

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, May 26, 2015 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
	Katy Alkins-Jang	BPL
	Matt Djonlic	CPL - Alternate
	Rob Martin	GibPL
	Bradley Dickson	LALA
	Kathy Siedlaczek – <i>Board Vice-Chair</i>	NWPL
	Ian Bateson	NVCL
	Mark Fetterly	NVCL - Alternate
	Ken Lim	NVDPL
	Mark Bostwick	RPL
	Dan Fivehouse	SecPL
	David Gayton	SqPL
	James Bennett	SL
	John Schaub – <i>Board Chair</i>	VPL
	David Carter – <i>Board Treasurer</i>	WVML
	Michael Burris – <i>Executive Director</i>	InterLINK
	Rita Avigdor – <i>Recording Secretary</i>	InterLINK
<b>Absent:</b>	Laura Dupont	FVRL
	Judith Walton	PemPL
	Errin Morrison	PMPL
	Paul Tutsch	WhPL

**050. Call to Order**

J. Schaub called the meeting to order at 5:05 p.m. and welcomed everyone to the meeting.

**100. Approval of Agenda**

**MOTION:** K. Alkins-Jang moved

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

**CARRIED**

**200. Special Business – None**

**300. Minutes**

**301. Approval of the Minutes of the Board Meeting held March 31, 2015**

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

**“THAT the Minutes of the Board Meeting held March 31, 2015 be approved.”**

**CARRIED**

**302. Approval of the Minutes of the Board Governance Session held May 9, 2015**

**MOTION:** K. Siedlaczek moved and K. Alkins-Jang seconded

**“THAT the Minutes of the Board Governance Session held May 9, 2015 be approved.”**

**CARRIED**

**400. Correspondence - None**

**500. Statistics/Financial Report**

**501. 2014 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 2014 InterLINK SOFI report has been filed in order to meet the May 15<sup>th</sup> 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 March 31<sup>st</sup>, 2015 meeting.

**MOTION:** J. Bennett moved and M. Bostwick seconded

**“THAT the 2014 InterLINK Statement of Financial Information (SOFI) report be received.”**

**CARRIED**

**600. Reports**

**601. Report of the Board Chair**

J. Schaub reported that he attended the BCLTA Conference over the weekend. One of the sessions that he attended was “How do you be a good Board Chair?” He informed the Board that BCLTA held elections and that a new Executive is in place.

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

M. Burris spoke to his written report in the Board package. He noted that current 2015 Action Plan activities such as “Governance Framework; Strategic Planning; and 2014 Provincial Library Grant Report are all separate items on the agenda. The “Tools and Techniques for Navigating Today's Communication Challenges” staff development sessions held in April were well received. Participants will be surveyed in the fall to provide feedback on how well the session learning outcomes have been applied to the workplace.

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

R. Avigdor informed the Board that the 2014 Annual Charity Return has been filed with Revenue Canada. InterLINK upgraded their accounting software program recently and conversion of the accounting data was completed. She noted that the InterLINK truck has been pulled over on several occasions at weigh scales for inspection. It was brought to the driver's attention that the vehicle weighed in a little over 5,900 kg. The allowed GVW for the truck is 6,681 kg. Our drivers will continue to monitor this and keep the weight to the 6,000 kg range.

**604. Report of the Planning Committee**

K. Siedlaczek noted that the Planning Committee has not met to date.

**605. Report of the Finance Committee**

D. Carter noted that the Finance Committee met prior to the Board meeting to begin a financial review of the federation. Terms of Reference for the Finance Committee have been established. M. Burris will be implementing a Work Plan for the Finance Committee that will tie into the overall governance review and Strategic Planning process.

**606. Report of the Personnel Committee**

J. Schaub noted that there was nothing to report for the Personnel Committee.

**MOTION:** K. Alkins-Jang moved and K. Siedlaczek seconded

**"THAT Agenda Items 601 to 601 be received."**

**CARRIED**

**700. Continuing Business**

**701. InterLINK Governance Review Update**

M. Burris asked those Board members that participated in the May 9<sup>th</sup> Governance Review session to share feedback on the day. Participants indicated that it was a great refresher and that the facilitator was exceptional in his delivery. They thought his approach was very practical and he engaged all attendees. M. Burris explained that J. Kay's next steps are to conduct a review of current documentation and work with the Ad Hoc Governance Committee on a draft Governance and Policy Manual. This manual will go to the AAG for feedback and then to the Planning Committee for review and any subsequent recommendation to the InterLINK Board. It is anticipated that work on the review will be completed by the end of 2015.

