

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, April 6 2021 Time: 5:00 p.m.

Location: Videoconference via Zoom

Minutes

Present:

Michael Penny	BIPL
Chris Dong	BPL
Sarah Bartnik	BPL-Alternate
Kimberly Sivak	CPL - Alternate
Joy Bradbury	GibPL
Jane Duber	LALA
Norah Andrew	NWPL
Parveen Somji	NVCL
Barb Lawrie (Vice Chair)	NVDPL
Carmen Praise	PemPL (arrived at 6:07 pm)
William Lawrie	PMPL
Danielle Lemon	RPL
Janet Jamieson	SqPL
Moninder Singh	SPL (left at 7:14 pm)
Raji Mangat	VPL
Ron Shimoda (Treasurer)	WVML
Josie Chuback (Chair)	WhPL
Michael Burris – Executive Director	InterLINK
Allie Douglas – Recording Secretary	InterLINK

Regrets: Jeannie Kanakos FVRL
Rhian Piprell SecPL

Chair J. Chuback began the meeting by reminding everyone of Zoom etiquette. She also acknowledged that board members are all in their home communities, living, working, and playing on their respective First Nations' lands and noted that Board members are grateful, mindful, and respectful of their partners, and want to acknowledge appreciation that members are meeting on these lands.

050. Call to Order

J. Chuback welcomed everyone and called the meeting to order at 5:03 p.m. She acknowledged the tragic situation at NVDPL and wanted to share that InterLINK Board members' thoughts and support are with NVDPL at this time.

Participants introduced themselves.

100. Approval of Agenda

MOTION: R. Shimoda moved and D. Lemon seconded

“THAT the agenda be approved as circulated.”

CARRIED

200. CONSENT AGENDA

201. Board Minutes, February 23, 2021

202. Reports

202.1 Executive Director Report

203. Correspondence

203.1 from J. Osborne (Reply to Welcome letter)

203.2 to C. Qualtrough (re: funding for accessible materials)

204. Information Items

204.1 Draft AAG Minutes, March 5, 2021

204.2 Draft InterLINK Finance Committee Minutes, March 26, 2021

Attention was drawn to a typo in item 201 (NVCPL should be NVDPL) and confusion from use of “Bill” (“B.”) Lawrie in item 204.2. These will be corrected and changed.

MOTION: P. Somji moved and C. Dong seconded

“THAT the consent agenda be approved with corrections to items 201 and 204.2.”

CARRIED

300. CONTINUING BUSINESS

301. Board Skills Inventory

M. Burris spoke to this item. The skills inventory is something the Board completes every year to provide guidance as to areas where Board skills development could be done, in other words where could Board member skills be refined to help them better serve on the InterLINK Board.

After some discussion, the areas with the greatest focus were: 1) Reconciliation, which is already going to be a focus of Board meetings via the Reconciliation subcommittee activities; 2) Advocacy, and 3) understanding financial information.

ACTIONS: M. Burris will investigate an advocacy session for the May meeting.

M. Burris will work with R. Shimoda and the Finance Committee to come up with a “cheat sheet” piece of information about Financial Statements, to be presented later in the year.

302. Code of Conduct/Conflict of Interest

M. Burris noted that these were presented again because during the orientation, they were not discussed in great detail, and he wanted to make sure Board members were aware of them. For any Board members who have not yet submitted the Code of Conduct, please acknowledge by email to M. Burris that you have read and agree to it.

303. Reconciliation Sub-committee

B. Lawrie spoke to this item. J. Bradbury and J. Duber are members of this subcommittee and B. Lawrie thanked them for joining. The subcommittee is looking for ways to continue the momentum after H. Pruden’s ReconciliAction workshop. There was a discussion of how this might take place, including sending out a suggested reading or listening item prior to meetings, sharing library activities in support of reconciliation, and participating in BC Library Trustees Association (BCLTA) sessions. The importance of having indigenous voices available to help guide the conversation was raised. B. Lawrie thanked the Board for its feedback and invited any additional members interested in serving on the sub-committee to get in touch with her or M. Burris.

