

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, February 23, 2016 **Time:** 5:30 p.m.
Place: Burnaby Public Library – Metrotown Branch
3rd Floor Board Room – 6100 Willingdon Avenue, Burnaby

MINUTES

Present:	Ted Benson	BIPL
	Sheila Pierce	BPL
	Sandra Hochstein	CPL
	Alison Sawyer	GibPL (left at 7:10 p.m.)
	Kathy Siedlaczek – <i>Board Vice-Chair</i>	NWPL
	Peter McConville	NWPL – Alternate (left at 7:15 p.m.)
	Ian Bateson	NVCL
	Mark Fetterly	NVCL - Alternate
	David Porter	NVDPL
	Rosario Passos	PMPL
	Robin Leung	RPL
	Ann Hopkins	SecPL (left at 7:30 p.m.)
	Stanley Chang	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
Guest:	Michael Shoop	The Shoop Group
Absent:	Laura Dupont	FVRL
	Jane Duber	LALA
	Judith Walton	PemPL
	David Gayton	SqPL

050. Call to Order

M. Burris welcomed everyone and called the meeting to order at 5:30 p.m. Board Members and Alternates went around the table and introduced themselves.

100. Approval of Agenda

M. Burris noted that the Election of Executive was the first item of business followed by Special Business- Michael Shoop who will review the Draft InterLINK Strategic Plan.

MOTION: D. Carter moved and K. Siedlaczek seconded

“THAT the Agenda be approved as circulated.”

CARRIED

200. Election of Executive

201. InterLINK Board Chair

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

D. Carter nominated John Schaub, VPL

No further nominations being made

John Schaub, VPL accepted the nomination and was declared InterLINK Board Chair for 2016

202. InterLINK Board Vice-Chair

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

D. Carter nominated Kathy Siedlaczek, NWPL

No further nominations being made

Kathy Siedlaczek, NWPL accepted the nomination and was declared InterLINK Board Vice-Chair for 2016.

203. InterLINK Board Treasurer

I. Bateson nominated David Carter, WVML

No further nominations being made

David Carter, WVML accepted the nomination and was declared InterLINK Board Treasurer for 2016.

300. Special Business

301. Michael Shoop – The Shoop Group – InterLINK Strategic Plan

M. Shoop took the floor and noted that this is the third meeting of the full Board to talk about the Strategic Plan. Previous consultations with the Board were held on Oct. 17 and Nov. 24. There were also three consultations with the AAG – Oct. 16th, Dec. 4 and Feb. 5. He explained that the Planning Committee is leading the process and they have reviewed drafts of various pieces resulting from the Board and AAG discussions. He provided a quick overview of today's session noting that he will focus on Section 3 – Vision, Mission and Values Statements and Section 5 – Strategic Directions. He will also provide a brief overview of the Next Steps. A review of the full draft plan will take place at the March 29th Board meeting.

M. Shoop shared a mock-up of the Table of Contents and Introduction. He noted that Section 3 covers the Vision, Mission and Values; Section 4 addresses the Framework for the Strategic Direction; Section 5 is Strategic Directions that includes three key directions; and Section 6 speaks to the Next Steps-Implementing the Strategic Plan.

M. Shoop reviewed the Vision, Mission and Values Statements. The proposed Values Statements covered Collaboration; Equality; Innovation; Stewardship and Accountability. Discussion ensued and the Board agreed that the word “public libraries” should be used in the Vision Statement as libraries are publicly funded. With respect to the Mission Statement, Board members felt that the statement was a good reflection of the business of InterLINK. It was suggested that the word “public” be used instead of "local" in reference to libraries. Members suggested that “public libraries” be used throughout the Plan. Under the Values Statements it was suggested that “collaboratively” be taken out of the Collaboration Value as it was redundant. It was further suggested that the Accountability Statement read: *We are open and transparent in committing our value to our members and funders.* This would shorten the statement.

M. Shoop reviewed Section 5 – Key/Strategic Directions noting that there are three key directions that are not finely crafted yet and he is open to suggestions:

- **Strategic Direction #1 – Improving Patron Experience**

It was noted that nowhere is there a mention of funding. M. Shoop noted that section four was a context piece that would cover organizational capacity, including funding.

- **Strategic Direction #2 – Building Member Library Capacity**

No further changes were recommended.

- **Strategic Direction #3 – Enhancing Public Awareness of the Value of Public Library**

The question of what role InterLINK could play in assisting member libraries with measurements was raised. The focus should be on the impact. It was noted that the “metrics” term in the objective/priority is outdated. It was suggested that “metrics” be replaced with “demonstrate impact”. The goal here is to establish a common set of key indicators that our member libraries could provide.

M. Shoop thanked the Board for their input. He explained that these suggestions would be taken back to the InterLINK Planning Committee before the March 29th Board meeting. A cleaner document will be presented to the Board in March.

