

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, February 28, 2017 Time: 5:00 p.m.

Location: Burnaby Public Library – Metrotown Branch

3rd Floor Board Room – 6100 Willingdon Avenue, Burnaby

MINUTES

Present:	Ted Benson	BIPL
	Katy Alkins-Jang	BPL
	Sandra Hochstein	CPL (left at 7:10 pm)
	Rob Martin	GibPL (by Teleconference)
	Jane Duber	LALA (by Teleconference)
	Kathy Siedlaczek – Board Vice-Chair	NWPL
	Ian Bateson	NVCL
	Colleen MacMillan	NVDPL
	Mike Little	NVDPL Alternate
	Judith Walton	PemPL
	Pat Merrett	PMPL
	Afton Bell	PMPL – Alternate
	Ann Hopkins	SecPL (left at 6:30 pm)
	Susan Egerman	SecPL – Alternate
	David Gayton	SqPL
	Eileen Walsh	SqPL – Alternate
	Amanda Card	VPL
	Ron Shimoda	WVML
	Kelly Gartshore	WhPL –Alternate (arrived at 5:10 pm)
	Michael Burriss – Executive Director	InterLINK
	Allie Douglas – Recording Secretary	InterLINK
Regrets:	Cllr. Chuck Stam	FVRL
	Jordan Oye	RPL
	Greg Down	SL
Guests:	David Carter - Past Board Treasurer	BC Library Trustees Association (BCLTA) (left at 5:40 pm)
	Ben Hart	NewToBC (left at 5:55 pm)

050. Call to Order

K. Siedlaczek welcomed everyone and called the meeting to order at 5:08 p.m. Participants introduced themselves.

100. Approval of Agenda

There was a request to add speaker David Carter as **item 505 BCLTA** appearing after item 300

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

“That the Agenda be approved as amended.”

CARRIED

200. Election of Executive

201. InterLINK Board Chair

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

I. Bateson nominated G. Down, SL

No further nominations being made

G. Down, SL accepted the nomination electronically and was declared InterLINK Board Chair for 2017.

202. InterLINK Board Vice-Chair

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

T. Benson nominated K. Siedlaczek, NWPL

No further nominations being made

K. Siedlaczek, NWPL accepted the nomination and was declared InterLINK Board Vice-Chair for 2017.

203. InterLINK Board Treasurer

K. Siedlaczek took the chair and opened nominations for the position of InterLINK Board Treasurer.

K. Siedlaczek nominated R. Shimoda, WVML

No further nominations being made

R. Shimoda, WVML accepted the nomination and was declared InterLINK Board Treasurer for 2017.

204. InterLINK signatories

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

“THAT the InterLINK Board Signatories for 2017 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, November 29, 2016
- 302. Circulation Statistics, January-December 2016
- 303. Reports
 - 303.1 Executive Director Report
- 304. Information Items
 - 304.1. Draft minutes of the January 20, 2017 Administrators’ Advisory Group Meeting

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

“THAT the Consent Agenda be approved as circulated.”

CARRIED

505. – BC Library Trustees Association (BCLTA)

D. Carter, InterLINK’s past Board Treasurer, is now on the BCLTA Board. He invited InterLINK Board members to attend the BCLTA Conference Apr 21 – 22 and reminded them of the value of the BCLTA Conference as a learning and networking experience. It was noted that R. Shimoda is on the BCLTA Conference Planning Committee. BCLTA does excellent work, and is partnering with some other organizations, including the BC Libraries Cooperative and the Association of BC Public Library Directors. There may be spaces available on BCLTA’s board – if interested, please attend the BCLTA AGM.

400. CONTINUING BUSINESS

- 401. NewToBC Update - B. Hart

M. Burris introduced B. Hart, who has been Project Coordinator of NewToBC since it started. B. Hart did a quick introduction of the Project and its history. NewToBC is a library settlement program that connects the role of public libraries to the settlement of newcomers. The Library Champions

Project, which is a core program of NewToBC, recruits, trains and deploys newcomers. As of now, there have been nearly 1000 champions, with almost 60,000 newcomer contacts. More information can be found at newtobc.ca, and B. Hart will draft an information sheet for a future board package.

402. Project LLEAD Interim Evaluation – M. Burriss (att.)

The final evaluation survey of Project LLEAD is being circulated now and will likely be available for the September Board meeting. The 2017 Project LLEAD institute will be held in November.

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

“THAT items 401 and 402 be received.”

CARRIED

403. 2017 InterLINK Operating Budget - M. Burriss (att.)

M. Burriss noted that the Draft 2017 Operating Budget was passed provisionally at the November 2016 meeting, and circulated to member boards for comment. There being no questions or points for clarification, a motion to approve the 2017 Operating Budget is on the agenda at this meeting.

MOTION: I. Bateson moved and J. Walton seconded

“THAT the InterLINK Board of Directors approve the 2017 InterLINK Operating Budget.”

CARRIED

500. NEW BUSINESS

501. Draft 2017 Operations Plan - M. Burriss (att.)

M. Burriss spoke to this item. He has changed the format of the InterLINK Operations plan in order to link it to InterLINK’s strategic directions. The Operations Plan has been reviewed by the AAG. A question was raised about providing a glossary of acronyms, and a timeline (by quarter). M. Burriss will revise the plans to include these, and will forward a copy of the expanded version to the Board.

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

“THAT the InterLINK Board of Directors approves the 2017 Operations Plan.”

502. Appointment of auditors – M. Burriss (att.)

M. Burriss spoke to this – in 2015 InterLINK completed a Request For Proposals (RFP) process for auditors. Three firms provided quotes, and Collins Barrow were appointed. The next RFP process will take place in 2019 for 2020.

MOTION: R. Shimoda moved and I. Bateson 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, 2017.

503. Committee Appointments

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

K. Siedlaczek asked for two volunteers for the InterLINK Governance & Planning Committee. Most meetings take place via teleconference. T. Benson volunteered. The chair will put out another call for the second volunteer at the March Board meeting; M. Burris or K. Siedlaczek are happy to answer any questions about the work this entails.

K. Alkins-Jang and P. Tutsch have volunteered for the Finance Committee.

504. BCLTA Learning Development Plan

M. Burris spoke to this item as BCLTA has circulated this and noted that the BCLTA are very interested in working with other groups. He will continue to report back on any further discussions between InterLINK and BCLTA.

MOTION: A. Card moved and I. Bateson seconded

“THAT item 504 be received.”

600. AROUND THE BOARD

Members of the Board participated in a roundtable discussion to update other Board members on issues and events at each InterLINK library. Some topics included New Library Directors in Lillooet and North Vancouver City, Board turnover, renovation projects at a number of member libraries, reinvigorating Friends of the Libraries, fundraising, teen programming, digital literacy programming, a meeting with the MLA in Pemberton, and NVDPL's partnership with the Museum and Archives for a mobile display of local history.

**700. DATE OF NEXT MEETING: Tuesday, March 28, 2017
BPL – Metrotown Branch
5:00 p.m.**

800. ADJOURNMENT

I. Bateson moved adjournment at 7:24 p.m.

**Minutes were approved Mar. 28/17: _____
K. Siedlaczek, Board Vice-Chair**