

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, September 29, 2015 Time: 5:00 p.m.  
Place: Vancouver Public Library – Central Branch  
7<sup>th</sup> Floor Board Room, 350 West Georgia, Vancouver

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MINUTES

<b>Present:</b>	Michael Penny	BIPL - Alternate
	Sandra Hochstein	CPL
	Bradley Dickson	LALA
	Kathy Siedlaczek – <i>Board Vice-Chair</i>	NWPL
	Ian Bateson	NVCL
	Ken Lim	NVDPL
	Judith Walton	PemPL
	Errin Morrison	PMPL
	Dan Fivehouse	SecPL
	David Gayton	SqPL
	James Bennett	SL
	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
<b>Guest:</b>	Mari Martin	Libraries Branch
<b>Absent:</b>	Katy Alkins-Jang	BPL
	Rob Martin	GibPL
	Laura Dupont	FVRL
	Mark Bostwick	RPL

**050. Call to Order**

J. Schaub called the meeting to order at 5:35 p.m. and thanked everyone for coming and participating in the tour of the Inspiration Lab. He welcomed Mari Martin, Director, Libraries Branch to the meeting.

**100. Approval of Agenda**

Agenda Item 201 - Libraries Branch Update–Mari Martin was added to the agenda under 200–Special Business.

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

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

**CARRIED**

## **200. Special Business**

### **201. Libraries Branch Update – M. Martin**

M. Burris thanked Mari Martin for attending the meeting and turned the floor over to her. She noted that she appreciates the opportunity to talk to InterLINK trustees as she sees InterLINK as a strong strategic partner for the Branch. Currently 67 libraries out of 71 libraries in the province belong to Federations. InterLINK was the first federation of six in the province and encompasses a large diverse community. This uniquely places InterLINK in a position to provide feedback on improving library services in the province.

M. Martin updated the Board on the current staffing levels at the Branch noting that there are four staff which soon will become six. Her position is primarily to promote and expand library services across the province.

M. Martin spoke to InterLINK's grant letter and the report federations are required to account for deliverables outlined in that letter. She noted that a specific deliverable for InterLINK is collaboration on sharing resources. She also noted that she is encouraging Library Federations to work closely together particularly in areas such as professional learning.

The Libraries Branch focus in 2015 is on collaboration, shared services and resource sharing. Federations are vehicles of shared services. She stated that the Branch is renewing their "vision" as the "Libraries Without Walls" document is over 10 years old. As part of this the Branch will start to review the grant structure. This will be done in consultation with Library Boards.

M. Martin provided a brief overview of the meeting with the Minister held last Saturday at UBCM. Representatives from BCLA, BCLTA, ABCPLD and the BC Libraries Cooperative met with Minister Mike Bernier and the Deputy Minister. The Minister and Deputy Minister showed a keen interest in specific deliverables and timelines.

Brief discussion followed. Trustees asked how they could demonstrate the value of shared services. It was noted that libraries are struggling with this as it's easy to say what outputs are but often more difficult to state the value (outcomes).

J. Schaub thanked M. Martin for attending the meeting and noted that the InterLINK Board appreciates the update.

***BREAK – 6:15 p.m. to 6:20 p.m.***

## **300. Minutes**

### **301. Approval of the Minutes of the Board Meeting held May 26, 2015**

**MOTION:** P. Tutsch moved and I. Bateson seconded

**"THAT the Minutes of the Board Meeting held May 26, 2015 be approved."**

**CARRIED**

**400. Correspondence**

- 401. June 22, 2015 – to C. Nguyen, 3MLibrary Systems fr. M. Burris, InterLINK  
June 23, 2015 – to C. Nguyen, 3MLibrary Systems fr. S. Singh, VPL**

M. Burris explained that 3MLibrary Systems were approached to sponsor the Leadership Development Program. VPL Chief Librarian Sandra Singh also sent a letter of support to 3M. To-date InterLINK has not received a reply from 3M.

- 402. July 27, 2015 – to Citizenship and Immigration Canada fr. M. Burris, InterLINK**

M. Burris explained that this letter was in support of the Vancouver Public Library's funding application from Citizenship and Immigration Canada for the continuation of VPL's service, the Skilled Immigrant InfoCentre (SIIC).

- 403. Aug. 5, 2015 – to J. Schaub, InterLINK Board Chair fr. S. Walters, RPL  
404. Aug. 24, 2015 – to J. Schaub, IntrLINK Board Chair fr. M. J. Campbell, WVML**

Agenda Items 403 and 404 were RPL and WVML's acknowledgement of their 2014 InterLINK Net Circulation Compensation.