M. Shoop briefly spoke to the Next Steps of the Plan and asked for feedback on the sessions and the process. Board members noted that the Strategic Plan will serve InterLINK really well and will support reporting to the Ministry. They felt very comfortable about the process.

J. Schaub thanked M. Shoop for his presentation.

Break – 7:05 p.m. to 7:15 p.m.

400. Minutes

401. Approval of the Minutes of the Board Meeting held November 24, 2015

MOTION: D. Carter moved and P. Tutsch seconded

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

CARRIED

500. Correspondence

501. Nov. 23, 2015 – to M. Burris from S. Felkar-c/o BC Libraries Cooperative

M. Burris explained that the letter from S. Felkar, BC Libraries Cooperative is a follow up letter outlining the work of the Licensing Business Function Group (LBFG) community and the Co-op's licensing staff.

MOTION: I. Bateson moved and K. Siedlaczek seconded

“That Correspondence Agenda Item 501 be received.”

CARRIED

600. Statistics/Financial Report

601. InterLINK Circulation & Net Activity Comparison – Jan. to Dec. 2015

602. Circulation & Net Activity Comparison – 2015 Actual Costs

R. Avigdor spoke to both Agenda Items 601 and 602 noting that actual circulation activity for 2015 came in very close to the projections that were compiled in early November 2015. The actual activity shows that the 2015 Circulation is 30,696,122 and the 2015 Net Non-Resident activity is 817,028. The total compensation for Net Circulation activity is \$408,514 which is comprised of \$81,703 from Net Borrowing Libraries and \$326,811 from the 2016 InterLINK Operating Budget.

MOTION: D. Carter moved and K. Siedlaczek seconded

“THAT Agenda Items 601 and 602 be received.”

CARRIED

700. Reports

701. Report of the Board Chair

J. Schaub noted that he had nothing to report at this time.

702. Report of the InterLINK Executive Director

M. Burris stated that his report was part of the Agenda Package. He informed the Board that the Provincial Grant Report is due on March 1st. The report will be submitted as a Provisional document and will come back to the Board for approval at the March 29th Board meeting.

703. Report of the Manager of Operations

R. Avigdor informed the Board that the field work for the audit will be commencing the week of Feb. 29th. The Finance Committee will meet prior to the March 29th Board meeting to review the Statements and will bring forward a recommendation to the Board.

704. Report of the Planning Committee

K. Siedlaczek noted that the Planning Committee covered two main initiatives in 2015 – Governance Manual and Strategic Planning.

705. Report of the Finance Committee

D. Carter also noted that the Finance Committee has been very active as they looked at Financial Policies, conducted the 2015 Operating Budget Review and reviewed the Draft 2016 InterLINK Provisional Budget. He thanked all the Finance Committee members for their work in 2015.

706. Report of the Personnel Committee

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

MOTION: S. Chang moved and P. Tutsch seconded

“THAT Agenda Items 701 to 706 be received.”

CARRIED

800. Continuing Business

801. Draft InterLINK Board of Director’s Governance Manual

M. Burris noted that after many reviews by both the InterLINK Planning Committee and InterLINK Board, the Draft InterLINK Board of Director’s Governance Manual was sent to member library Boards for comment on December 1, 2015. The document is on the Agenda for final adoption and approval.

MOTION: I. Bateson moved and A. Hopkins seconded

“THAT the InterLINK Board of Director’s adopt the InterLINK Board of Director’s Governance Manual as circulated.”

CARRIED

802. Draft InterLINK Financial Controls

M. Burris noted that the Draft InterLINK Financial Controls were also sent to member library boards for comment. The Financial Controls policy, will be appended to the Board of Director’s Governance Manual, as will all InterLINK policies.

MOTION: K. Siedlaczek moved and I. Bateson seconded

“THAT the InterLINK Board of Directors adopt the InterLINK Financial Controls Policy as circulated.”

CARRIED

803. Leadership Development Program (LLEAD)

M. Burris referred to the report on Project LLEAD noting that the intent of the InterLINK Leadership Development Program was to identify, develop and encourage those staff from member libraries that are seen to have potential to become leaders within their organizations. The development of the LLEAD curriculum was based on a needs assessment conducted with input from the InterLINK AAG. He explained that the Program Components were a five-day Leadership Development Institute that will be followed by a

Leadership Council of facilitated discussions of unique issues with presentations on management and leadership best practices by local leaders. Discussions are scheduled monthly for the program's duration. M. Burris noted that of the 16 participants selected for 2016, 13 are from InterLINK libraries and 3 are from other BC libraries. Feedback from the 16 participants and mentors to the Leadership Development Institute held January 16-22 has been excellent. Each participant has been assigned an organizational project and progress reports will be discussed at the monthly Leadership Council sessions. M. Burris noted that Ken Haycock and Associates are working on a budget for year two of the Program and a full report for a 2017 offering of Project LLEAD will be brought to the March 29, 2016 InterLINK Board meeting.

