

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, February 23, 2021 Time: 5:00 p.m.

Location: Videoconference via Zoom

Minutes

Present:

Peter Matthews	BIPL – Alternate (left at 6:20 pm)
Chris Dong	BPL
Julie Fisher	CPL
Jeannie Kanakos	FVRL
Joy Bradbury	GibPL
Jane Duber	LALA (left at 6:54 pm)
Norah Andrew	NWPL
Jane DePaoli	NWPL – Alternate (left at 6:30 pm)
Parveen Somji	NVCL
Brendan Harvey	NVCL – Alternate (left at 6:20 pm)
Barb Lawrie	NVDPL (left at 6:51 pm)
Kulvir Mann	NVDPL – Alternate (left at 6:00 pm)
Tina Buchan	PemPL – Alternate (left at 6:50 pm)
William Lawrie	PMPL (left at 6:55 pm)
Danielle Lemon	RPL
Rhian Piprell	SecPL – Alternate
Janet Jamieson	SqPL
Moninder Singh	SPL (left at 6:24 pm)
Raji Mangat	VPL (left at 6:00 pm)
Ron Shimoda	WVML
Jatinder Sidhu	WVML – Alternate (left at 5:30 pm)
Josie Chuback	WhPL
Michael Burris – Executive Director	InterLINK
Allie Douglas – Recording Secretary	InterLINK

050. Call to Order

M. Burris welcomed everyone and called the meeting to order at 5:02 p.m.

100. Approval of Agenda

MOTION: B. Lawrie moved and J. Fisher seconded

“THAT the agenda be approved as circulated.”

CARRIED

200.

201. InterLINK Board Chair

M. Burris opened nominations for the position of InterLINK Board Chair. He noted that notice went out in November. Called for nominations for Board Chair.

R. Shimoda nominated J. Chuback.

No further nominations being made, J. Chuback accepted the nomination and was declared InterLINK Board Chair for 2021.

J. Chuback assumed the chair.

202. InterLINK Board Vice-Chair

J. Chuback opened nominations for the position of InterLINK Board Vice-Chair.

R. Shimoda nominated Barb Lawrie.

No further nominations being made, Barb Lawrie accepted the nomination and was declared InterLINK Board Vice-Chair for 2021.

203. InterLINK Board Treasurer

J. Chuback opened nominations for the position of InterLINK Board Treasurer.

J. Duber nominated R. Shimoda

No further nominations being made, Ron Shimoda accepted the nomination and was declared InterLINK Board Treasurer for 2021.

204. InterLINK signatories

M. Burris spoke to this item. Every year, the InterLINK signatories need to be re-approved so the signatories are authorized with InterLINK’s bank and auditor.

MOTION: R. Mangat moved and P. Somji seconded

“THAT the InterLINK Board Signatories for 2021 be the Board Chair, Board Vice-Chair, Treasurer, InterLINK Executive Director and InterLINK Manager of Operations

And

THAT any cheques issued over \$25,000 require one of the signatories to be one of the InterLINK Board Chair, Board Vice-Chair or Treasurer.”

CARRIED

300. Consent Agenda

- 301. Board Minutes, November 24, 2020
- 302. Circulation Statistics, January-December 2020
- 303. Reports
 - 303.1 Executive Director Report
- 304. Correspondence
 - 304.1 From InterLINK to BC Reconciliation Award re: Support for BCCDC nomination
 - 304.2 From InterLINK to J. Osborne, Minister of Municipal Affairs re: introduction of InterLINK, welcome
 - 304.3 From Nick Langshaw re: Appreciation for audiobook service
- 305. Information Items
 - 305.1. Draft Minutes of the AAG meeting held February 5, 2021

MOTION: W. Lawrie moved and B. Lawrie seconded

“THAT the consent agenda be approved as circulated.”

CARRIED

400. Continuing Business

- 401. Provisional 2021 InterLINK Budget - R. Shimoda/M. Burris

Finance Committee Chair R. Shimoda noted that in November the provisional budget was approved by the Board and then circulated to member library boards for comment. No comments were received. As such, the provisional budget requires a board motion to be endorsed as the final InterLINK budget for 2021.

MOTION: R. Shimoda moved and P. Somji seconded

“THAT the Board of Directors of Public Library InterLINK adopt the 2021 InterLINK Budget, removing the "provisional" status.”

CARRIED

402. 2021-2022 LLEAD – InterLINK support – M. Burris

M. Burris spoke to this item. As background, at the November 2020 meeting, the InterLINK board was informed that due to reduced borrowing, there was likely to be a surplus at the end of 2020. The board passed a motion to put the surplus (other than \$7,000 for the equipment reserve) into the Project Reserve. Use of the additional funds in the Project Reserve would be considered by the Board on a case by case basis.

M. Burris provided a report on the upcoming fourth cohort of the LLEAD leadership program (which InterLINK co-founded, and which is now run by Rebecca Jones, but with strong InterLINK participation). At its February meeting, the AAG had a discussion regarding the considerable jump in fees LLEAD will have in order to make it sustainable. There is a strong desire that the cost not be a barrier for the participation of member libraries. As such, M. Burris was requesting that funds from the Project Reserve be earmarked to support the participation of InterLINK candidates.

