

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, November 29, 2016 Time: 5:00 p.m.

Place: Burnaby Public Library – Metrotown Branch

3rd Floor Board Room – 6100 Willingdon Avenue, Burnaby

MINUTES

Present:	Katy Alkins-Jang	BPL
	Sandra Hochstein	CPL
	Rob Martin	GibPL (left at 6:10 pm)
	Kathy Siedlaczek – <i>Board Vice-Chair</i>	NWPL
	Ian Bateson	NVCL
	Ken Lim	NVDPL
	Judith Walton	PemPL
	Rosario Passos	PMPL
	Robin Leung	RPL
	Greg Down	SL
	John Schaub - <i>Board Chair</i>	VPL
	David Carter - <i>Board Treasurer</i>	WVML
	Kelly Gartshore	WhPL (arrived 5:24 pm)
	Michael Burris – <i>Executive Director</i>	InterLINK
	Allie Douglas – <i>Recording Secretary</i>	InterLINK
Regrets:	Ted Benson	BIPL
	Laura Dupont	FVRL
	Jane Duber	LALA
	David Porter	NVDPL
	Ann Hopkins	SecPL
	David Gayton	SqPL
Alternates:	Ron Shimoda	WVML - Alternate

050. Call to Order

J. Schaub welcomed everyone and called the meeting to order at 5:03 p.m.

100. Approval of Agenda

Item 202 was removed from the Consent Agenda and added to the regular agenda as Continuing Business (prior to item 301).

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

“THAT the Agenda be approved as amended.”

CARRIED

200. Consent Agenda

- 201. Board Minutes, September 27, 2016
- 202. Circulation Statistics, January-September 2016 (removed)
- 203. Unaudited InterLINK Financial Statements, January-September 2016
- 204. Reports
 - 204.1 Executive Director Report
 - 204.2 Governance and Planning Committee Chair Report

- 205. Information Items
 - 205.1. Draft Minutes of the Finance Committee meeting held Nov. 17, 2016
 - 205.2. Minutes of the Sept. 23, 2016 Administrators' Advisory Group Meeting
 - 205.3. Draft Minutes of the Nov. 4, 2016 Administrators' Advisory Group Meeting

Item 202 was removed from Consent Agenda

MOTION: J. Walton moved and K. Lim seconded

“THAT the Consent Agenda be approved as amended.” CARRIED

202. Circulation Statistics, January-September 2016

There was a question about the borrowing numbers dropping year-over-year. M. Burris spoke to this and confirmed that circulation of physical items in general is dropping. He also noted that non-resident circulation, as a percentage of overall circulation, is fairly steady, between 12 and 12.5%. He mentioned that while the sharing of physical items remains InterLINK's core function, it is incumbent on InterLINK to develop and provide other services and programs of benefit to member libraries.

MOTION: K. Siedlaczek moved and D. Carter seconded

“THAT the Circulation Statistics Report be received.” CARRIED

300. Continuing Business

301. Project LLEAD

As requested at the previous meeting, the Interim Project LLEAD report was distributed to board members. M. Burris provided a brief update on Project LLEAD. The November intake for the 2017 program did not have sufficient numbers of candidates for consideration, so the Steering Committee recommended that the program be postponed until later in 2017. This would allow for additional promotion of the program, and provide an opportunity to firm up Libraries Branch commitment to the program. All the nominations we received were from larger Lower Mainland libraries. In light of the lower number of nominees, it has been suggested that we do an intake every second year instead of annually, as this should allow the demand to regenerate.

MOTION: K. Alkins-Jang moved and G. Down seconded

“THAT the Project LLEAD Report be received.” CARRIED

302. Teen Engagement Process

M. Burris reminded the board that the Teen Reading Club did not proceed in 2016, and the Board funded a Teen Engagement Process instead, to determine what, if anything, should be considered for federation-wide support from InterLINK for teen services. Although they were aiming to provide a recommendation at the end of the process, the committee did not come to a consensus on a recommendation. They have not requested further funding, just a time extension for continue the discussion in 2017. If funds are needed, they would come out of the Youth Services Committee budget.

MOTION: I. Bateson moved and J. Walton seconded

“THAT the Teen Engagement Report be received.” CARRIED

400. New Business

401. 2016 Operating Budget Review

D. Carter addressed the 2016 operating budget review. 2016 is generally in line, and we are expecting a small surplus at year end, but with two months to go, it is too early to know if this will happen. Reserves are at the maximum level set by the Board, in keeping with the financial control policy adopted earlier this year. If there is a surplus, it will be returned to member libraries as a deduction from membership levies. M. Burris noted that the budget memo explains any significant budget discrepancies and asked if there were any questions.

MOTION: R. Leung moved and J. Walton seconded

“THAT the 2016 Operating Budget Review be received.”

CARRIED

402. Draft 2017 InterLINK Budget

D. Carter explained how the budget is set, and reminded board members that the statements for the first 3 quarters of 2016 are unaudited, so we make a provisional / draft budget at this stage. On November 17, the Finance Committee met and recommended acceptance of the provisional budget. If accepted by the board, M. Burris will send it out to Boards as an information item for comment, and it come back to the InterLINK Board a vote at the first 2017 meeting. Staff are working to improve the budget’s format to ensure that it reflects the priorities in InterLINK’s strategic plan; this version is a first step, and we anticipate making further improvements.

For 2017 a modest average levy increase of 1.61% is proposed. There were a few questions about specific areas of the budget. M. Burris explained that the salaries have changed because the positions have changed. He also explained why the Audiobook Acquisitions line is going down – this is due to reduced use of the program over the past 5 years. A board member asked why the sections for Project LLEAD revenue and expenditure are still in the budget. M. Burris responded that we anticipate holding LLEAD in the Fall of 2017. D. Carter thanked the member of the Finance Committee, K. Alkins-Jang, P. Tutsch, J. Schaub and T. Gnissios for their work, and J. Schaub thanked D. Carter for his work.

MOTION: D. Carter moved and K. Siedlaczek seconded

“THAT the Board of Directors of Public Library InterLINK adopt “Schedule A” as the Year 2017 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 2017 InterLINK Budget take place at the first InterLINK Board meeting in 2017. “

CARRIED

M. Burris noted that a cover letter outlining the procedure will accompany the Budget.

403. Youth Services Committee – 2017 Budget

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

“THAT the YSC 2017 Budget be received.”

CARRIED

404. Finance Committee Recommendation to InterLINK Board

This was included in item 402.

405. Proposed 2017 InterLINK Board Meeting Schedule

Received for information.

406. Notice of Election

J. Schaub informed the Board that in accordance with the Library Act, at its February 28th, 2017 meeting, the Board must call for nominations and hold elections for the following positions:

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

M. Burris reminded members it is preferred if members sit on the ILK board for 2 years if possible. M. Burris expressed his sincere appreciation for the excellent work D. Carter did as treasurer, and his excellent attention to detail.

Received for information.

500. 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

Recommendations regarding library funding contained in the Report on the Budget 2016 Consultations by the Select Standing Committee on Finance and Government Services, the pending retirement of G. Buss (RPL) and J. Watkins (NVCL), the beginning of Beth Davies' tenure at BPL, renovations at PMPL and NWPL, a second Digitization Station at NVCL, the Mayor of the District of North Vancouver attending a NVDPL Board meeting, and various fundraising activities were the main topics of the around the table discussion.

600. Date of Next Meeting

The date of the next regular Board meeting is: Tuesday, February 28, 2017 – 5 p.m. at BPL – Metrotown Branch.

700. Adjournment

R. Leung moved adjournment at 6:48 p.m.