

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, March 31, 2015 Time: 5:30 p.m.
Place: Burnaby Public Library – Metrotown Branch
6100 Willingdon Avenue, Burnaby

MINUTES

| | | |
|-----------------|--|-------------------|
| Present: | Ted Benson | BIPL |
| | Sheila Pierce | BPL - Alternate |
| | Sandra Hochstein | CPL |
| | Laura Dupont | FVRL |
| | Corisa Bell | FVRL - Alternate |
| | Rob Martin | GibPL - Alternate |
| | Bradley Dickson | LALA |
| | Kathy Siedlaczek – <i>Board Vice-Chair</i> | NWPL |
| | Ian Bateson | NVCL |
| | Mark Fetterly | NVCL - Alternate |
| | Ken Lim | NVDPL |
| | Judith Walton | PemPL |
| | Errin Morrison | PMPL |
| | Mark Bostwick | RPL |
| | Dan Fivehouse | SecPL |
| | Ann Hopkins | SecPL - Alternate |
| | Robin Nish | SqPL |
| | David Gayton | SqPL - Alternate |
| | James Bennett | SL |
| | Linda Stromberg | SL - Alternate |
| | John Schaub – <i>Board Chair</i> | VPL |
| | David Carter – <i>Board Treasurer</i> | WVML |
| | Paul Tutsch | WhPL |
| | Michael Burris – <i>Executive Director</i> | InterLINK |
| | Rita Avigdor – <i>Recording Secretary</i> | InterLINK |

050. Call to Order

J. Schaub called the meeting to order at 5:30 p.m. and welcomed everyone to the meeting. He asked that everyone go around the table to introduce themselves given that several alternates are present.

100. Approval of Agenda

MOTION: J. Bennett moved and S. Hochstein 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 24, 2015

MOTION: D. Carter moved and I. Bateson seconded

“THAT the Minutes of the Board Meeting held February 24, 2015 be approved.”

CARRIED

400. Correspondence

401. March 24, 2015 – to S. Innes, BlueShore Financial from M. Burris, InterLINK

M. Burris explained that the letter is thanking BlueShore Financial for their donation of \$2,000 to the Teen Reading Club Program.

402. March 31, 2015 – to J. Schaub, InterLINK from Beverley Shaw, Libraries Branch, Ministry of Education

The letter describes the provincial investments, priorities, expectations, and deliverables for the receipt of the provincial funding. M. Burris noted that the expectations outlined were similar to the previous year.

MOTION: D. Carter moved and J. Walton seconded

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

CARRIED

500. Statistics/Financial Report

501. Audited Financial Statements of InterLINK Federated Public Library System for the fiscal year ended December 31, 2014

D. Carter, Treasurer asked R. Avigdor to speak to the Audited 2014 InterLINK Financial Statements. R. Avigdor informed the Board that InterLINK is ending the 2014 fiscal year with an operating surplus of \$53,341.89 which is primarily due to administration fees InterLINK collected as part of the NewToBC funding agreement with Citizenship and Immigration Canada; the Youth Services Committee and PR expenses coming in under budget; and net provider compensation coming in lower than the projections in the fall. She reviewed the Statement of Financial Position and the Statement of Operations and the accompanying notes and schedules to the financials. D. Carter stated that the Finance Committee met prior to the Board meeting to review all documentation and they are recommending that the Board approve the Financial Statements and are recommending a transfer of the surplus funds to reserves.

MOTION: D. Carter moved and J. Walton seconded

“THAT the InterLINK Board of Directors approve the 2014 Audited InterLINK Financial Statements

and

THAT the 2014 InterLINK Operating Surplus of \$53,341.89 be transferred to the Program Reserve Fund.”

CARRIED

600. Reports

601. Report of the Board Chair

J. Schaub reported that he met with Board Vice-Chair Kathy Siedlaczek and Michael Burris a few weeks ago to discuss the InterLINK Governance review.