304. Board Orientation Feedback

J. Chuback requested feedback from those who attended the orientation for new InterLINK Board members. She noted that the 2021 Orientation recording is now up on the InterLINK website. Members new to InterLINK found it useful. It was suggested that there could be pre-reading materials for future orientations to keep the duration of the orientation a little shorter and to allow new members to focus on any questions they might have.

400. NEW BUSINESS

401. Audited Financial Statements – R. Shimoda

Treasurer R. Shimoda presented the 2020 audited statements to the Board. He noted that he, along with M. Burris and A. Douglas, met with the auditors Baker Tilly and that the meeting went well, with no concerns regarding the Federation’s financial management expressed.

R. Shimoda noted that the audited statements report an excess of revenue over expenses for the year of \$275,329. This includes an operational surplus of \$106,807. In addition, the statements showed a surplus amount of \$168,522 representing a temporary decrease in amounts payable to member libraries in 2021 resulting from the approximately 50% drop in net lending in 2020. As per the Board motion in November regarding the surplus, the \$106,807 will be transferred into the Project Reserve. As the additional surplus funds will be required to support net lending activity as it returns to more normal levels in 2021-2022, R. Shimoda reported that the Finance Committee recommends that the \$168,522 be transferred to the Compensation Reserve in support of compensation to be paid to net-lending

libraries as borrowing returns to normal. Funds in the Project Reserve will be voted on by the Board before they are allocated. Funds in the Compensation Reserve will be used only for compensation for net-lending libraries. Having these funds in reserve will insulate libraries from a sudden return to normal levels after the anomalous decrease in net lending that was due to COVID.

R. Shimoda thanked the Finance Committee members, M. Penny, W. Lawrie and Todd Gnissios (AAG representative from CPL) for the time and effort they put in.

MOTION: R. Shimoda moved and J. Jamieson seconded

“THAT the InterLINK Board of Directors approve the 2020 Audited InterLINK Financial Statements”

And

“THAT the InterLINK Board of Directors approve the transfer of \$106,807 to the Project Reserve to support 2021 Activities in support of member libraries.”

AND

“THAT the InterLINK Board of directors approve the transfer of \$168,522 to the Compensation Reserve to support 2022 non-resident borrowing compensation.”

CARRIED

402. Draft 2020 Grant Report

J. Chuback introduced this item. Board approval of the Grant Report is required, but it is also an excellent reference for Board members as it captures InterLINK activities in a very concise way.

MOTION: W. Lawrie moved and P. Somji seconded

“THAT 2020 InterLINK Grant Report be approved.”

CARRIED

500. IN CAMERA

There was no in camera business

600. AROUND THE BOARD -

Chair J. Chuback had requested that board members focus on three topics: a recent success, something that was a challenge and something that the board member was looking forward to. Not surprisingly, many of the successes revolved around responses to the COVID pandemic (increasing hours, service,

etc.). Other mentions included funding of \$398,000 to BIPL's Foundation to construct a public community square at the Cove Commons, the selection process for artwork at NWPL, the response to PMPL's virtual children's programming, evaluating the Dr. Kwok-Chu Lee at RPL, BPL's anti-racism initiative and the lendable laptop program on the North Shore. Similarly, challenges focused on the pandemic, with staff wellness being mentioned multiple times. Things board members were looking forward to include the lineup of events at VPL, community partnerships in WhPL and the opening of the redesigned 3rd level space at NVCL. B. Lawrie also spoke of the horrific event at the Lynn Valley Branch of NVDPL, commending management and staff for their actions and assistance to those injured and commenting on the incredible support of the community in response.

700. ADJOURNMENT

C. Dong moved adjournment at 7:27 pm.

DATE OF NEXT MEETING: Tuesday, May 25, 2021, 5:00 p.m. (via Zoom)