**MOTION:** J. Walton moved and K. Siedlaczek seconded

**"THAT Correspondence Agenda items 401-401 be received."**

**CARRIED**

**500. Statistics/Financial Report**

- 501. Unaudited InterLINK Financial Statements for the period of Jan. to August 2015**

D. Carter informed the Board that he reviewed the Unaudited InterLINK Financial Statements for the period of Jan. to August 2015 with R. Avigdor, InterLINK Manager of Operations. He asked R. Avigdor to speak to the statements. R. Avigdor noted that revenues and expenditures were on track for the seven-month period. She explained that the "Transfer from Reserve" revenue line of \$65,000 was for the Leadership Development Program. The "Consortia Purchasing" expense category is over budget as libraries have not yet been invoiced for their consortia purchase of library cards. The "Workshops" expense category is also over budget due to a 2014 workshop being deferred to 2015.

**MOTION:** D. Fivehouse moved and E. Morrison seconded

**"THAT the Unaudited InterLINK Financial Statements for the period of Jan. to August 2015 be received."**

**CARRIED**

- 502. Circulation & Net Activity Comparison – Jan. to June 2015**

R. Avigdor spoke to the revised Circulation & Net Activity Comparison – Jan. to June 2015 that was circulated at the meeting. She noted that the total Circulation of 15,174,477 is a 5.66% decrease over the same period in 2014. Both the non-resident loans of 1,831,862 and the net loans of 409,655 have also decreased. Brief discussion ensued and it was noted that this is a trend for most libraries in the province.

The statistics also don't capture eBooks due to vendor restrictions. M. Martin informed the Board that the Libraries Branch keeps statistics as well. One example of provincial statistics would be interLibrary loans stats.

**MOTION:** D. Carter moved and S. Hochstein seconded

**“THAT the Circulation & net Activity Comparison – Jan. to June 2015 report be received.”**

**CARRIED**

**600. Reports**

**601. Report of the Board Chair**

J. Schaub reported that he had lunch with Kathy Siedlaczek to review the Board Planning Day structure. Other communications with trustees have been via email. He recently vacationed in London, England and visited two libraries during his stay. He encouraged trustees to visit libraries when vacationing as the challenges they face are very interesting.

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

M. Burris spoke to his written report in the Board package. He explained that he met with Ken Haycock and Associates again this week and was pleased to announce that the participant fee for the program will be lower than the original \$3,000 that was estimated. The Leadership Institute will take place from January 16<sup>th</sup> – 22<sup>nd</sup>, 2016 and will be held at the University of British Columbia's Koerner Centre at Loon Lake, in Maple Ridge.

A question arose about the Andornot proposals for two Options of upgrades to the Audiobook Catalogue. M. Burris explained that both options require an influx of funds and more information is being gathered before a recommendation is made.

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

R. Avigdor informed the Board that the seven libraries receiving Canpar service migrated over to an online shipping system in August. The transition was a seamless one and the new system should streamline the shipping process. The InterLINK Youth Services Committee is hosting a workshop on October 22, 2015 at the City Centre Branch of Surrey Libraries. The theme is “Rethinking Screentime” and the target audience is children's and youth librarians from the InterLINK member libraries.

R. Avigdor noted that work on the 2016 InterLINK Provisional Budget has begun. A draft will go to the AAG at their November 6<sup>th</sup> meeting and then to the InterLINK Finance Committee and to the InterLINK Board in November. She also informed the Board that an RFP has been sent out to Accounting Firms to conduct the 2016 fiscal year Audit. The deadline for responses is October 30, 2015.

**604. Report of the Planning Committee**

K. Siedlaczek noted that the Planning Committee had a very busy summer. She provided the Board with the following summary of both the Governance Review process and the Strategic Planning Day process:

**Governance Process:**

- March 31<sup>st</sup> Board meeting – hired Consultant John Kay of Realize Strategies
- May 9<sup>th</sup> – Planning Committee met with John Kay and drafted a Governance Manual
- July 31<sup>st</sup> – Draft Manual sent out to Ad Hoc Governance Review Committee who met via Conference call
- Sept. 11<sup>th</sup> – Draft Manual presented to AAG who are currently reviewing it and sending feedback to Michael by October 2<sup>nd</sup>.
- Oct. 16<sup>th</sup> – meeting scheduled with AAG to review the Draft Governance Manual

M. Burris noted that once the AAG have reviewed the document, the intent is to present it to the full Board at their November 24<sup>th</sup> meeting. It will become a provisional document and then go back to member boards for input and consideration.

