

**Public Library InterLINK**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, December 5, 2017 Time: 5:00 p.m.**

**Location: Burnaby Public Library – Metrotown Branch  
3<sup>rd</sup> Floor Board Room – 6100 Willingdon Avenue, Burnaby**

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**MINUTES**

<b>Present:</b>	Ted Benson	BIPL (arrived 5:28 pm)
	Katy Alkins-Jang	BPL
	Sandra Hochstein	CPL
	Joy Bradbury	GibPL
	Kathy Siedlaczek – Board Vice-Chair	NWPL
	Naomi Perks	NWPL (Alternate)
	Ian Bateson	NVCL
	Colleen MacMillan	NVDPL
	Judith Walton	PemPL
	Pat Merrett	PMPL
	Jordan Oye	RPL (by teleconference)
	Ann Hopkins	SecPL (by teleconference)
	Eileen Walsh	SqPL (by teleconference)
	Greg Down – Board Chair	SL
	Amanda Card	VPL
	Ron Shimoda – Board Treasurer	WVML
	Paul Tutsch	WhPL
	Michael Burris – Executive Director	InterLINK
	Allie Douglas – Recording Secretary	InterLINK
<b>Regrets:</b>	Chuck Stam	FVRL
	Jane Duber	LALA

**050. Call to Order**

G. Down welcomed everyone and called the meeting to order at 5:05 p.m. As there were a few new faces, board members introduced themselves.

**100. Approval of Agenda**

There were requests to add item 306. Governance and Planning Committee (GPC) Report, and item 307. Finance Committee Report, both to be provided at the table, and item 308. President’s Report (verbal). There were no changes to the Consent Agenda.

**MOTION:** J. Walton moved and K. Alkins-Jang seconded

**“THAT the agenda be approved as amended.”**

**CARRIED**

**200. CONSENT AGENDA**

- 201. Board Minutes, September 26, 2017
- 202. Correspondence
  - 202.1 Support for VPL funding application for Skilled Immigrant InfoCentre (SIIC)
- 203. Circulation Statistics, January-September 2017
- 204. Unaudited InterLINK Financial Statements, January-September 2017
- 205. Reports
  - 205.1 Executive Director Report
- 206. Information Items
  - 206.1. Draft Minutes of the Finance Committee meeting held Nov.21, 2017
  - 206.2. Draft Minutes of the Governance and Policy Committee meeting held Nov. 22, 2017
  - 206.3 Draft Minutes of the Administrators’ Advisory Group meeting held Nov. 3, 2017

**300. CONTINUING BUSINESS**

**301. InterLINK Agreement**

K. Siedlaczek spoke to this item. It has been interesting and challenging to revise the InterLINK Agreement in a way that minimizes repetition with InterLINK’s Governance Manual.

M. Burris will provide some speaking notes on the history of the process and the goals for the revision. When the final copy of the agreement goes out, all strikethroughs and comments will be cleaned up and a last few minor edits will be made.

**MOTION:** K. Siedlaczek moved and / K. Alkins-Jang seconded

**“THAT the draft InterLINK Agreement will be distributed for provisional approval by InterLINK member library boards; in the case of provisional approval by a majority of InterLINK member library boards, this will authorize its forward transmittal to the Minister of Education for final approval.”**

**CARRIED**

**302. Governance Manual Update - Notice of Motion**

K. Siedlaczek advised Board members that a small edit of the Governance manual should be made, with the purpose of broadening the language. The final version of this edit will be distributed by email in the February Agenda package, and will be voted on during the February Board meeting.

### **303. Financial Control Policy Update recommendation**

R. Shimoda spoke to this proposed minor change to the language in the InterLINK Financial Control Policy, section 7.1, which would now read:

“InterLINK strives to attain a balanced budget. Budget surpluses may occur due to fluctuations in non-resident borrowing. Compensation payments for non-resident borrowing are estimated and built into the InterLINK budget.”

**MOTION:** J. Walton moved and I. Bateson seconded

***“THAT the InterLINK Financial Control Policy section 7.1 be updated as proposed.”***

**CARRIED**

### **304. Board Self Evaluation Survey Results**

Participation in the Board Self Evaluation Survey was good – 14 of 18 board members replied to the survey. The GPC reviewed the results as a way to focus future work of the board.

The two main items that could be considered for improvement were recruiting and further board development, which the InterLINK Board has been discussing. There will also be a review of how the tool worked and whether some questions can be removed.

A survey requesting feedback on what type of staff development is needed and what InterLINK is best positioned to support was sent to the AAG. The results will inform a member library staff development plan for 2018.

There were a few questions about how recruiting works for the InterLINK Board. InterLINK can make suggestions and advocate to have Board members with skills or experience in certain area but InterLINK does not set specific requirements for being nominated to InterLINK from a member board.

Some suggestions on recruiting were made by current Board members. These included: Board members informing alternates about InterLINK activities and meetings, and where possible, having the alternate or another Board rep attend an InterLINK Board meeting at least once during the year. Other Board members noted that it is important for member libraries to consider the impact of having a good rep on InterLINK.

M. Burris and K. Siedlaczek noted that this will continue to be an area of work for the Board, and they will look into skills inventories and best practices. G. Down noted that the areas of recruitment would be a focus of the Operations Plans and Strategic Plans for coming years.

