

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, February 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 (left at 6:53 pm)
	Chris Dong	BPL - Alternate
	Sandra Hochstein	CPL
	Joy Bradbury	GibPL
	Helen Copeland	LALA - Alternate
	Naomi Perks	NWPL
	Ian Bateson	NVCL
	Ros Guggi	NVCL - Alternate
	Colleen MacMillan	NVDPL
	Judith Walton	PemPL (by teleconference)
	Bill Lawrie	PMPL
	Daphne Herberts	PMPL - Alternate
	Traci Corr	RPL (by teleconference)
	Eileen Walsh	SqPL
	Amanda Card	VPL
	Ron Shimoda	WVML
	Kelly Gartshore	WhPL (by teleconference)
	Michael Burris – Executive Director	InterLINK
	Allie Douglas – Recording Secretary	InterLINK
Regrets:		
	ClIr. Chuck Stam	FVRL
	Ann Hopkins	SecPL
	Greg Down	SPL

050. Call to Order

R. Shimoda welcomed everyone and called the meeting to order at 5:11 p.m., and participants introduced themselves.

100. Approval of Agenda

MOTION: N. Perks moved and A. Card seconded

“THAT the agenda be approved as circulated.”

CARRIED

200. Board Elections

201. InterLINK Board Chair

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

C. MacMillan nominated G. Down, SPL

No further nominations being made

G. Down, SPL accepted the nomination electronically and was declared InterLINK Board Chair for 2018

202. InterLINK Board Vice-Chair

In G. Down's absence, M. Burris opened nominations for the position of InterLINK Board Vice-Chair.

R. Shimoda nominated I. Bateson, NVCL

No further nominations being made

I. Bateson, NVCL accepted the nomination and was declared InterLINK Board Vice-Chair for 2018

203. InterLINK Board Treasurer

I. Bateson took the chair and opened nominations for the position of InterLINK Board Treasurer.

C. MacMillan nominated R. Shimoda, WVML

No further nominations being made

R. Shimoda, WVML accepted the nomination and was declared InterLINK Board Treasurer for 2018.

204. InterLINK signatories

MOTION: R. Shimoda moved and S. Hochstein seconded

"THAT the InterLINK Board Signatories for 2018 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

300. CONSENT AGENDA

- 301. Board Minutes, December 5, 2017
- 302. Circulation Statistics, January-December 2017
- 303. Reports
 - 303.1 Executive Director Report
- 304. Information Items
 - 304.1. Minutes of the AAG meeting held December 8, 2017
 - 304.2. Draft Minutes of the AAG meeting held February 9, 2018

MOTION: R. Shimoda moved and B. Lawrie seconded

“THAT the Consent Agenda be approved as circulated.”

CARRIED

400. CONTINUING BUSINESS

401. 2018 Draft Operations Plan - M. Burris

M. Burris spoke to the draft operations plan, which shows the priorities and operations for 2018. He clarified a few additional acronyms from the project lead column (CS is Candice Stenstrom, AD is Allie Douglas).

MOTION: A. Card moved and R. Shimoda seconded

“THAT the Board of Directors of Public Library InterLINK adopt the 2018 InterLINK Operations Plan.”

CARRIED

402. Provisional 2018 InterLINK Budget - R. Shimoda/M. Burris

R. Shimoda spoke to this item. There have been no changes to the 2018 budget since Dec. 5 2017, other than the update to the net borrowing numbers. As discussed in December, there were two significant changes in the 2018 budget year. First, the anticipated major expenditure for a new truck in 2018, which requires moving \$70,000 out of capital reserves as noted in the budget. Second, \$40,000 that was budgeted for the 2017 LLEAD intake will be repurposed for other development priorities for member library staff in 2018. There was a question about the \$10,000 allocated to consulting. M. Burris responded that the main purpose will be review of delivery system, to understand if InterLINK staff are allocated in best possible way (in light of the gradual decrease in physical borrowing) and to review how InterLINK moves materials, and whether this can be adjusted, will be examined. InterLINK is looking for logistics consultants. There was also a positive comment about funding for having a Library Day at the PNE in 2018.

MOTION: S. Hochstein moved and N. Perks seconded

“THAT the Board of Directors of Public Library InterLINK adopt the 2018 InterLINK Budget, removing the “provisional” status.”

CARRIED

403. Governance Manual Updates - Motion - M. Burris

MB spoke to this – a few minor edits have been proposed and circulated to board members. These edits are provided below.

Proposed changes:

Section 1.8: Authority and Accountability

Current Language

1.8.4 As a federation of publicly funded libraries, InterLINK recognizes the importance of transparency and accountability **of** its member libraries.....

Proposed Language:

1.8.4 As a federation of publicly funded libraries, InterLINK recognizes the importance of transparency and accountability **to** its member libraries.....

