

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, Sept. 25, 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 (5:05 – 7:28 pm)
	Katy Alkins-Jang	BPL
	Chris Dong	BPL (alternate, left 7:15 pm)
	Sandra Hochstein	CPL (by teleconference)
	Joy Bradbury	GibPL (left at 5:50 pm)
	Helen Copeland	LALA (alternate)
	Jane Duber	LALA (by teleconf. from 5:05 pm)
	Naomi Perks	NWPL (arrived 5:11 pm)
	Ian Bateson (Vice Chair)	NVCL
	Colleen MacMillan	NVDPL
	Judith Walton	PemPL (by teleconf., left at 6:17 pm)
	Daphne Herberts	PMPL (alternate)
	Traci Corr	RPL (by teleconference)
	Greg Down (Chair)	SPL
	Eileen Walsh	SqPL
	Amanda Card	VPL
	Felicia Zhu	WVML (alternate)
	Josie Chuback	WhPL (alternate, by teleconference)
	Michael Burriss – Executive Director	InterLINK
	Allie Douglas – Recording Secretary	InterLINK
Guest:	Mari Martin	Libraries Branch (left at 6:29 pm)
Regrets:	Cllr. Chuck Stam	FVRL
	Ann Hopkins	SecPL

050. Call to Order

G. Down welcomed everyone and called the meeting to order at 5:03 p.m

100. Approval of Agenda

Items 301 and 700 will take place at the beginning of the session to make the schedule most efficient.

200. CONSENT AGENDA

- 201. Board Minutes, May 29, 2018
 - 202. Correspondence
 - 202.1 From Libraries Branch re: InterLINK Agreement
 - 202.2 From Libraries Branch re: Operating Grant
 - 202.3 From WVML re: Compensation
 - 202.4 From RPL re: Compensation
 - 202.5 From VPL re: Compensation
 - ~~202.6 From LALA re: Teleconferencing (removed – became item 405)~~
 - 202.7 To Libraries Branch re: Operating Grant
 - 203. Circulation Statistics, January-June, 2018
 - 204. Unaudited Financial Statements, January-July, 2018
 - 205. Reports
 - 205.1 Executive Director Report
- For information
- 206. Draft AAG minutes, September 7, 2018

Item 202.6 is removed from the consent agenda, and becomes item 405.

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

“THAT the agenda be approved as amended.”

CARRIED

300. SPECIAL BUSINESS

301. Mari Martin, Libraries Branch
M. Martin, Director of the Libraries Branch of the Ministry of Education, gave a presentation that included information about Provincial priorities, Branch projects and activities. M. Martin noted that she would share her presentation via email with the Board.

G. Down thanked M. Martin for taking the time to come to the InterLINK Board meeting, and for the ongoing support of InterLINK.

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.

Strategic planning, renovations, fundraising events, increased Summer Reading Club activity and the potential impact of municipal elections were among the topics shared by Board members.

400. CONTINUING BUSINESS

401. 2018 Operations Plan Review

MB presented a status report on the 2018 Operations Plan. He noted that most action items remain on track. The main outstanding item is the review of the delivery system. As no consultant was found to assist with this work, it will be carried over to 2019.

402. InterLINK Strategic Plan Review

M. Burris spoke to this item and provided some background of what has been done with the review of the plan to date. One approach to keeping the plan current without going to the level of detail that was part of the 2016 process would be to frame the planning process as creating a strategic plan "framework" which would essentially serve as an enabling document that would allow for flexibility in responding to the evolving needs of member libraries.

There was discussion of the two types of models. A. Card noted that a framework sets the priority pillars, and that it can be better to spend the time on the framework rather than tying the federation to specific activities when there is a lot of work to come (on funding, the delivery system and the like).

It was reiterated that the Strategic Plan or Framework would continue to be reviewed every year at the September meeting, as is current practice. The idea is that the Framework would be done in 2019.

G. Down noted that providing InterLINK more flexibility with the work coming up would be helpful.

MOTION: K. Alkins-Jang moved and C. MacMillan seconded:

“That there be a full review of the InterLINK strategic plan with the goal of developing a strategic framework that will be reviewed and updated annually.”

CARRIED

403. Board Development

M. Burris started the discussion by clarifying the goals of a potential Board Development session as it relates to the Board self-evaluation. He suggested talking to the Chair of the

Richmond Public Library about the session that was delivered at the BCLTA Conference. This session would be about financial acumen in terms of the InterLINK finances, not general trustee information or home board finances.

There was further discussion about how InterLINK can “recruit” to fill gaps in Board representation. While this still presents some challenges, InterLINK will explore the types of materials some libraries are using when recruiting board members.

404. 2018 Policy Development

M. Burris provided a brief update on this. There is a commitment to back-filling policies, so the committee will be working through the gaps that exist. M. Burris has identified three policies and wanted to bring them to the board for any feedback. The potential policies are: 1) Extended sick leave 2) Document retention 3) Risk Management

M. Burris will continue the discussion and policy development with the Planning and Governance Committee.

405. Correspondence From LALA re: Teleconferencing

The Executive Committee wanted to bring this item out of the consent agenda to discuss. G. Down will be requesting feedback from those participating by phone. Meeting participants have made some increased efforts of moving the microphones and base around.

M. Burris noted that Burnaby has been very responsive and provided this new equipment – the new system is designed to work in a large room. K. Alkins-Jang, who previously worked in telecommunications, explained some of the factors that are affecting the call quality. These included speaker voices or speaking styles, the shape of the room, home units, the room’s acoustics, and telephone etiquette.

500. NEW BUSINESS

501. Library Day at the Fair at PNE - Update

MB will provide a more complete report on the PNE after they provide attendance numbers. The report for item 501 provides some preliminary information, as collected internally by InterLINK library staff. Anecdotally, people using the discount seemed much more consistent, and many people came with library cards. There was noticeably improved signage at the gates, as well as the book chariot from FVRL at the main entrance gate, and there was more engagement in general. Tim Hortons was a sponsor, and Michael spent time liaising with their franchisees to discuss working together in the future. The PNE says year 3 is usually the tipping point for when an event is cemented as an ongoing part of the Fair.

600. IN-CAMERA

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

“THAT the InterLINK Board move to In-Camera.”

CARRIED

Michael Burriss and Allie Douglas left the meeting at 7:05 pm.

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

“THAT the InterLINK Board move out of In-Camera and back to regular session.”

CARRIED

Michael Burriss and Allie Douglas returned to the meeting at 7:36 pm.

**800. DATE OF NEXT MEETING: Tuesday, November 27, 2018
BPL – Metrotown Branch
5:00 p.m.**

900 ADJOURNMENT

I. Bateson moved adjournment at 7:38 pm.