

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, May 29, 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
	Helen Copeland	LALA (alternate)
	Naomi Perks	NWPL (arrived 5:07 PM)
	Ros Guggi	NVCL (alternate)
	Colleen MacMillan	NVDPL
	Judith Walton	PemPL (until 6:48 PM)
	Bill Lawrie	PMPL
	Traci Corr	RPL (by teleconference)
	Ann Hopkins	SecPL (by teleconference)
	Eileen Walsh	SqPL
	Amanda Card	VPL
	Ron Shimoda (Treasurer, meeting Chair)	WVML
	Kelly Gartshore	WhPL (arrived 5:13 PM)
	Michael Burris – Executive Director	InterLINK
	Allie Douglas – Recording Secretary	InterLINK
Regrets:	Ian Bateson (Board Vice Chair)	NVCL
	Greg Down (Board Chair)	SL
	Cllr. Chuck Stam	FVRL
Guests	B. Hart	NewToBC
	J. Iannacone	VPL / Youth Services Committee
	S. Ozirny	WVML / Youth Services Committee

050. Call to Order

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

100. Approval of Agenda

MOTION: J. Walton moved and C. MacMillan seconded

“THAT the agenda be approved as circulated.”

CARRIED

200. CONSENT AGENDA

- 201. Board Minutes, April 3, 2018
- 202. Reports
 - 202.1 Executive Director Report
 - 202.2 InterLINK Circulation Statistics Jan. – Mar. 2018
 - 202.3 Unaudited InterLINK Financial Statements Jan. – Mar. 2018
- For information
- 203. Draft AAG minutes, May 4, 2018
- 204. Draft Library Day at PNE Apr. 17 working group meeting minutes
- 205. Draft Mental Wellness May 3 working group minutes
- 206. Statement of Financial Information (SOFI)

MOTION: B. Lawrie moved and K. Alkins-Jang seconded

“THAT the consent agenda be approved as circulated.”

CARRIED

300. SPECIAL BUSINESS

301. Youth Services Committee (YSC) Update

R. Shimoda introduced J. Iannacone and S. Ozirny. J. Iannacone provided some background on their positions, and on the YSC. She also discussed the YSC structure and Terms of Reference – the Committee meets four times per year, and has one representative per library. That person should be someone with some decision-making authority in their library.

The YSC facilitates InterLINK-wide sharing of resources, including staff expertise and materials. They focus on areas where the collective impact is greatest. Staff development opportunities focus on various service populations: early years, middle years, teens, and caregivers. Development is not strictly focused on public service; it also presents best practices and current research. Development opportunities are offered at a low cost or free of charge, and they are open to all library staff, not only professional librarians. The YSC development sessions for 2018 will be: Early years – Storytime Basics Refresher, looking at new standards. Middle Years:

High-Five, which is a standard used by many community and recreation centres. Teens – a practitioner on adolescent development and teens and mental health.

The Initiatives and materials shared by the YSC are exemplified by the *100 Books to Read in Kindergarten* brochure. The YSC is working on an update, and hope to align the categories with the BC school curriculum as well as increasing diversity on the list.

There were a few questions regarding book lists, participation, and other ways to connect with schools / children in each jurisdiction. J. Iannacone advised that there are some YSC materials that InterLINK will make available to the Board. S. Ozirny explained WVML's approach – library staff go to schools three times per year to ensure that all students have library cards. J. Iannacone noted that many libraries do activities with schools, but as each library-school board relationship is different the role of the YSC in this area focuses on information sharing.

302. NewToBC

Program Coordinator B. Hart provided an update on NewToBC (NBC), and reviewed the main activities of the program: The Library Champions Program (LCP), Community Settlement Presentations (CSP), Settlement Information Resources (SIR) as well as the NBC website, social media.

NBC is in the second year of the second 3-year cycle of federal (Immigration, Refugees & Citizenship Canada) funding.

Over the last program year, the LCP has run 15 cycles in 9 communities; 164 library champions have reached 8000 other newcomers. In 2018/19 – there is a plan to run 15 cycles in 10 communities; there will be a celebration in September. Libraries get benefit of outreach being done on their behalf. There have been 91 cycles to date, and NewToBC is now trying to broaden the reach into smaller communities.

There have been 10 Community Settlement Presentations. These bring together diverse stakeholders (newcomers, staff, administrators, service orgs, etc.). There have been 546 attendees, which included 226 from libraries, and 77 newcomers. One very important aspect of these presentations has been the community immigrant demographic profiles. To see these, visit the NewToBC site, go to Newcomer-resources, select a community and download the pdf. These are intended for library use as well as service providers. NBC does not have funding to profile every community yet – this is a main goal for B. Hart.

R. Shimoda thanked B. Hart for his presentation.

400. Continuing Business

401. InterLINK Agreement

M. Burris provided an update on the revised InterLINK Agreement – the final draft Agreement has been approved by the ministry so InterLINK is waiting for final approvals from a few libraries that haven't confirmed yet. InterLINK is going to try a new piece of software called Docusign to ensure that the document doesn't have to move physically from library to library. It was very gratifying to see it go through the ministry quite fast.

402. Fall board development

M. Burris updated the board on a potential fall session on financial acumen. He inquired what the Board's preference was for the session's format. Was there support for either starting the meeting earlier, or scheduling the development session on another day? He also was looking for input about whether it should be open to the InterLINK board only, or to people from home boards as well.

R. Shimoda reminded board members that Youth Services and Finances were the lowest self-assessed areas in the Board skills matrix.

Board members discussed some other sessions on finance that they have seen or heard of recently, including the Whistler Chamber's 1 hour session on finances for non-profits, WhPL's internal board education / sharing of resources, BCLTA's 90 minute session and RPL's short session on finances during a governance session at the BCLTA Conference. It was suggested that this is a great opportunity to collaborate and to show what InterLINK does.

403. 2018 Operations Plan Update

M. Burris provided an update of the status of the 2018 Operations Plan.

One area that has been a challenge is trying to examine the delivery system. It has been very hard to find a logistics person to serve as a consultant for this review.

InterLINK has entered an agreement to purchase a new truck. The Procurement Policy was followed to review the bid responses and the choice was unanimous. The truck selected was the least expensive of the bids, but with the same warranty. The process should wrap up in next 6 weeks or so.

InterLINK's regular driver has resigned and the part-time / relief driver, who has been covering the full-time position while his colleague was on leave, has accepted the regular / full-time position. M. Burris hopes to have a job posting for the relief position posting up by Friday.

500. NEW BUSINESS

There was no new business for this meeting.

600. IN-CAMERA

There was no in-camera business.

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.

Topics included: continuing renovation projects at a number of libraries, strategic planning, expansion of opening hours in Bowen Island and Squamish, North Vancouver City's recording station, appointment of new Chief Librarians in Port Moody and Sechelt and Vancouver's search reaching the decision phase, Lillooet's successful proposal for an Adult Learning Centre, Coquitlam's wine and cheese event with Council, North Vancouver District's whisky fundraiser, and a discussion of the impact of the upcoming municipal elections.

800. DATE OF NEXT MEETING: Tuesday, September 25, 2018
BPL – Metrotown Branch
5:00 p.m.

900 ADJOURNMENT

K. Alkins-Jang moved adjournment at 6:52 PM