Section 5.8: AAG Function and Mandate

Current Language:

5.8.3. The AAG will ensure that their **library's** InterLINK **representative is** informed of current InterLINK programs and services and their impact on their home **library**.

Proposed Language:

5.8.3 The AAG will ensure that their **libraries'** InterLINK **representatives are** informed of current InterLINK programs and services and their impact on their home **libraries**.

Section 7.8: In Camera Meetings

Current Language:

7.8.1 Topics that may be moved to in-camera discussion include employment/labour issues, Executive Director evaluation, internal board issues, legal issues, and discussion of **government policies and their implications** for the Federation.

Proposed Language:

7.8.1 Topics that may be moved to in-camera discussion include employment/labour issues, Executive Director evaluation, internal board issues, legal issues, and discussion of **topics that may have major service implications** for the Federation.

MOTION: C. MacMillan moved and A. Card seconded

“THAT the Board of Directors of Public Library InterLINK approve the proposed edits to the InterLINK Governance Manual as outlined above.”

CARRIED

500. NEW BUSINESS

501. Draft 2017 Grant Report

M. Burris spoke to this item. Each year InterLINK submits a report to the Libraries Branch regarding the work accomplished during the past year. It is a useful exercise. The Board was very appreciative of the work that has gone into the report.

MOTION: R. Shimoda moved and E. Walsh seconded

“THAT the Board of Directors of Public Library InterLINK approve the Draft 2017 Grant Report.”

CARRIED

502. 2018 InterLINK member library staff development plan

Supporting member library staff development is an ongoing strategic direction for Public Library InterLINK. Priority areas for member library staff development have been determined by a survey and consultation with library directors and their designates. Based on survey responses, current offerings that remain in demand, and staff input, it is recommended that in 2018 the focus be on Coaching and Customer Service training opportunities. Areas for consideration for future staff training are Mental Health training, and Crucial Conversations training for senior staff.

It is anticipated that a working group to work on mental health training will be in place by the end of March, and that some of this staff development work can spread throughout the province after it is successful in the InterLINK area.

MOTION: R. Shimoda moved and S. Hochstein seconded

“THAT the Board of Directors of Public Library InterLINK endorse the 2018 Staff Development Plan, including the funding parameters as presented.”

CARRIED

503. Board Skills Inventory

M. Burris spoke to this – the first InterLINK Board self-evaluation took place in 2017 and recruitment and board training showed as areas for improvement in the results. Board members suggested that a skills inventory would be a useful exercise that would clarify what should be development priorities.

I. Bateson also spoke to this, mentioning that there the assignment of the InterLINK rep is not something InterLINK influences; additionally, whether a given board member will be continuing or not, is not something those board members always control.

M. Burris noted that an awareness of the skills can be helpful; it is also significant to consider what is shared from ILK meetings – strategic directions and action items vs. “show & tell”.

MOTION: N. Perks moved and A. Card seconded

“That the Board of Directors of Public Library InterLINK approve the use of the skills inventory as presented and that board members complete the skills inventory by March 20, 2018.”

CARRIED

504. 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 the firm Collins Barrow was appointed. The next RFP process will take place in 2019 for 2020.

MOTION: B. Lawrie moved and H. Copeland seconded

“THAT the Chartered Accounting firm of Collins Barrow be re-appointed to conduct the annual audit of the Financial Statements of Public Library InterLINK for the fiscal year ended December 31, 2018. “

CARRIED

505. Committee Appointments

M. Burris spoke to this – the Executive Committee has been filled, as noted in section 200, Elections.

I. Bateson asked for two volunteers for the InterLINK Governance & Planning Committee. Most meetings take place via teleconference. S. Hochstein, and N. Perks volunteered for the Governance & Planning Committee.

K. Alkins-Jang sent regrets for this Board meeting but has previously noted that she is willing to sit on the Finance Committee again this year, so the committee needs one more volunteer. As no one else was able to commit at this time, the call for an additional volunteer will be sent out via email after the meeting.

600. In Camera

The in camera portion of the meeting was deferred until the next meeting.

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.

West Vancouver's new Digital Learning Place, renovations at a number of member libraries (recently completed, underway and planned) Coquitlam's new open hours on select statutory holidays, new Board members, community surveys and strategic planning, North Vancouver Districts' Whisky Fundraiser, snow closure policies, Bowen Island's kid-designed library card and outreach to First Nations were topics shared by Board members.

**800. DATE OF NEXT MEETING: Tuesday, April 3, 2018
at BPL – Metrotown Branch
Regular Meeting – 5:00 p.m.**

900. ADJOURNMENT

C. MacMillan moved adjournment at 7:06 PM

Minutes approved by: _____
Ian Bateson, Vice Chair
April 3, 2018