

**Public Library InterLINK**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, November 24, 2020 Time: 5:00 p.m.**  
**Location: Videoconference via Zoom**

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**MINUTES**

**Present:**

Steve Mitchell	BIPL – Alternate
Chris Dong	BPL
Natasha Knox	CPL
Jane Duber	LALA
Norah Andrew	NWPL
Stephen Smith	NVCL
Parveen Somji	NVCL - Alternate
Barb Lawrie	NVDPL
Carmen Praine	PemPL
William Lawrie	PMPL
Traci Corr	RPL (arrived at 6:11 pm)
Garry Nohr	SecPL (until 6:45 pm)
Moninder Singh	SPL
Harlan Pruden	VPL
Ron Shimoda	WVML (arrived at 5:27 pm)
Josie Chuback	WhPL
Michael Burris – Executive Director	InterLINK
Allie Douglas – Recording Secretary	InterLINK

**Regrets:**

Danny Plecas	FVRL
Joy Bradbury	GibPL
Molly Loudon	SqPL

*Chair J. Chuback began the meeting by acknowledging that board members are all in their home communities, living, working, and playing on their respective First Nations' lands and this acknowledgement is for the Board to be grateful, mindful, and remember and appreciate that we are having our meeting on these lands.*

**050. Call to Order**

J. Chuback welcomed everyone and called the meeting to order at 5:03 p.m., and participants introduced themselves.

**100. Approval of Agenda**

**MOTION:** H. Pruden moved and C. Praine seconded

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

**CARRIED**

**200. Consent Agenda**

201. Board Minutes, September 29, 2020

202. Correspondence

202.1 From RPL re: Compensation

203. Circulation Statistics, January-September, 2020

204. Unaudited InterLINK Financial Statements, January-September, 2020

205. Reports

205.1 Executive Director Report

206. Information Items

206.1. Draft Minutes of the Nov. 17, 2020 Finance Committee meeting

206.2 Draft Minutes of the Nov. 9, 2020 Governance and Policy Committee Meeting

206.3. Draft Minutes of the Nov. 6, 2020 Administrators’ Advisory Group Meeting

**MOTION:** W. Lawrie moved and C. Dong seconded

**“THAT the consent agenda be approved as circulated.”**

**CARRIED**

**300. Continuing Business**

**301. Draft 2021 Operations Plan**

J. Chuback spoke to this item. She noted that this is an extensive piece of work, and that there are some adjustments to both the work and the emphasis for 2021 vs 2020. Also, the AAG has reviewed and endorsed the plan. M. Burris highlighted that there is a high level of uncertainty for next year. InterLINK hosted a facilitated session with the AAG on how to best support member libraries. Feedback from that session focussed on support and flexibility in terms of providing services. The 2021 Operations Plan reflects that feedback.

**MOTION:** J. Duber moved and N. Andrew seconded

**“THAT the InterLINK Board of Directors approve the 2021 Operations Plan.”**

**CARRIED**

### **302. InterLINK Board Self-Evaluation**

J. Chuback spoke to this item. The Governance and Planning Committee (GPC) adjusted some questions after the Reconcilia(c)tion session as there is interest in obtaining feedback on board composition and diversity. For those who haven't completed the self-evaluation yet, complete it by the end of November, and the GPC will bring highlights to the Board in February.

There was a suggestion from H. Pruden that the demographic information be decoupled from the feedback to ensure anonymity, and also a note that the information can be useful for external purposes as well, in tracking or publicising progress on board composition.

### **303. InterLINK Board Development – next steps**

On behalf of Committee Chair M. Loudon, who sent her regrets, J. Chuback advised that H. Pruden has been elected to the BC Library Trustees Association (BCLTA) Board, and will be carrying forward the work and learnings from the Reconcilia(c)tion session he presented with B. Lawrie. The GPC thought it was very important that curriculum from the session be shared with libraries across the province, but also want to keep the momentum at the InterLINK Board level, and to be more purposeful about it.

H. Pruden would like to talk to BCLTA, to inform them that InterLINK has a curriculum and would offer it to BCLTA to use with their infrastructure, to allow them to provide it similarly to the Trustee Orientation Program (TOP) training.

The GPC discussed the best ways for these goals to be met, and therefore have brought two motions to the InterLINK Board, to provide support.

