

**Public Library InterLINK**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, February 25, 2020 Time: 5:00 p.m.**  
**Location: Burnaby Public Library – Metrotown Branch**  
**3<sup>rd</sup> Floor Board Room – 6100 Willingdon Avenue, Burnaby**

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**MINUTES**

<b>Present:</b>	Michael Penny	BIPL
	Chris Dong	BPL
	Natasha Knox	CPL
	Councillor Victor Smith	FVRL (alternate)
	Joy Bradbury	GibPL
	Jane Duber	LALA (by teleconference from 5:17 pm)
	Jane DePaoli	NWPL - alternate
	Stephen Smith	NVCL
	Parveen Somji	NVCL - alternate
	Barb Lawrie	NVDPL
	Carmen Praine	PemPL (by teleconference)
	William (Bill) Lawrie	PMPL
	Traci Corr	RPL
	Louise Hearty	SPL
	Molly Loudon	SqPL
	Harlan Pruden	VPL (arrived 5:17 pm)
	Ron Shimoda	WVML
	Andy Krawczyk	WVML - alternate
	Josie Chuback	WhPL
	Michael Burris – Executive Director	InterLINK
	Allie Douglas – Recording Secretary	InterLINK
<b>Regrets:</b>	Susan Egerman	SecPL

We would like to recognize we are on the ancestral and unceded homelands of the hənq̓əmiñəm and Skwxwú7mesh speaking peoples, and to extend appreciation for the opportunity to hold a meeting on this shared territory.

**050. Call to Order**

M. Burris welcomed everyone and called the meeting to order at 5:15 p.m.; participants introduced themselves.

**100. Approval of Agenda**

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

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

**CARRIED**

**200. Board Elections**

**201. InterLINK Board Chair**

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

R. Shimoda nominated J. Chuback

No further nominations being made,

**Josie Chuback accepted the nomination and was declared InterLINK Board Chair for 2020.**

**202. InterLINK Board Vice-Chair**

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

R. Shimoda nominated M. Loudon

T. Corr nominated H. Pruden

No further nominations being made, both nominees accepted the nominations. The Chair asked the nominees to provide some information about themselves. A confidential election was held with provision for in-person and email votes.

J. Chuback thanked both members for standing and announced that Molly Loudon was elected.

**M. Loudon accepted the nomination and was declared InterLINK Board Vice-Chair for 2020.**

**203. InterLINK Board Treasurer**

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

M. Penny nominated R. Shimoda

No further nominations being made,

**R. Shimoda accepted the nomination and was declared InterLINK Board Treasurer for 2020.**

**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. Shimoda moved and P. Somji seconded

**“THAT the InterLINK Board Signatories for 2020 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, December 3, 2019

302. Circulation Statistics, January-December 2019

303. Reports

303.1 Executive Director Report

304. Information Items

304.1. Draft Minutes of the Administrators Advisory Group (AAG) meeting held February 7, 2020

**MOTION:** M. Loudon moved and B. Lawrie seconded

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

**CARRIED**

**400. CONTINUING BUSINESS**

**401. Provisional 2020 InterLINK Budget**

R. Shimoda spoke to this item and reminded Board members that the 2020 InterLINK provisional budget was passed during the December 2019 meeting and that board members were asked to bring it to their boards as an item for information. It has not changed since that meeting.

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

**“THAT the Board of Directors of Public Library InterLINK adopt the 2020 InterLINK Budget, removing the “provisional” status.”**

**CARRIED**

**500. NEW BUSINESS**

**501. 2020 Board skills inventory and development**

M. Burris spoke to this item. As an area of interest or focus is found, a development topic is selected to take place during a Board meeting. M. Burris will send out an online version of the form, or members can send in the form directly to him.

There was discussion about the categories on the form, and a few suggestions were made.

**MOTION:** M. Penny moved and M. Loudon seconded

**“THAT two additional categories be added to the skills inventory. One based on reconciliation, and the other based on diversity / inclusion. Additionally, that a question regarding skills / experience board members lack be added.”**

**CARRIED**

### **502. Board mentorship**

J. Chuback spoke to this item. Board mentorship came up last year as some long term people were leaving, and it was seen as helpful for board members to be matched up with someone who had experience at the InterLINK table. Several board members expressed interest. M. Burris will collect the names and, along with J. Chuback, will try to match mentors with mentees.

### **503. Appointment of Auditors**

M. Burris and R. Shimoda provided some background. InterLINK is a fairly consistent account and BakerTilly is an appropriately-sized firm that adheres to accounting requirements, usually at a more reasonable cost than the largest firms. Last time the audit service went out to bid, some of the larger firms did not choose to bid. H. Pruden suggested that next time the audit goes out to bid, indigenous accounting firms should be contacted.

**MOTION:** R. Shimoda moved and M. Penny 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, 2020. “**

**CARRIED**

### **504. Committee Appointments**

M. Burris provided a brief overview of the committee appointments. As per InterLINK's Governance Manual (section 1.6) the Interlink Board maintains three standing committees: **Executive, Finance, & Governance & Planning**

Each committee is comprised of three Board members and one AAG member (in an advisory role). The Executive Committee is comprised of the Board Chair, Vice-Chair and Treasurer, the Finance Committee

is chaired by the InterLINK Treasurer, and the Governance & Planning Committee is chaired by the InterLINK Board Vice-Chair.

The InterLINK Board Chair will be an ex-officio member of the Finance and the Governance and Planning committees. Openings on committees are filled at the first Board meeting of the year.

The Executive Committee has been filled, as noted in item 200, Elections.

M. Penny and W. Lawrie have volunteered for the Finance Committee.

J. Chuback asked for volunteers for the InterLINK Governance & Planning Committee. Most meetings take place via teleconference. B. Lawrie, N. Knox & H. Pruden volunteered for the Governance and Planning Committee.

#### **505. 2020 Board meeting dates**

Received for information.

#### **600. IN CAMERA**

**There were no in camera items.**

**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.

Around the table topics included member library board turnover, budgets, strategic planning, Vancouver's Indigenous Storyteller in Residence, Squamish's Cannabis 101 session and Black History month event, plans in relation to reconciliation at a number of libraries, Surrey's Cloverdale branch reopening, plan for the new Cameron Branch in Burnaby, Vancouver's meeting room policy, space use studies in Gibson's and Port Moody, memorials for the victims of Ukraine Airlines flight PS752, North Vancouver Districts Storylab, Lillooet's 30th anniversary and Olympic memories events in Whistler.

**800. DATE OF NEXT MEETING: TUESDAY, March 31, 2020 at BPL – Metrotown Branch  
Regular Meeting – 5:00 p.m.**

#### **900. ADJOURNMENT**

M. Penny moved Adjournment at 7:06 p.m.