W. Lawrie clarified that the program helps library staff increase their skills so they may be ready to step into more advanced positions, and M. Burris provided more information about how the program is currently taking place. There was a question regarding how the bursaries would be awarded, and M. Burris explained that this would be an operational piece at the AAG and Executive Director level.

MOTION: N. Andrew moved and R. Shimoda seconded

“That the InterLINK Board approve the use of up to \$16,000 in project reserve funds to develop a bursary program to support attendance of staff from InterLINK member libraries at the 2021-2022 LLEAD program. Any funds above the \$16,000 earmarked for this purpose would require additional approval by the Board.”

CARRIED

500. New Business

501. 2021 Board skills inventory and development – M. Burris

M. Burris spoke to this item. The board has done an inventory for the last 3 years to guide what kind of development sessions should take place. Last year there was some good conversation around Reconciliation and Equity, Diversity and Inclusion, and that has led to the survey updates as shown. There were a few minor suggestions around wording.

Action: **M. Burris will update the form and share with the board, aiming to compile responses for the next Board meeting.**

502. Board mentorship – J. Chuback

J. Chuback spoke to this item. When there are new appointees to the InterLINK board, they may have a two year appointment, or it may be less. Some new Board appointees may benefit from some support from longer serving appointees. Often a current Board member will mentor their alternate, but this isn't always possible as both of them may be new to InterLINK, or new to their library board. If anyone is interested in participating as a mentor, to share their experience, or a mentee, to get some support or

coaching, please let Michael Burris know. The approach is generally fairly casual, rather than an onerous commitment.

503. Committee Appointments – M. Burris

M. Burris spoke to this. InterLINK has three standing committees: Executive, Finance, and Governance and Planning (GPC). The Executive is filled by the election at the beginning of the February meeting, and each of the other two committees take two members from the general InterLINK Board. M. Burris, R. Shimoda & B. Lawrie gave brief overviews of the committees. M. Penny and W. Lawrie volunteered to continue on the Finance Committee. N. Andrew volunteered to join the GPC. If there is another InterLINK Board member who would like to join B. Lawrie and N. Andrew on the GPC, please let M. Burris know, or feel free to contact Barb Lawrie to discuss it.

504. Reconciliation subcommittee – M. Burris

J. Chuback spoke to this. The InterLINK Board benefitted from the expertise of Harlan Pruden and Barb Lawrie in the session on Reconciliation that was hosted last year, and part of the commitment InterLINK made was to continue the work. J. Chuback was looking for at least two volunteers. J. Duber and J. Bradbury have volunteered. If anyone else is also interested, please contact M. Burris or Barb Lawrie.

505. Executive Director Annual Review – Process and Timeline – J. Chuback

J. Chuback spoke to this. She described a process that the Executive Committee has been working on to provide a bit more consistency in evaluation and feedback for the Executive Director, as this is a board responsibility. They have prepared a timeline for a good process, including how to incorporate the review into the work of the board going forward. The final review will take place in camera in November. Executive members have worked closely with M. Burris, and feel like it is not too onerous but reflects back the work. M. Burris spoke to the operations plan, as progress on the items is a large factor in his evaluation.

MOTION: J. Bradbury moved and B. Lawrie seconded

“THAT the InterLINK Board approve the process and timeline for reviewing the performance of the InterLINK Executive Director.”

CARRIED

506. Appointment of Auditors

M. Burris spoke to this item. InterLINK has been working with a chartered accounting firm for several years, and they need to be officially appointed each year.

MOTION: R. Shimoda moved and P. Somji seconded

“THAT the Chartered Accounting firm of Baker Tilly be reappointed to conduct the annual audit of the Financial Statements of Public Library InterLINK for the fiscal year ended December 31, 2021.”

CARRIED

507. 2021 Board meeting dates – M. Burris

A few board members had conflicts for the March 30, 2021 date, so M. Burris proposed April 6 as an alternative date, but will take feedback on whether this works for Board members. Based on comments received after the meeting, April 6, 2021 will be the next meeting date.

600. IN CAMERA

601. Executive Director 2020 Review – J. Chuback

MOTION: J. Kanakos moved and C. Dong seconded

“THAT the InterLINK Board meeting move to IN CAMERA session.”

CARRIED

A. Douglas left the meeting.

MOTION: B. Lawrie moved and W. Lawrie seconded

“THAT the InterLINK Board meeting move out of IN CAMERA.”

CARRIED

A. Douglas returned to the meeting.

700. AROUND THE BOARD - This is an opportunity for members of the Board to update other Board members on issues/events at their own library. J. Chuback suggested that updates could focus on one library success, one library challenge, and one thing the Board representative is looking forward to.

As with all Board meetings since March 2020, the around the table topics focused on COVID-19, including opening hours, expansion of services and staffing. Some of the other topics noted were resumption of strategic planning for a number of libraries, onboarding of new trustees, the elimination of fines and approval for a new Steveston branch in Richmond, Sechelt’s makerspace boxes, FVRL’s partnership with the Delta school district, Gibson’s Words in the Woods program, and Whistler’s plans for a laptop vending machine.

800. DATE OF NEXT MEETING: April 6, 2021
Regular Meeting – 5:00 p.m.
Via Zoom

900. ADJOURNMENT

J. Bradbury moved adjournment at 7:14 pm.