

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, September 27, 2016 Time: 5:00 p.m.
Place: Burnaby Public Library – Metrotown Branch
3rd Floor Board Room – 6100 Willingdon Avenue, Burnaby

MINUTES

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

050. Call to Order

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

100. Approval of Agenda

Item 205.1 - Executive Director Report was removed from the Consent Agenda and added to section 300 - Continuing Business as item 301; the other Continuing Business items are renumbered below.

MOTION: D. Carter moved and J. Walton seconded

“That the Agenda be approved as amended.”

CARRIED

200. Consent Agenda

201. Board Minutes, May 31, 2016

202. Correspondence

202.1 June 28, 2016 - to Mari Martin, Libraries Branch, re: LLEAD Funding

202.2 June 27, 2016 - from Greg Buss, RPL to John Schaub, InterLINK Chair, re: compensation

202.3 July 8, 2016 - from Gord Annand, Chair, WhPL to John Schaub, InterLINK Chair, re: compensation

202.4 July 28, 2016 - from Mary Jo Campbell, Chair, WVML to John Schaub, InterLINK Chair, re: compensation

203. Circulation Statistics, January-July 2016

204. Unaudited InterLINK Financial Statements, January-August 2016

206. Information Items

206.1 Minutes of the InterLINK YSC meeting held July 8, 2016

206.2 Minutes of the Audiobook Staff meeting held July 21, 2016

MOTION: P. Tutsch moved and K. Alkins-Jang seconded

“THAT the Consent Agenda be approved as amended.”

CARRIED

300. Continuing Business

301. Executive Director Report

Item 205.1 was removed from the consent agenda, as there was a question about the Public Library Association (PLA)'s Project Outcome training. The PLA is a division of the American Library Association. The Administrators' Advisory Group (AAG) discussed Project Outcome at their September meeting, and they had reservations about offering this training until the Libraries Branch provides further information on their strategic plan process, which is anticipated to have outcome measures and demonstrating impact as a strategic direction.

MOTION: D. Gayton moved and K. Siedlaczek seconded

“THAT the Executive Director Report be received.”

CARRIED

302. 2017 Project LLEAD Program

At the May meeting, the Board approved moving forward with the Project LLEAD program. M. Burriss has sent a letter to the Libraries Branch (LB) requesting funding for the program, and has had follow up conversations with their staff. While there has been no confirmation of LB support, indications are that if support were forthcoming it would be in the range of \$5,000 - \$7,000. The AAG discussed this extensively and suggested that the budget be set as previously presented and that any provincial support received up to \$7,000 be used to create a bursary fund for participants from InterLINK libraries outside the Lower Mainland.

The regular participation fees for 2017 would be \$2950 for a participant from an InterLINK library, and \$3450 for a participant from a non-member library.

M. Burris noted that the increase in fees from 2016 is reflective of the true cost of the program. In 2016, the Board supported a lower participant fee, as it was the first offering of the LLEAD program. In response to a question, M. Burris reported that the 2016 participant fee was \$2000 for the full year program. In comparison, Northern Exposure to Leadership Institute fees are \$2950 for a one week Institute. Discussion about the program ensued.

MOTION: D. Carter moved and P. Tutsch seconded

“THAT the InterLINK Board approve the use of up to \$7,000 of financial support received from the Provincial Libraries Branch for the 2017 Project LLEAD program to fund a bursary for participants from InterLINK libraries outside of Metro Vancouver (exclusive of Bowen Island).”

and

That the Steering Committee provide a mid-program report to the Board that accompanies the budget request for the following year by the September Board meeting.”

CARRIED

Action: Michael Burris to bring 2016 mid-program report to next meeting.

303. Youth Services Committee – Teen Engagement

M. Burris provided a verbal update on the Teen Engagement program. The committee had hoped they would be further along in the process but they are not yet ready to make a final recommendation. M. Burris has asked the members to talk to their managers or directors to ensure that the library supports any proposal brought forward.

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

“THAT the Youth Services Committee Report be received.”

CARRIED

400. New Business

401. InterLINK Code of Conduct and Conflict of Interest Policies

K. Siedlaczek spoke to this item. The priorities for the year, in review of the Governance manual, included the development of several policies. The Code of Conduct and Conflict of Interest policies were identified as priority items. The Governance and Planning Committee reviewed code of conduct and conflict of interest policies from libraries inside InterLINK and across Canada, and used these to develop the new InterLINK policies. If the policies are approved, they will be presented at the annual orientation session for Board members to sign.

MOTION: T. Benson moved and J. Walton seconded

“That the InterLINK Code of Conduct and Conflict of Interest Policies be approved.”

CARRIED

402. InterLINK Board Self Evaluation Process

M. Burris spoke to the Governance and Planning Committee’s work on this process. Gibsons Public Library provided its board self-evaluation forms and process, which are closely related to BCLTA and based on work done at Dalhousie University. The Self Evaluation Process is meant for InterLINK Board members to use in the context of their position on the InterLINK Board.

MOTION: P. Tutsch moved and I. Bateson seconded

“That the InterLINK Board adopt the self-evaluation form utilized by the Gibson’s and District Public Library for the Federation’s use AND that the self-evaluation process be implemented in September 2017.”

CARRIED

403. InterLINK Signatories

InterLINK’s Manager of Operations, Rita Avigdor, has now retired and her replacement, Allie Douglas, has a different job title (Office Manager). Board approval is required for making a change to the signatories.

MOTION: J. Walton moved and P.Tutsch seconded

“THAT the InterLINK Board signatories be the Board Chair, Board Vice Chair, Treasurer, InterLINK Executive Director and InterLINK Office Manager

and

That all cheques issued by InterLINK require two signatures, and any cheques issued over \$25,000 require one of the signatories to be an InterLINK trustee.”

CARRIED

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 WVML's Community Technology Roadmap, fundraising events and space planning/renovations at a number of libraries, Friends of the Library engagement at WhPL, SRC wrap up, strategic planning, Chief Librarians - new and being recruited, SL's "Literacy Report", BIPL's Spelling Bee and a flood at VPL's Central Library. SqPL and BPL are both celebrating their 60th anniversaries, and Sechelt is celebrating their 20th year in their current building. Board members were also reminded that in 2017 there might be spots available on the InterLINK executive.

600. Date of Next Meeting

The date of the next regular Board meeting is: Tuesday, November 29, 2016 – 5 p.m. at BPL – Metrotown Branch. Please note that this meeting will be followed by a Wine and Cheese reception.

700. Adjournment

P. Tutsch moved adjournment at 6:55 p.m.