**MOTION:** B. Lawrie moved and C. Dong seconded

**“THAT InterLINK recommends that the Reconcilia(c)tion program go forward to BCLTA for action, and InterLINK provides support by communicating with J. Schembri or H. Pruden regarding the program.”**

**CARRIED**

**MOTION:** W. Lawrie moved and N. Andrew seconded

**“THAT a Board subcommittee on Reconcilia(c)tion be struck to continue the work initiated with the October 27 session presented by H. Pruden and B. Lawrie. This will include the development of next steps, liaising with the BC Library Trustees Association and reporting at each InterLINK Board meeting.”**

**CARRIED**

#### 400. New Business

##### 401. 2020 Operating Budget Review – R. Shimoda/M. Burris

R. Shimoda spoke to this, and noted that 2020 has been a very “interesting” year. He thanked InterLINK staff, and the Finance Committee for their time and comments and questions. He highlighted a few areas, including courier costs, which are still active but much lower due to library shutdowns earlier in the pandemic, and staffing, which has not been affected very much as most staff are still working but remotely. M. Burris noted that InterLINK is anticipating an operating surplus with three months left in the year, and there are policies to deal with a surplus, but after consulting with AAG and Finance committee, it is recommended that the Board consider moving any surplus beyond \$7,000 (which would go to the Capital Asset Reserve) to the Project Reserve. R. Shimoda noted that expenditures coming out of the Project Reserve would still require board approval and review, but this reserve provides flexibility to spend funds on emerging priorities. This is intended to provide joint support for all of the libraries. W. Lawrie concurs, and M. Penny and T. Gnissios expressed support at the Finance Committee meeting.

**MOTION:** R. Shimoda moved and B. Lawrie seconded

**“THAT the InterLINK Board approve transferring any surplus realized in 2020 to reserves as follows: \$7,000 to the Capital Asset Reserve, and any remaining surplus to the Project Reserves.”**

**CARRIED**

##### 402. Draft 2021 InterLINK Budget – R. Shimoda /M. Burris

R. Shimoda spoke to this. Schedule A is the budget, and the remaining schedules provide background information and supporting documentation. As noted in the budget memo, some things like NewToBC and the Provincial Grant are solid numbers for 2021. The biggest change is the reduction in member levies, which is due to the decrease in non-resident borrowing and therefore the reduction in compensation to libraries that are net lenders. InterLINK collectively pays 40 (forty) cents per net loan, which is 80 (eighty) percent of the compensation – the net borrowing library pays the remaining 10 (ten) cents per loan. Net lending is a great collective benefit, but it has currently gone down significantly, and it is expected that it may take a few years to come back to the regular levels, even though the percentage of non-resident loans of total circulation remains similar. It is important that libraries realize that compensation and levies are expected to come back to normal levels in the future.

##### 403. Finance Committee Recommendation to InterLINK Board

**MOTION:** R. Shimoda moved and H. Pruden seconded

**“THAT the Board of Directors of Public Library InterLINK adopt “Schedule A” as the Year 2021 Provisional Budget of Public Library InterLINK and authorize its onward transmittal to member library boards for their consideration and comment**

**and**

**THAT a final vote on the 2021 InterLINK Budget take place at the first InterLINK Board meeting in 2021.”**

**CARRIED**

**404. Proposed 2021 InterLINK Board Meeting Schedule**

There was a brief discussion regarding the plans for meetings after COVID. M. Burris said that BPL has some new technology that may help with hybrid meetings, and noted that InterLINK will do whatever is possible to support full participation. J. Chuback noted that she will be asking for feedback.

Received for information.

**405. Notice of Election**

J. Chuback thanked H. Pruden and S. Smith for their participation as they will not be returning to the board; she also thanked everyone who participated this year. She noted that every year representatives are appointed, and encourages anyone who is expecting to return to express that desire to their board. At the first meeting of the year, board members elect the chair, vice chair and treasurer.

Received for information.

**500. AROUND THE BOARD**

Around the table topics focused on COVID-19, including the limits on opening hours, mandating mask use, procedures regarding having patrons in libraries (numbers and time in the building being limited). There was mention of small increases to circulation and the continuing popularity of virtual programming. Some of the topics noted were VPL's redesigned homepage on its website, Leianne Emery being appointed to the Library Director position in Sechelt, installation of a self-check kiosk in Pemberton, events with Chief Bob Joseph hosted by both the North Shore and Sea-to-Sky libraries, Coquitlam's online Diwali storytime, and Burnaby's work on a new public services staff model.

**600. DATE OF NEXT MEETING: TUESDAY, FEBRUARY 23, 2021**  
**Board Orientation 4:30 pm**  
**Regular meeting 5:00 pm**

**700. ADJOURNMENT**

W. Lawrie moved Adjournment at 6:47 p.m.