**Strategic Plan Process:**

- May 26<sup>th</sup> Board meeting – approved the RFP for the InterLINK Strategic Planning Process
- July 10<sup>th</sup> - approved the hiring of Michael Shoop of The Shoop Group via online motion
- Summer – received #1 survey results and held interviews with AAG. After interviews received #2 Survey results from AAG
- Sept. 9<sup>th</sup> – Planning Committee met with Michael Shoop to discuss Planning Day process and did initial work on environment scan. Made decision that Planning Day should be for InterLINK Board trustees and alternates and InterLINK staff. Planning Day was scheduled for October 17<sup>th</sup>. Draft document should come out of the October 17<sup>th</sup> Planning Day session and then would be brought to the InterLINK Board at its November meeting.

J. Schaub thanked K. Siedlaczek for the update and thanked her and the Planning Committee members for the amount of work they have put into this.

**605. Report of the Finance Committee**

D. Carter noted that the Finance Committee is responsible for carrying out the review of the Financial Policies and structures. They met earlier in the year to work on some policies and a Draft has been compiled. The Draft Financial Policies were presented to the AAG at their September 11<sup>th</sup> meeting. They will be sending feedback to the Executive Director by Friday, October 2<sup>nd</sup>. Once the feedback has been collated, the Finance Committee will meet in mid-October to review the results. Another Draft will be sent to the AAG for input and the Finance Committee will meet in mid-November for a final review.

M. Burris informed the Board that Rita is currently working on the Human Resource policies.

**606. Report of the Personnel Committee**

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

**700. Continuing Business****701. Patron Initiated ILL - Update**

M. Burris provided an update on the Patron Initiated ILL Project. He noted that the migration of InterLINK member libraries to the SHAREit 4.0 interface and the transition to Canadian hosting is complete. The implementation of Patron-Initiated ILLs is ongoing. In terms of the budget implications for 2016, InterLINK will monitor their current financials to determine whether it is necessary to use reserve funds. If reserve funds are required, a recommendation will come to the Board at the November meeting.

**702. Draft InterLINK Governance Review**

M. Burris stated that K. Siedlaczek's Planning Committee report under Agenda Item 604 covered the work done to-date. He noted that the Planning Committee and Ad Hoc Governance Review Committee have done a tremendous amount of work that will chart the future course of the Federation.

**703. InterLINK Strategic Planning - Update**

M. Burris informed the Board that the InterLINK Strategic Planning session will be held at the Hilton Vancouver Metrotown which is across from the Burnaby Public Library-Metrotown Branch on Saturday, October 17<sup>th</sup> from 10 a.m. to 4 p.m. .

**704. InterLINK Annual Report – 2014**

M. Burris circulated the 2014 InterLINK Annual Report. The document is also available on the InterLINK website: [www.interlinklibraries.ca](http://www.interlinklibraries.ca)

**705. Online Motion-Planning Committee Recommendation-July 6, 2015**

M. Burris noted that the policy for On-line Motions is that the decision be read into the next minutes of the InterLINK Board meeting. The online motion of July 10, 2015 was:

***THAT the InterLINK Board approve the contracting of The Shoop Group to work with the Federation on its 2015 Strategic Planning process***

***and***

***That an amount of not more than \$20,000 be moved from the Program Reserve to cover facilitator and associated costs.***

M. Burris stated that the vote on the online motion was: 15 for; 0 against and 3 Non-votes. The motion carried.

J. Schaub asked that Agenda Item 900-Other Business; Agenda Item 1000 –Around the Board; Agenda Item 1100-Information Items; and Agenda Item 1200-Date of Next Meeting be discussed prior to Agenda Item 801- InterLINK Personnel Matter-In Camera.

**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 NWPL's 150<sup>th</sup> Birthday Party; WVML's and LALA's Strategic Plan; PMPL's fundraising golf event and launch of new library card; SL's fundraising event; SqPL's bequest and renovation of children's area; SecPL's succession plan; NVDPL's open house for new trustees; CPL's partnership with Douglas College; WhPL's Chief Librarian's compensation study; PemPL's narration of a NNELS book – Captain Underpants; NVCL's Teen Reading movie nights; VPL's annual book sale and Word on Street event.

**1100. Information Items**

**1101. Draft Minutes of the Administrators' Advisory Committee meeting held Sept. 11, 2015**

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

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

**CARRIED**

**1200. Date of Next Meeting**

The date of the next regular Board meeting is:

**Tuesday, November 24, 2015 – 5 p.m. at BPL – Metrotown Branch**

**800. New Business**

**801. InterLINK Personnel Matter – In Camera**

**MOTION:** D. Fivehouse moved

**"THAT the InterLINK Board move to In Camera."**

**CARRIED**

Mari Martin, Michael Burriss and Rita Avigdor left the meeting at this point.

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

**"THAT the InterLINK Board move out of In Camera and back to regular session."**

**CARRIED**

**1300. Adjournment**

K. Siedlaczek moved adjournment at 7:50 p.m.