

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, April 2, 2019 Time: 5:00 p.m.
Location: Burnaby Public Library – Metrotown Branch
3rd Floor Board Room – 6100 Willingdon Avenue, Burnaby

MINUTES

| | | |
|-----------------|-------------------------------------|------------------------------------|
| Present: | Michael Penny | BIPL |
| | Chris Dong | BPL |
| | Sandra Hochstein | CPL (teleconference) |
| | Joy Bradbury | GibPL |
| | Jane Duber | LALA (teleconference, arr. 5:17) |
| | Naomi Perks | NWPL (teleconference, arr. 5:19) |
| | Ros Guggi | NVCL - Alternate |
| | Gerald Baier | NVDPL (teleconference) |
| | Carmen Praine | PemPL – Alternate (teleconference) |
| | Bill Lawrie | PMPL |
| | Traci Corr | RPL (teleconference) |
| | Molly Loudon | SqPL |
| | Greg Down | SPL |
| | Harlan Pruden | VPL |
| | Ron Shimoda | WVML |
| | Josie Chuback | WhPL |
| | Michael Burris – Executive Director | InterLINK |
| | Allie Douglas – Recording Secretary | InterLINK |
| Regrets: | | |
| | Gayle Martin | FVRL |
| | Susan Egerman | SecPL |

050. Call to Order

G. Down welcomed everyone and called the meeting to order at 5:02 p.m., and participants introduced themselves.

100. Approval of Agenda

There were no changes to the agenda, and no items were withdrawn from the Consent Agenda.

MOTION: R. Shimoda moved and J. Chuback seconded

“THAT the agenda be approved as circulated.”

CARRIED

200. CONSENT AGENDA

201. Board Minutes, February 19, 2019

202. Reports

- 202.1 Executive Director Report

203. Information Items

- 203.1. Draft Minutes of the AAG meeting held March 8, 2019

300. CONTINUING BUSINESS

301. Board Skills Inventory

M. Burris spoke to this item, and G. Down mentioned that only eight of eighteen board members completed the survey. Last year thirteen completed it. Based on the results, the topic suggested for a Fall session is advocacy. G. Down noted there is a need to consider what can be done as advocacy for InterLINK as a federation, not just local libraries.

M. Burris noted that the InterLINK talking points can be redistributed to provide the tools reps might need to talk about InterLINK at home library board meetings. There was a question about potential advocacy work at the provincial level. M. Burris noted that the “Library Partners” group (consisting of the BC Libraries Cooperative, the BC Library Association, the BC Library Trustees Association and the Association of BC Public Library Directors) has been working together to advocate at the provincial level, and they are communicating well with the province. M. Burris will put together a document about the different groups, their mandates, who they represent, who they report to, who they are funded by, etc. There was a question about Reconciliation at the InterLINK table and how to share the process via boards, with a suggestion of bringing this forward as a potential recommendation or policy. G. Down noted that the InterLINK Board is a good place to share what libraries are doing.

There was also a question regarding how to communicate about InterLINK services to newcomers. M. Burris will check in with the NewToBC trainers to ask them what is mentioned in their sessions. It was suggested that maybe a brief document regarding InterLINK’s services could be translated into other languages.

There was also a comment that the language in the skills inventory form could be more consistent.

There were a few questions about the goal of the inventory – is it a balance in skill areas, or excellence across topics? G. Down clarified that the skills inventory allows InterLINK to offer sessions that build up areas of weaker scores. Although InterLINK is not able to directly recruit board candidates the process also assists InterLINK in talking to libraries about skills areas that could be addressed when naming InterLINK representatives. There was also a question regarding whether non-board-members could serve on committees. M. Burris noted that the Governance Manual states committee members must be board members.

MOTION: J. Chuback moved and B. Lawrie seconded

“THAT InterLINK offer a library advocacy session for the InterLINK Board in Fall 2019.”

CARRIED

400. NEW BUSINESS

401. 2018 InterLINK Audited Financial Statements.

R. Shimoda, Finance Committee Chair, introduced the 2018 audited statements and walked the Board through them. He noted that the auditing firm that InterLINK has used (Collins Barrow) was merged with another and is now named Baker Tilly. R. Shimoda further noted that Baker Tilly reported no issues with the audit.

There were a few questions regarding variances from 2017. R. Shimoda also noted that there was a significant addition to capital assets as a delivery truck was purchased in 2018, and this required a Board approved transfer of funds from the Capital Asset Reserve. R. Shimoda reported that at the end of 2018 there was a \$19,067 surplus, and as required by InterLINK's Financial Control policy, those funds would be transferred into the Capital Assets Reserve.

R. Shimoda also noted that there has been an increase to the courier costs in 2018 (couriers are used to ship materials to the InterLINK libraries that the truck cannot easily get to: Bowen Island, Gibsons, Sechelt, Lillooet, Pemberton, Whistler & Squamish). M. Penny noted that there can be a very limited choice of couriers that deliver door-to-door, and J. Duber expressed her appreciation of the courier service.

M. Burris noted that the 2019 operations plan includes review of the delivery service. Resource sharing is very dependent on how well InterLINK can move items around. The cost increases unfortunately may impact the ability to increase service.

MOTION: H. Pruden moved and J. Bradbury seconded

“THAT the InterLINK Board of Directors approve the 2018 Audited InterLINK Financial Statements

and

THAT the InterLINK Board of Directors approve the transferral of the 2018 InterLINK Operating Surplus of \$19,067 to the Capital Assets Reserve as per the Financial Control Policy.”

CARRIED

402. Draft 2018 Grant Report

M. Burris spoke to this. InterLINK receives a grant from the Provincial Government every year, and under the terms of the grant, a report must be provided. The Libraries Branch went to a template model for

reporting a few years ago, so recipients report on strategic directions and how they support the government's plan, as well as how they align with the strategic plan. It is a lengthy exercise but very useful. Board members commented that the report provided excellent evidence of the value of InterLINK.

MOTION: R. Shimoda moved and C. Dong seconded

“THAT the InterLINK Board of Directors approve the 2018 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 included a number of libraries with fundraising initiatives, Board meetings with mayors and councils, strategic planning, A delegation from Korea visiting North Vancouver District, fine amnesty programs, New Westminster re-opening after a five week closure, a new logo for Port Moody, Vancouver review of its room booking policy, policy development in Whistler and a joint board meeting of the three North Shore libraries.

700. ADJOURNMENT

M. Penny moved Adjournment at 6:41 p.m.

**DATE OF NEXT MEETING: TUESDAY, May 28, 2019 at BPL – Metrotown Branch
Regular Meeting – 5:00 p.m.**