even more important as circulation goes down. He stated that the current work is a practical approach to improving the way libraries do interlibrary loans.

MOTION: D. Fivehouse moved and I. Bateson seconded

“THAT the InterLINK approve the 2015 Action Plan and share it with their home library boards.”

CARRIED

1000. Appointment of Committee Members

J. Schaub noted that the InterLINK Board has three permanent committees. He asked for volunteers to sit on the committees.

1001. Finance Committee

It was explained that the Board Treasurer (David Carter, WVML) 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.

- **Paul Tutsch, WhPL volunteered for the Finance Committee**
- **Kathy Alkins-Jang, BPL volunteered for the Finance Committee**

1002. Planning Committee

It was explained that the Board Vice-Chair (Kathy Siedlaczek, NWPL) automatically sits on the Planning Committee. There are two Board vacancies that need to be filled.

- **Ted Benson, BIPL volunteered for the Planning Committee**
- **Errin Morrison, PMPL volunteered for the Planning Committee**

1003. Personnel Committee

John Schaub noted that as Board Chair he will automatically sit on the Personnel Committee. There are two Board vacancies that need to be filled.

- **Ian Bateson, NVCL volunteered for the Personnel Committee**
- **Judith Walton, PemPL volunteered for the Personnel Committee**

1100. Other Business - None

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.

***BREAK – A brief break was taken at 6:50 p.m. R. Avigdor left the meeting at this point.
The meeting resumed at 7:00 p.m***

801. Personnel Issue – Notice to Rescind

MOTION: J. Schaub moved and J. Walton seconded

“THAT the InterLINK Board meeting moves IN CAMERA.”

CARRIED

MOTION: L. Smith moved and D. Carter seconded

“THAT the InterLINK Board rise from the In-Camera/Committee of the Whole discussion.”

CARRIED

It was reported that a motion to rescind a motion passed at the November 18, 2014 InterLINK Board meeting regarding a retirement award to the current Manager of Operations was defeated. The original motion from the November 18th, 2014 meeting is still in effect.

1300. Information Items - None

1400. Date of Next Meeting

The date of the next regular Board meeting is:

**Tuesday, March 31, 2015 – at BPL-Metrotown Branch
Orientation – 4:30 p.m.
Regular Meeting – 5:30 p.m.**

1300. Adjournment

D. Carter moved and P. Tutsch seconded adjournment at 7:45 p.m.