

**Public Library InterLINK**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, March 31, 2020 Time: 5:00 p.m.**  
**Location: via Zoom videoconference**

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**MINUTES**

<b>Present:</b>	Michael Penny	BIPL
	Chris Dong	BPL
	Natasha Knox	CPL (left at 6:45 pm)
	Joy Bradbury	GibPL
	Jane Duber	LALA
	Norah Andrew	NWPL (left at 6:28 pm)
	Stephen Smith	NVCL
	Gerald Baier	NVDPL – alternate (left at 6:05 pm)
	Carmen Praine	PemPL
	William (Bill) Lawrie	PMPL (arrived at 5:25 pm)
	Traci Corr	RPL
	Molly Loudon – Vice Chair	SqPL
	Harlan Pruden	VPL
	Ron Shimoda- Treasurer	WVML
	Josie Chuback- Chair	WhPL
	Michael Burris – Executive Director	InterLINK
	Allie Douglas – Recording Secretary	InterLINK
<b>Regrets:</b>	Cllr. Danny Plecas	FVRL
	Garry Nohr	SecPL (technical issues)
	Moninder Singh	SPL

*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 mindful and remember.*

**050. Call to Order**

J. Chuback welcomed everyone and called the meeting to order at 5:22 pm noting that there have been profound changes due to the COVID-19 pandemic, and that libraries are pulling together as best they can. She provided some protocols to use during the videoconference. Participants introduced themselves.

**100. Approval of Agenda**

**MOTION:** J. Bradbury moved and C. Dong seconded

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

**CARRIED**

**200. CONSENT AGENDA**

201. Board Minutes, February 25, 2020

202. Reports

202.1 Executive Director Report

**MOTION:** W. Lawrie moved and H. Pruden seconded

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

**CARRIED**

**300. CONTINUING BUSINESS**

**301. Board Skills Inventory**

M. Burriss spoke to this item, and noted that there was more participation this year. He noted the scores for this year. Two of the lowest scores were for the categories Reconciliation and Local Government. The Board discussed the recommendation that InterLINK expand its planned library advocacy session tentatively scheduled for the May 2020 board meeting to include information on the relationship between libraries and local government as well as that the Governance and Policy Committee consider the best manner in which to meet the InterLINK Board's identified need, as a federated board, to learn more about Reconciliation and to schedule an appropriate session for the September meeting. J. Chuback was pleased that so many board members responded quickly.

**MOTION:** H. Pruden moved and W. Lawrie seconded

**“THAT InterLINK expand its planned offer library advocacy session tentatively scheduled for the May 2020 board meeting to include information on the relationship between libraries and local government.**

**and**

**THAT the Governance and Policy Committee consider the best manner in which to meet the InterLINK Board's identified need, as a federated board, to learn more about reconciliation and to schedule an appropriate session for the September 2020 board meeting.”**

**CARRIED**

These sessions would be contingent on COVID-19 developments and restrictions.

#### **400. NEW BUSINESS**

##### **401. 2019 InterLINK Audited Financial Statements.**

R. Shimoda, Treasurer and chair of the Finance Committee spoke to this agenda item. He thanked members of the Finance Committee, W. Lawrie, M. Penny and T. Gnissios for their work. He noted that one of the Committee's recommendations in 2019 was that the treasurer attend the meeting with BakerTilly (InterLINK's auditor) representatives, and that he was able to do so.

From R. Shimoda's perspective, the InterLINK and BakerTilly teams are working well with each other and it was an efficient and effective audit. He asked the BakerTilly representatives if they had anything they wanted to share directly with him, and they did not. Segregation of duties is an item that is always challenging in a small organization, but InterLINK procedures have been established to mitigate the concerns, such as requiring multiple signatures on each cheque, with one of those signatures being a board member in the case of cheques over \$25,000.

BakerTilly's review team made one suggestion about changing the way cash and short-term deposits are shown on the audited financials.

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

**“THAT the InterLINK Board of Directors approve the 2019 Audited InterLINK Financial Statements”**

**CARRIED**

##### **402. Draft 2019 Grant Report**

M. Burris spoke to this. InterLINK receives a grant from the provincial government every year, and as part of the terms of the grant, InterLINK provides a report regarding how the funding provided is utilized. The report is a snapshot of work done throughout the year, and provides a sense of the impact of the Federation's work. As Board meetings always fall on either side of the report's due date, the Libraries Branch allows it to be submitted provisionally, to be passed at the March meeting. Even though the report is a lot of work, it is a good opportunity to take stock of the projects InterLINK is doing together with member libraries on behalf of our larger communities.

J. Chuback and Board Members thanked M. Burris for the report, which they found very comprehensive and informative. J. Chuback also noted that 2020 grant funding was received by InterLINK on March 31, with a proviso in the grant letter about carrying on with usual programs and services, and being in contact with the ministry should InterLINK be unable to continue due to COVID-19.

M. Burris noted that libraries are all in different stages, and are learning about what this means for staff. InterLINK may be well positioned to provide some staff training that can go across the Federation. For example, a number of libraries have accelerated the number of staff going through the online Customer Service Training courses.

**MOTION:** R. Shimoda moved and S. Smith seconded

**“THAT the InterLINK Board of Directors approve the 2019 InterLINK Draft Grant Report.”**

**CARRIED**

**500. IN CAMERA**

**There were no in camera items.**

**600. AROUND THE BOARD** - This is an opportunity for members of the Board to update other Board members on issues/events at their own library.

Around the table topics focused on COVID-19, how libraries were responding and how staff were coping. Some of the topics noted were virtual storytime, virtual clinic on device use, online card registrations, online resources (e-books and databases), use of Zoom and other platforms for meetings, focus on social media and telephone service and plans for staffing.

**700. ADJOURNMENT**

M. Loudon moved Adjournment at 6:51 pm.

**DATE OF NEXT MEETING: TUESDAY, May 26, 2020, 5:00 p.m.**  
**Further details to come.**