

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, Nov. 27, 2018 Time: 5:00 p.m.
Location: Burnaby Public Library – Metrotown Branch
3rd Floor Board Room – 6100 Willingdon Avenue, Burnaby

MINUTES

Present:	Michael Penny	BIPL
	Katy Alkins-Jang	BPL
	Sandra Hochstein	CPL
	Joy Bradbury	GibPL (left 7:20 pm)
	Helen Copeland	LALA (alternate)
	Jane Duber	LALA (by teleconference)
	Ian Bateson (Vice Chair)	NVCL
	Colleen MacMillan	NVDPL (arrived 5:13pm, left 7:19pm)
	Meg Gallup	PemPL (by teleconf. until 6:26 pm)
	Bill Lawrie	PMPL
	Traci Corr	RPL (by teleconference)
	Ann Hopkins	SecPL (by teleconf. until 6:40 pm)
	Eileen Walsh	SqPL (by teleconference)
	Greg Down (Chair)	SL
	Amanda Card	VPL
	Ron Shimoda (Treasurer)	WVML
	Michael Burris – Executive Director	InterLINK
	Allie Douglas – Recording Secretary	InterLINK
Guest:	Susan Koch	RPL (to 6:20 pm)
Regrets:	Cllr. Chuck Stam	FVRL
	Naomi Perks	NWPL
	Kelly Gartshore	WhPL

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

MOTION: I. Bateson moved and K. Alkins-Jang seconded

“THAT the agenda be approved as circulated.”

CARRIED

200. SPECIAL BUSINESS

**Presentation: Financial Literacy for Non-Financial Trustees
Susan Koch, Board Chair, Richmond Public Library**

S. Koch gave a presentation on Financial Literacy, which she had previously presented at the 2018 BC Library Trustees Association (BCLTA) conference. This was a high level overview to provide some explanation for how InterLINK’s financial statements correspond to operations.

Some of the important concepts were: differentiating between a Balance Sheet and an Income Statement. S. Koch compared the former to a standing pool of water, while the latter is more like flowing water.

The way financial statements are presented can cause confusion - depreciation can make it look as though there is a surplus, when it is just on paper. S. Koch also provided an explanation of the Auditor’s statement at the front of audited financial statements, using InterLINK’s most recent financial statements as an example. The auditor’s responsibility is to express an opinion.

On behalf of the Board, G. Down thanked S. Koch for her presentation.

300. CONSENT AGENDA

- 301. Board Minutes, September 25, 2018
- 302. Circulation Statistics, January-September 2018
- 303. Unaudited InterLINK Financial Statements, January-September 2018
- 304. Reports
 - 304.1 Executive Director Report
- 305. Information Items
 - 305.1. Draft Minutes of the November 15, 2018 Finance Committee meeting
 - 305.2. Draft Minutes of the November 2, 2018 Administrators’ Advisory Group Meeting

MOTION: K. Alkins-Jang moved and R. Shimoda seconded

“THAT the consent agenda be approved as circulated.”

CARRIED

400. Continuing Business

401. Project LLEAD (Library Leadership Excellence and Development) – M. Burris

M. Burris provided an update on the future of LLEAD. Ken Haycock has decided to step down from the program and has assigned the Intellectual Property rights to Rebecca Jones of Dysart and Jones. R. Jones has been K. Haycock’s co-presenter in the program. R. Jones believes there is a market to expand LLEAD into a national program. R. Jones is attending the Dec. 7th AAG meeting via videoconference to present her vision for the future of the program and get feedback from library directors. R. Jones has been informed that the program has not been budgeted as a line in the 2019 budget.

One question about LLEAD regards the long-term sustainability of the program. There is an assumption that a national program would be better for this, but no market surveys have been done to confirm the level of demand. There is an assumption that academic libraries in Ontario are particularly interested in a program. M. Burris reiterated that InterLINK’s LLEAD is a model that works, but there is a need to assure sustainability without damaging the value of the model.

G. Down noted InterLINK has put a significant amount of money and effort into the development of LLEAD. He noted that he see a continuing need and demand for the program. Other Board members noted that member libraries are seeing a great deal of turnover in senior management.

Board and Executive members noted that both cohorts so far have bonded and spoken about the importance of that network. Feedback from participants and their supervisors has been excellent.

After R. Jones meets with the AAG, M. Burris will update the Board by email.

402. Draft 2019 Operations Plan – M. Burris

M. Burris reviewed this item and answered a few Board questions. One suggestion is that he prioritize the plan to ensure the plan reflects the capacity of the staff and member libraries to accomplish the work.

403. Board Self Evaluation Process – M. Burris

M. Burris spoke to this. One task in the self-evaluation process is identifying gaps in Board knowledge. He is looking for feedback from the board regarding how the process has worked to date.

Some of the suggestions included: being more proactive in recruiting new InterLINK board member, for example, creating a wish-list for trustee skills. It may also be helpful to create an InterLINK document to share with boards / cities.

500. NEW BUSINESS

501. 2018 Operating Budget Review – R. Shimoda/M. Burris

R. Shimoda reviewed the 2018 Operating Budget, which is based on September 30 actuals and projections for the final three months of the year. A board member asked what would happen if there is a surplus. R. Shimoda / M. Burris clarified that it would replenish the capital reserve after the draw down on that reserve that was used on the purchase of the new truck.

502. Draft 2019 InterLINK Budget – R. Shimoda /M. Burris

- Item 1 - Youth Services Committee budget request
- Schedule A - Draft Operating Budget
- Schedule B, p.1 - Member Levies
- Schedule B, p.2 - Circulation Comparison - 2014-2018
- Schedule C, p.1 - Compensation Model
- Schedule C, p.2 - Total Member Levy and Net Borrower Levy

M. Burris spoke to item 502 noting that most of the lines are “hold the line” other than member levies, which were reduced. He notes a correction to item 502 (page 31 of the Board Agenda package) – the 2nd paragraph should be changed to \$44,000.

Regarding the NewToBC program: this year of the program is scheduled to have a reduced budget, and the expenses flow in and out, but there is a possibility for an increase.

No transfers from reserves are anticipated unless something comes forward like Project LLEAD (which would come out of the program reserve).

503. Finance Committee Recommendation to InterLINK Board

Motion: R. Shimoda moved and M. Penny seconded

“THAT the Board of Directors of Public Library InterLINK adopt “Schedule A” as the year 2019 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 2019 InterLINK Budget take place at the first InterLINK Board meeting in 2019.”

CARRIED

504. Proposed 2019 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 19th, 2019 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 reminded members it is preferred if members sit on the InterLINK board for 2 years if possible. M. Burris expressed his sincere appreciation for the excellent work executive members have been doing.

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.

Strategic planning efforts, renovations, new board members and increased traffic were reported in many libraries, the opening of the 8th and 9th floors at VPL Central, Port Moody’s Drag Queen story time, and the North Vancouver District Board Chair being elected mayor were among the topics shared by Board members.

**700. DATE OF NEXT MEETING: Tuesday, February 19, 2019
at BPL – Metrotown Branch
Orientation - 4:15 p.m.
Regular Meeting – 5:00 p.m.**

800. ADJOURNMENT

S. Hochstein moved adjournment at 7:54 p.m.