602. Report of the InterLINK Executive Director

M. Burris spoke to his written report in the Board package. He informed the Board that he has been invited to speak at the Canadian Urban Library Council meeting about InterLINK Governance. A question arose about the NewToBC program being extended to other libraries. M. Burris explained that when the NewToBC program was launched as a pilot project in 2012 under the provincial umbrella it included 10 urban libraries selected for participation by the government. As of 2014, the program is funded by the Federal government and as stipulated by the funder has continued with the 10 original libraries. However, InterLINK has utilized some remaining provincial funds to enhance the website to include other InterLINK libraries and to provide some training to those libraries. Preparations are currently underway to apply for 2016-2018 funding from Citizenship and Immigration Canada. The application will request funding to extend the reach of NewToBC to all InterLINK libraries as well as libraries across British Columbia.

603. Report of the Manager of Operations

R. Avigdor noted that her time has mainly been spent on preparing for audits. She informed the Board that the InterLINK Youth Services Committee is hosting a “Tickles & Tunes with Kathy Reid Naiman” workshop on Tuesday, April 21st. The workshop is designed to encourage parental involvement with 6 months to 5 year olds in early learning and literacy. InterLINK has had an overwhelming response with registration and the session is now full at 60 participants.

604. Report of the Planning Committee

K. Siedlaczek noted that the Planning Committee has not met to-date. Their focus is the InterLINK governance review and meetings should take place in the upcoming months.

605. Report of the Finance Committee

D. Carter noted that at the meeting held prior to the Board meeting, the Finance Committee agreed to do some extra work this year by undertaking a review of the existing financial structure and related policies.

606. Report of the Personnel Committee

J. Schaub noted that the Personnel Committee approved the costs for InterLINK staff development for 2015.

700. Continuing Business

701. InterLINK Governance Review

M. Burris informed the Board that, as per the 2015 Action Plan, he investigated three companies regarding the potential for working on InterLINK’s governance review. One company felt that their area of expertise was strategic planning and not specifically governance, and did not see a fit to work on the review. M. Burris had informal quotes from two other companies. Of those two, InterLINK received a formal proposal from Realize Strategies. M. Burris met with the Executive Director of Realize Strategies to discuss InterLINK’s goals for the governance review. Realize Strategies provided a quote for it’s proposed work and M. Burris recommended that InterLINK contract with Realize Strategies.

Discussion ensued and the Board asked about timelines and implementation. M. Burris noted that Realize Strategies is proposing a three-phase approach to a governance review for InterLINK. They have provided pricing for each stage:

| | |
|-----------------------------------|-------------------------|
| Research and Mapping: | \$1500 |
| Structured Board Engagement: | \$2250 |
| Preparation of Governance Manual: | \$6000 |
| Total: | \$9,750 plus GST |

Funding for the proposal is available in the Project Reserve. However it is recommended that the use of reserve funds be dependent on InterLINK’s financial situation as reported to the Board in the fall.

M. Burris noted that Phase II – Structured Board Engagement would be a one-day governance workshop with members of the Board and Executive Director and could take place sometime in May. The completion of a Governance Policy Manual would be after Phase I and II are finished.

It is expected that the project would be fully completed by the end of June 2015. M. Burris noted that this timing could be off a bit given that the Board does not meet over the summer and the first meeting of the fall is September 29th. He will review these dates with Realize Strategies.

After discussion, the Board passed the following motion:

MOTION: D. Carter moved and J. Walton seconded

“THAT Public Library InterLINK contract with Realize Strategies on the Federation’s governance review as proposed and approve the cost of the review, which is not to exceed \$10,000.”

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.

1100. Information Items

1101. Draft Minutes of the Administrators' Advisory Committee meeting held March 6, 2015

MOTION: S. Pierce moved and M. Bostwick seconded

"THAT Agenda Item 1101 be received."

CARRIED

1102. 2015 Board Committee Representatives

MOTION: M. Bostwick and J. Walton seconded

"THAT Agenda Item 1102 be received."

CARRIED

1200. Date of Next Meeting

The date of the next regular Board meeting is:

Tuesday, May 26, 2015 – 5 p.m. at BPL-Metrotown Branch

1300. Adjournment

S. Hochstein moved adjournment at 6:45 p.m.