**702. Strategic Planning – Draft RFP**

M. Burris noted that InterLINK's last Strategic Plan was for 2009 to 2011. Since then the work of the Federation has been guided by Strategic Plan Refreshes and annual Action Plans. It was agreed by both the Board and the AAG that InterLINK should engage in a full Strategic Planning session in the fall of 2015. A Draft RFP has been developed to be sent to prospective respondents to submit proposals for the development of a comprehensive strategic plan for Public Library InterLINK. M. Burris noted that he currently has four companies that the proposal will be sent to. He explained that the Strategic Planning process is separate from the Governance Review process. The RFP will go out in the beginning of June with a June 15<sup>th</sup> deadline for responses. He noted that once responses are back with costs, he will send

the information out to the Board and request an online vote regarding funding. Funding for the project would come out of InterLINK Reserve funds.

**MOTION:** K. Alkins-Jang moved and K. Siedlaczek seconded

**“THAT the *Request for Proposal – Public Library InterLINK Strategic Planning Process* be approved.”**

**CARRIED**

**703. 2014 – Provincial Library Grant Report**

M. Burris explained that the due date for the Provincial Library Grant Report was May 1<sup>st</sup>. However, the Libraries Branch extended the deadline given that the InterLINK Board would not be meeting until today. This report provides answers to the deliverables requested by the Libraries Branch. M. Burris will remove the draft watermark and send the Board a clean copy of the report.

**MOTION:** K. Siedlaczek moved and I. Bateson seconded

**“THAT the 2014 Provincial Library Grant Report be approved.”**

**CARRIED**

**800. New Business**

**801. Audiobook Program**

M. Burris informed the Board that at the recent BC Library Conference InterLINK staff met with the vendor who provides the software for the audiobook catalogue. InterLINK uses Inmagic DB/TextWorks software to manage the audiobook catalogue that is hosted and provided by Andornot. This software was provided by Inmagic many years ago at a minimal annual cost under an exemption program for small, non-profit organizations. It was only available through resellers via a third party manager to a very limited number of clients. This program was never officially discontinued, but management at Inmagic has changed and it is probable that the current team is unaware that there are any clients left using the software under this program. InterLINK is currently using an unlicensed version of the software. Should Inmagic become aware of this, InterLINK would most likely be required to purchase a license at the current pricing. Andornot has prepared a proposal for InterLINK upgrades to the Audiobooks Catalogue. The proposal provided two Options for upgrades – Option A: Purchase Inmagic WebPublisher Pro and Option B: replace the WebPublisher based catalogue with one powered by the Andornot Discovery Interface. M. Burris indicated that more staff will review the proposals and seek advice from member libraries. Additional detail will be forthcoming at the September Board meeting.

**900. Other Business**

**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 Strategic Plan updates for BIPL; BPL; NVC & WV; impacts of sky train construction at CPL; joint Board meeting for NVCL and NVDPL; GibPL’s building reconfiguration plan; planned tour for Mayor and Council at NWPL; closure of recreation centre in Lillooet; book fares for SecPL; patron appreciation event for BPL’s 60<sup>th</sup> anniversary; the move to a new ILS in RPL; development plans for new Clayton Heights branch in Surrey; VPL’s Inspiration Lab and 20<sup>th</sup> Anniversary

Celebration of VPL's Central Branch and VPL Chief Librarian Sandra Singh being nominated for a 2015 YWCA Women of Distinction Award.

**1100. Information Items**

**1101. Draft Minutes of the Administrators' Advisory Committee meeting held May 8, 2015**

**MOTION:** J. Bennett moved and K. Alkins-Jang seconded

**"THAT Agenda Item 1101 be received."**

**CARRIED**

**1200. Date of Next Meeting**

J. Schaub asked Board members if they would like to meet at Vancouver Public Library – Central Branch in September as VPL could provide a tour of their Inspiration Lab. Board Members accepted the invitation. The date of the next regular Board meeting is:

**Tuesday, September 29, 2015 – 5 p.m. at VPL-Central Branch.**

**1300. Adjournment**

J. Bennett moved adjournment at 6:55 p.m.