

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, February 19, 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 (teleconf., arrived 5:14 PM)
	Chris Dong	BPL - Alternate
	Dave Whelan	CPL (teleconference)
	Joy Bradbury	GibPL
	Jane Duber	LALA (teleconference)
	Naomi Perks	NWPL (teleconference)
	Ros Guggi	NVCL - Alternate
	Gerald Baier	NVDPL
	Ursula Carus	PemPL
	Bill Lawrie	PMPL
	Traci Corr	RPL (teleconference)
	Greg Down	SPL
	Ron Shimoda	WVML
	Josie Chuback	WhPL (teleconference)
	Michael Burriss – Executive Director	InterLINK
	Allie Douglas – Recording Secretary	InterLINK
Regrets:	Ian Bateson	NVCL
	Susan Egerman	SecPL
	Molly Loudon	SqPL
	Harlan Pruden	VPL

050. Call to Order

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

200. Board Elections

201. InterLINK Board Chair

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

R. Shimoda nominated G. Down

No further nominations being made

G. Down accepted the nomination and was declared InterLINK Board Chair for 2019.

202. InterLINK Board Vice-Chair

G. Down opened nominations for the position of InterLINK Board Vice-Chair.

R. Shimoda nominated I. Bateson

No further nominations being made

I. Bateson accepted the nomination (electronically as he was unable to attend this meeting) and was declared InterLINK Board Vice-Chair for 2019

203. InterLINK Board Treasurer

G. Down opened nominations for the position of InterLINK Board Treasurer.

R. Guggi nominated R. Shimoda

No further nominations being made

R. Shimoda accepted the nomination and was declared InterLINK Board Treasurer for 2019.

204. InterLINK signatories

MOTION: J. Bradbury moved and R. Shimoda seconded

“THAT the InterLINK Board Signatories for 2019 be the Board Chair, Board Vice-Chair, Treasurer, InterLINK Executive Director and InterLINK Office Manager

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

100. Approval of Agenda

MOTION: R. Shimoda moved and C. Dong seconded

“THAT the agenda be approved as circulated.”

CARRIED

300. CONSENT AGENDA

301. Board Minutes, Nov. 27, 2018

302. Circulation Statistics, January-December 2018

303. Reports

303.1 Executive Director Report

304. Information Items

304.1. Minutes of the Administrators Advisory Group (AAG) meeting held Dec. 7, 2018

304.2. Draft Minutes of the AAG meeting held February 8, 2019

MOTION: R. Guggi moved and B. Lawrie seconded

“THAT the consent agenda be approved as circulated.”

CARRIED

400. CONTINUING BUSINESS

401. InterLINK Connectivity Study

M. Burris spoke to this item, which had been discussed and voted on by email. As per policy, the motion is entered into the minutes at the next Board meeting.

MOTION: J. Walton moved and R. Shimoda seconded

“THAT the InterLINK Board approve the transfer of an amount up to \$16,000 from the Project Reserve in support of the work outlined in the *InterLINK Connectivity Study* and that the BC Libraries Cooperative be contracted to conduct the work.”

The motion was passed by a vote of 12-0, with 6 libraries not voting.

402. Provisional 2019 InterLINK Budget

R. Shimoda spoke to this item and reminded Board members that the InterLINK provisional budget was passed during the November meeting and that board members were asked to bring it to their boards as an item for information.

MOTION: B. Lawrie moved and R. Guggi seconded

“THAT the Board of Directors of Public Library InterLINK adopt the 2019 InterLINK Budget, removing the “provisional” status.”

CARRIED

403. Draft 2019 Operations Plan – M. Burris

M. Burris spoke to this item. It was discussed during the November 27 Board meeting but has not yet been approved.

MOTION: R. Shimoda moved and B. Lawrie seconded

“THAT the Board of Directors of Public Library InterLINK approve the 2019 InterLINK Operations Plan.”

CARRIED

500. NEW BUSINESS

501. 2018 InterLINK Board member self evaluation

M. Burris and G. Down spoke to this. 2018 was the second time that this evaluation format was used. There is generally a high level of satisfaction, fairly close to 2017, but there were fewer comments than in 2017. A continuing area of concern was board recruitment with the note that it may be somewhat out of InterLINK’s control.

M. Burris brought forward two recommendations: first, that the InterLINK Board self-evaluation be reviewed by the Governance and Planning Committee to ensure relevance of questions as well as whether there are additional questions that should be added. Second, that the InterLINK Director ensure that the Board self-evaluation is on the September Board agenda, in order for there to be ample time for completing the survey. If there is further feedback, please contact G. Down or M. Burris.

502. 2019 Board skills inventory and development

M. Burris and G. Down spoke to this. At the November meeting there was discussion about how to best divide the skills inventory so there was evaluation for the past board, as well as for the continuing board. J. Walton also suggested there should be more consideration of how to utilize Board member skills. M. Burris will send the inventory form via Survey Monkey by the end of the week with a deadline of two or three weeks before the next meeting.

503. Appointment of Auditors

M. Burris spoke to this – in 2015 InterLINK completed a Request For Proposals (RFP) process for auditors. Three firms provided quotes, and Collins Barrow (now merged into Baker Tilly) was the firm that was appointed. The next RFP process will take place in 2019 for 2020.

MOTION: R. Shimoda moved and C. Dong seconded

“THAT the Chartered Accounting firm of Baker Tilly be re-appointed to conduct the annual audit of the Financial Statements of Public Library InterLINK for the fiscal year ended December 31, 2019. “

CARRIED

504. 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. 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 B. Lawrie have volunteered for the Finance Committee.

G. Down asked for two volunteers for the InterLINK Governance & Planning Committee. Most meetings take place via teleconference. J. Chuback and C. Dong volunteered for the Governance and Planning Committee.

505. 2019 Board meeting dates

M. Burris spoke to this item. There was a brief discussion on which date option worked best for board members for the second meeting of 2019. Tuesday, April 2nd was selected. For the Final Board meeting of 2019, M. Burris requested that the meeting be switched to Tuesday, Dec. 3rd in order to allow him to attend the LLEAD (Library Leadership Excellence and Development) residential institute, and Board members agreed to this change.

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 a number of libraries onboarding new Board members, orientation sessions for new mayors and councils, library budgets, renovation projects in a number of libraries (including NWPL's imminent closure for five weeks) Richmond staff participation in the "Coldest Night of the Year" walk, power outages on Bowen Island and the library serving as an area of refuge, North Vancouver Districts' Story Lab and Lunar New Year festivities in West Vancouver.

**800. DATE OF NEXT MEETING: TUESDAY, April 2 at BPL – Metrotown Branch
Regular Meeting – 5:00 p.m.**

900. ADJOURNMENT

R. Shimoda moved Adjournment at 5:58 p.m.