

**Public Library InterLINK**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, December 3, 2019 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>	Steve Mitchell	BIPL (alternate, by teleconference)
	Matt Foley	BPL (alternate)
	Joy Bradbury	GibPL
	Ian Bateson (Vice Chair)	NVCL
	Judith Walton	PemPL
	Bill Lawrie	PMPL
	Traci Corr	RPL (by teleconference)
	Susan Egerman	SecPL (by teleconference)
	Molly Loudon	SqPL
	Greg Down (Chair)	SL
	Zahra Hussein	VPL (alternate, by teleconference)
	Ron Shimoda (Treasurer)	WVML
	Josie Chuback	WhPL
	Michael Burris – Executive Director	InterLINK
	Allie Douglas – Recording Secretary	InterLINK
<b>Guest:</b>	Ben Hart	NewToBC (until 5:32 pm)
<b>Regrets:</b>	Sandra Hochstein	CPL
	Cllr. Gayle Martin	FVRL
	Jane Duber	LALA
	Gerald Baier	NVDPL
	Naomi Perks	NWPL

**050. Call to Order**

G. Down welcomed everyone and called the meeting to order at 5:01 p.m., and participants introduced themselves.

**100. Approval of Agenda**

Changes: Item 201 was removed, as Annette DeFaveri was sick and unable to attend.

Item 405 Update on the Libraries and Climate Crisis event was added.

**MOTION:** B. Lawrie moved and J. Walton seconded

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

**CARRIED**

**200. SPECIAL BUSINESS**

201. Library Partners Advisory Group Update was postponed as Annette DeFaveri was unable to attend due to illness.

202. Ben Hart, NewToBC Update

B. Hart provided a quick overview of NewToBC (NBC) and a summary of recent activities. The best-known parts of NBC are the Library Champions Program (LCP), which has had over 45 cycles, and created over 500 champions, and through them, connected with 20,000 newcomers and the Settlement Information resources on the NewToBC website and social media. NBC will soon be entering a five year contribution agreement funded by Immigration, Refugees & Citizenship Canada (IRCC). NBC via InterLINK was the only organization in BC to get their agreement signed prior to the election writ being dropped. B. Hart sees this as an opportunity to continue good work and to determine if there are opportunities to expand. One main activity for the steering committee now is to see how to bring together libraries throughout InterLINK, and adapt the program for libraries across the federation (despite differing sizes of newcomer groups). One idea could be regional cycle of LCP; another may be more info via social media to libraries.

G. Down provided a territorial acknowledgement for the meeting at Burnaby Public Library and asked if there was a possibility for indigenous library champions. B. Hart noted that this has been discussed but it does not fit the IRCC criteria so far.

G. Down expressed the InterLINK board’s pride to be part of NBC, congratulating B. Hart on another 5 years of the program.

**300. CONSENT AGENDA**

301. Board Minutes, September 24, 2019

302. Circulation Statistics, January-September 2019

303. Unaudited InterLINK Financial Statements, January-September 2019

304. Reports

304.1 Executive Director Report

305. Information Items

305.1. Draft Minutes of the Nov. 19, 2019 Finance Committee meeting

305.2. Draft Minutes of the Nov. 7, 2019 Governance & Planning Committee Meeting

305.3 Draft Minutes of the Nov. 1, 2019 InterLINK Administrators’ Advisory Group Meeting

306. Correspondence

306.1 BakerTilly re: 2019 Audit

**MOTION:** J. Chuback moved and I. Bateson seconded

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

**CARRIED**

**400. Continuing Business**

401. InterLINK Strategic Framework

Vice-Chair (and Chair of the Governance and Policy Committee) Ian Bateson spoke to the framework document, noting that the intent was to provide an effective tool for Board members to describe InterLINK's purpose and priorities. M. Burris elaborated on the process and noted that a key goal of the work in developing the framework was providing a high level document that guided the work of the federation while allowing for flexibility in responding to the developing needs of member libraries. Board members expressed support for this approach.

**MOTION:** I. Bateson moved and J. Chuback seconded

**“THAT the Board of Directors of Public Library InterLINK approve the Strategic Framework as presented.”**

**CARRIED**

402. Draft 2020 Operations Plan

I. Bateson introduced the recommendation for approval of the 2020 Operations Plan, and M. Burris reviewed the plan. M. Burris noted that each of the activities corresponded to a Federation priority and that his reports to the Board focus on how the work of the federation reflects priorities. In response to a question, M. Burris noted that NewToBC, LLEAD, and activities related to the Mental Wellness Working Group, Customer Service workshops and Climate Change initiatives should be highlights in 2020.