804. Draft 2016 InterLINK Provisional Operating Budget

D. Carter noted that the Draft 2016 Provisional Operating Budget was circulated to member boards for comment. He explained that the 2015 Provisional Operating Budget is to be voted on at this meeting.

MOTION: D. Carter moved and S. Pierce seconded

“THAT the InterLINK Board of Directors approve the 2016 InterLINK Operating Budget.”

CARRIED

900. New Business

901. Appointment of Auditor's

M. Burris explained that at its meeting on February 24, 2015, the Board instructed staff to develop an Request for Proposal (RFP) to send to accounting firms that may wish to bid on InterLINK's 2016 audit. The rationale behind the RFP was that InterLINK has used the same accounting firm for at least 15 years and the Board wished to ensure that the Federation was receiving good service and value. The RFP was sent out to four auditing firms – KPMG; BDO Canada; Smyth Ratcliffe; and current auditors Collins Barrow. Smyth Ratcliffe declined to reply after a teleconference as they felt they couldn't match the current audit fee. No reply was received from KPMG. Responses were received from Collins Barrow and BDO Canada. Collins Barrow's quote was \$7500 and BDO was \$8900. M. Burris noted that given that there were no concerns regarding the work performed by the current auditor it is being recommended that they be reappointed. R. Avigdor informed the Board that Collins Barrow sends new accountants every year to conduct the field work.

MOTION: P. Tutsch moved and K. Siedlaczek seconded

“THAT the Chartered Accounting firm of Collins Barrow be reappointed to conduct the annual audit of Public Library InterLINK's financial statements for the fiscal year ending December 31, 2016.”

CARRIED

902. InterLINK Signatories

R. Avigdor stated that currently InterLINK signatories consist of the Board Chair; Board Vice-Chair; Board Treasurer; InterLINK Executive Director; and InterLINK Manager of Operations. Of the five signatories any two signatories are required on a cheque. Any cheques issued over \$25,000 would require one of the signatories to be and InterLINK trustee.

MOTION: P. Tutsch moved and S. Pierce seconded

“THAT the InterLINK Board Signatories for 2016 be the Board Chair, Board Vice-Chair; Treasurer, InterLINK Executive and InterLINK Manager of Operations

and

That any cheques issued over \$25,000 require one of the signatories to be an InterLINK trustee.”

CARRIED

R. Avigdor asked that the Signatories stay after the meeting to sign the bank documents.

903. In-Camera

MOTION: D. Carter moved and K. Siedlaczek seconded

“THAT the Board of Director’s meeting move In Camera.”

CARRIED

MOTION: D. Carter moved and K. Alkins-Jang seconded

“That the Board of Director’s meeting move out of In Camera back to regular session.”

CARRIED

1000. Appointment of Committee Members

1001. Finance Committee

J. Schaub asked for volunteers for the InterLINK Finance Committee. R. Avigdor explained that the Finance Committee usually meets twice a year – in March to review the audited statements and in November to review the Draft Provisional Budget.

Paul Tutsch, WhPL volunteered.

It was noted that Michael should ask Katy Alkins Jang, BPL to volunteer again for 2016.

1002. Governance & Planning Committee

J. Schaub asked for volunteers for the InterLINK Governance & Planning Committee.

Ted Benson, BIPL and Rosario Passos, PMPL both volunteered.

Ian Bateson, NVCL also volunteered and would be the alternate to the Committee.

1100. Other Business

J. Schaub proposed that a “Consent Agenda” be used for future InterLINK Board Meetings. Brief discussion ensued and trustees asked what would fall under the Consent Agenda. It was explained that Minutes, Correspondence and Reports would be under the Consent Agenda. All reports would have to be written. The Board could pull out an item from the Consent Agenda if they wish to have discussions on that particular item.

MOTION: D. Carter moved and D. Porter seconded

“THAT the InterLINK Board meetings move towards having a Consent Agenda format.”

CARRIED

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. Some topics included renovations at NWPL; recognition wall of donors at NVCL; Curiosity Fare at PMPL; reductions of hours of service at RPL; Science Alive camp and refurbished book bus at CPL; digital stations at NVCL; library cards for all elementary school children at WVML; BPL’s 60th Anniversary celebrations; Med Share service at BIPL; Strategic Plan and 5 year Capital Plan for SPL; 50th Anniversary Book for NVDPL; and International Marketing award for VPL.

1300. Information Items

1301. Draft Minutes of the Administrators’ Advisory Group meeting held February 5, 2016

MOTION: P. Tutsch moved and S. Pierce seconded

“THAT Agenda Items 1101 be received.”

CARRIED

1400. Date of Next Meeting

The date of the next regular Board meeting is:

Tuesday, March 29, 2016 – 5 p.m. at BPL – Metrotown Branch

1500. Adjournment

P. Tutsch moved adjournment at 8:10 p.m.