### **305. InterLINK Talking Points**

M. Burris spoke to this item. The document distributed in the agenda package is not the ultimate piece but the beginning of a series of talking points for Board members and others. The intent of the talking

points is to support board members with their reporting to home boards – how the InterLINK Board is accomplishing the mission and strategic direction, and supporting the work of the libraries.

The talking points document will be sent out as a separate item by InterLINK staff when the draft minutes are distributed.

### **306. Governance and Planning Committee (GPC) Report**

K. Siedlaczek provided this report at the table; after the meeting it was sent via email to board members. K. Siedlaczek would like to thank GPC members T. Benson, R. Martin, G. Down, & J. van Dyk. The Committee has had a great deal of work to do over past few years, and it has been satisfying to watch these things be put into action. See the report for a full list of 2017 accomplishments. 2018 will also be busy. K. Siedlaczek reminded board participants that this is a valuable and interesting committee to serve on.

### **307. Finance Committee Report**

R. Shimoda provided this report at the table, and it was also distributed to board members via email after the meeting. R. Shimoda would like to thank P. Tutsch and K. Alkins-Jang for their work on this committee. A full list of the 2017 accomplishments can be found in the report.

### **308. InterLINK Chair's Report**

G. Down provided a brief verbal report on his 2017 activities. The major work was the Executive Director evaluation process.

## **400. NEW BUSINESS**

### **401. 2017 Operating Budget Review**

R. Shimoda and M. Burris spoke to the review of the 2017 expenses, and projections remaining expenses to year end. The final numbers for 2017 will be confirmed after the InterLINK audit, which takes place in early 2018. Currently InterLINK reserves are at their maximums, which triggers surpluses to be returned to member libraries. The reserves will decline in 2018 (if the 2018 budget is passed) with the purchase of a new truck.

**MOTION:** C. MacMillan moved and R. Shimoda seconded

**“THAT the 2017 Operating Budget Review be received.”**

**CARRIED**

### **402. Draft 2018 InterLINK Budget**

R. Shimoda spoke to Schedules A, B and C, as well as the Youth Services Committee request, and reviewed the variances. Revenues remain stable, except the increase consisting of a \$70,000 transfer

from reserves for the replacement of the InterLINK delivery truck. The budget for expenses is also similar to 2017's budget, with the exception of the expenditure for the truck replacement.

Schedule A is the actual budget. The other schedules explain the calculation of member levies and compensation. Member levies are the same in total as last year, but will vary somewhat from library to library, depending on that jurisdiction's population change compared to the total population change.

In response to a question, Board members were reminded that member levies are calculated by population and compensation is based on non-resident borrowing. The Executive Committee continues to monitor and discuss this.

#### **403. Youth Services Committee - 2018 Budget**

This item is received for information, as it is approved within the overall InterLINK budget.

#### **404. Finance Committee Recommendation to InterLINK Board**

M. Burris noted that a cover letter outlining the procedure will accompany the Budget and will be sent to each InterLINK Member library representative, and will be copied to the AAG.

**MOTION:** R. Shimoda moved and K. Siedlaczek seconded

**“THAT the Board of Directors of Public Library InterLINK adopt “Schedule A” as the Year 2018 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 2018 InterLINK Budget take place at the first InterLINK Board meeting in 2018.”**

**CARRIED**

#### **405. Draft 2018 Operations Plan**

M. Burris created the 2018 InterLINK Operations Plan based on InterLINK's strategic directions. It was reviewed and received by the AAG in November. The draft plan will be on the Board's February agenda in an expanded version showing timelines and responsibilities.

M. Burris hopes to attend up to four library board meetings each year (upon request) to provide information and updates about InterLINK, and in support of the InterLINK representative.

#### **406. Proposed 2018 InterLINK Board Meeting Schedule**

Two tentative dates were proposed for the “March” Board meeting due to holidays and school break occurring around the usual date. Board members were asked for their preference, and Tuesday, April 3 was selected.

#### **407. Notice of Election**

G. Down informed the Board that in accordance with the Library Act, at its February 27<sup>th</sup>, 2018 meeting, the Board must call for nominations and hold elections for the following positions:

- InterLINK Board Chair
- InterLINK Board Vice-Chair
- InterLINK Board Treasurer

G. Down expressed his appreciation to outgoing board members, including T. Benson, A. Hopkins, R. Martin, K. Siedlaczek and P. Tutsch

#### **500. AROUND THE BOARD**

Topics discussed included policy development regarding appropriate use of library spaces, construction and renovation projects at a number of member libraries, community consultation and strategic plan development, funding and its impact on hours of service, the trend towards removing fines, Friends of the Library, Pemberton's Writer in Residence, Richmond's citizenship ceremony, TRC events, and additional stops for Coquitlam's Library Link (Bookbus).

**600. DATE OF NEXT MEETING:            Tuesday, February 27, 2018  
                                                         at BPL – Metrotown Branch  
                                                         Orientation - 4:15 – 5:00 p.m.  
                                                         Regular Meeting – 5:00 p.m. (food available at the beginning  
                                                         of the regular meeting)**

#### **900. ADJOURNMENT**

I. Bateson moved Adjournment at 7:21 p.m.