

Public Library InterLINK

BOARD OF DIRECTORS MEETING

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

MINUTES

Present:	Steve Mitchell	BIPL – Alternate (by teleconference)
	Katy Alkins-Jang	BPL
	Sandra Hochstein	CPL (arrived at 5:06 pm)
	Joy Bradbury	GibPL
	Jane Duber	LALA (by teleconference)
	Norah Andrew	NWPL - Alternate
	Ian Bateson (Vice-Chair)	NVCL
	Ros Guggi	NVCL - Alternate
	Judith Walton	PemPL (by teleconference)
	Bill Lawrie	PMPL
	Traci Corr	RPL (by teleconference)
	Ann Hopkins	SecPL
	Eileen Walsh	SqPL
	Greg Down (Chair)	SL
	Rhonda Sherwood	VPL - Alternate
	Ron Shimoda (Treasurer)	WVML
	Michael Burris – Executive Director	InterLINK
	Allie Douglas – Recording Secretary	InterLINK
Regrets:	Cllr. Chuck Stam	FVRL
	Mike Little	NVDPL
	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

There were no changes to the agenda, and no items were withdrawn from the Consent Agenda.

MOTION: J. Bradbury moved and K. Alkins-Jang seconded

“THAT the Agenda be approved as circulated.”

CARRIED

200. Consent Agenda

- 201. Board Minutes, February 27, 2018
- 202. Reports
 - 202.1 Executive Director Report
- 203. Information Items
 - 203.1 Draft Minutes of the AAG meeting held March 9, 2018

300. Continuing Business

301. InterLINK Finance Committee Appointment

R. Shimoda announced that M. Penny has volunteered to serve on the Finance Committee. The Finance Committee is grateful to have him on board.

302. Board Code of Conduct

G. Down reminded board members that any new representatives (regular or alternate) should submit a signed copy to Allie or Michael.

303. Board Skills Inventory

M. Burris spoke to this item. Thirteen board members responded to the survey, and the self-assessments were averaged. Advocacy and Strategic Planning had the highest self-assessed marks, and Finance and Youth Services had the lowest. Members of InterLINK's Youth Services Committee could invited to the May board meeting to speak to the latter. It was suggested that board skills development could focus on understanding finances. While fundraising is not done as a federation, as it was an area of lower scores as well, this could also be open for a discussion facilitated by InterLINK where representatives share information and best practices.

There was a great deal of interest in having a session presented by an expert on understanding library-related finances.

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

“THAT Representatives from InterLINK's Youth Services Committee be invited to the May 29 Board meeting to provide background on the Committee and an update on YSC activities.

And

THAT InterLINK offer an "Understanding Finances" session in the fall of 2018.

And

THAT The InterLINK Board further consider what would be an appropriate role for the Federation to play (if any) in skills development regarding fundraising.”

CARRIED

401. Audited Financial Statements

R. Shimoda spoke to the process of how the Financial Statements are created, and also provided the Finance Committee's recommendation of approval of the audited Financial Statements. M. Burris spoke further regarding the field work, InterLINK's meeting with the auditors, and the Finance Committee meeting. When the Audited Financial Statements have been approved by the Board, hard copies will be distributed to each interLINK library.

R. Shimoda noted that the finances have been quite consistent, and he is happy to talk about anything if anyone has any questions. I. Bateson noted that there will be a larger change in 2018 when the truck is purchased and R. Shimoda gave a brief description of how the truck will be amortized. M. Burris provided a brief explanation of how the reserves will be rebuilt after the purchase. There was a request to provide additional notes regarding variances, and this will be provided in future years.

MOTION: R. Shimoda moved and I. Bateson seconded

"THAT the Board of Directors of Public Library InterLINK approve the InterLINK 2017 audited Financial Statements."

CARRIED

402. Autism Awareness Workshop (For information)

M. Burris shared information regarding this planned workshop. The Pacific Autism Family Network (PAFN) has been presenting this workshop to first responders and is in conversations with schools, so they felt it was natural to also work with libraries. Libraries would send a staff member who would bring the training back to their library in a train the trainer model. The presentation at home libraries would be completely scalable, based on the library's needs.

The library directors (Administrators Advisory Group) are very supportive of this workshop, and it is anticipated that all libraries will be able to send staff; there is funding to bring staff from outside of Metro Vancouver. M. Burris has discussed the workshop with the Libraries Branch, with some potential that it may be something that can be shared beyond the InterLINK area.

500. IN-CAMERA

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

"THAT the InterLINK Board move to In-Camera."

CARRIED

A. Douglas left the meeting at 5:50 pm.

MOTION: S. Hochstein moved and B. Lawrie seconded

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

CARRIED

Allie Douglas returned to the meeting at 6:05 pm.

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.

A number of renovation projects, strategic planning, volunteer appreciation in Richmond, the North Shore Writer's Festival, the search for new directors in Vancouver and Sechelt, the new director in Port Moody (Marc Saunders) beginning his tenure, Coquitlam's wine and cheese event for the municipal council, Surrey's future Clayton branch and Squamish's new inclusive welcome sign were among the topics shared by Board members.

700. ADJOURNMENT

I. Bateson moved adjournment at 6:37 pm.

DATE OF NEXT MEETING: Tuesday, May 29, 2018
at BPL – Metrotown Branch
Regular Meeting – 5:00 p.m.