**MOTION:** I. Bateson moved and R. Shimoda seconded

**“THAT the Board of Directors of Public Library InterLINK approve the 2020 Operations Plan.”**

**CARRIED**

403. InterLINK Board Self Evaluation

G. Down introduced this item and opened the floor for discussion or comments. Comments were generally positive but there will be a chance for the Governance and Planning Committee to review the responses again to ensure that the review process remains effective.

#### 404 InterLINK Board Succession Planning

There was discussion regarding the upcoming changes to the InterLINK Board, and with the Chair and Vice-Chair leaving, G. Down expressed hope that returning InterLINK Board members will consider standing for positions on the Executive Committee and other committees.

Board members noted that it can be very valuable to have an informal “InterLINK” mentor or to provide mentorship to an InterLINK alternate, if they are considering stepping up to the main InterLINK representative position.

#### 405. Libraries and Climate Crisis event

M. Burris provided a brief overview of this event, which took place at the Wosk Centre for Dialogue with the BC Libraries Coop, the BC Library Association (BCLA) and InterLINK. Around 50 people from many sectors attended. The focus was on starting a conversation about how libraries can engage with communities about climate change. The genesis was the session Imagining libraries as Democratic Convenors at the 2019 BC Library Conference. The intent is that at the BC Library Conference in 2020 there will be a full day on the topic of climate change. The groups involved will be reporting out soon, and are continuing the conversation through a listserv.

### **500. New Business**

#### 501. 2019 Operating Budget Review

R. Shimoda thanked B. Lawrie, M. Penny, T. Gnissios, and G. Down for serving on the Finance committee.

R. Shimoda reviewed the 2019 Budget and year-end projections. Many line items are flow through, with expenses offset by targeted revenue, and there are not a lot of expenses that can be directly controlled, so budgets are set to come as close to zero as they possibly can. If there is a surplus, it goes into the InterLINK Reserves until the reserves are at the maximum level set by the Board (currently any surplus would go into the Capital Asset Reserve). Otherwise surpluses are returned to libraries.

#### 502. Draft 2020 InterLINK Budget

R. Shimoda highlighted pertinent areas of the budget, including the Youth Services Committee (YSC) increase. The YSC is a very active committee and would like to do more on a regional basis. Other numbers all very similar to 2019. Expenses again are very often matched to revenue, and the budget is set to balance.

M. Burris walked through Schedule B – 2020 is the final year with differentiated levies based on population, and the phase out will take place over three years, starting in 2021. He also noted that in 2019, the member levies were cut; they have been raised this year, and are back in line with 2018.

503. Finance Committee Recommendation to InterLINK Board

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

**“THAT the Board of Directors of Public Library InterLINK adopt “Schedule A” as the year 2020 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 2020 InterLINK Budget take place at the first InterLINK Board meeting in 2020.”**

**CARRIED**

504. Proposed 2020 InterLINK Board Meeting Schedule

Received for information.

505. Notice of Election

G. Down informed the Board that in accordance with the Library Act, at its February 25, 2020 meeting, the Board must call for nominations and hold elections for the following positions:

- InterLINK Board Chair
- InterLINK Board Vice-Chair
- InterLINK Board Treasurer

M. Burris expressed his sincere appreciation for the excellent work executive members have been doing. G. Down hopes everyone continuing will consider a role on the executive.

Received for information.

**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.

Topics included Board turnover at a number of member libraries, presentations to councils, surveys of users and other public engagement activities, Richmond's workshop on Indigenous culture, the North Shore Writers project, Port Moody's successful Drag Queen Storytime and Squamish's plan for a similar event, a screening of the movie The Public in Gibsons, fundraising events in Whistler, Squamish and North Vancouver City, the 10th anniversary of Burnaby's Tommy Douglas branch, and the recent unionization of librarians in Surrey.

**700. DATE OF NEXT MEETING: Tuesday, February 25, 2020  
at BPL – Metrotown Branch  
Orientation - 4:15 p.m.  
Regular Meeting – 5:00 p.m.**

**800. ADJOURNMENT**

J. Chuback moved adjournment at 7:02 p.m.