

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, May 31, 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
	Sandra Hochstein	CPL
	Laura Dupont	FVRL
	Rob Martin	GibPL
	Jane Duber	LALA
	Kathy Siedlaczek – <i>Board Vice-Chair</i>	NWPL
	Mark Fetterly	NVCL - Alternate
	David Porter	NVDPL
	Judith Walton	PemPL
	Rosaria Passos	PMPL (arrived 5:25 p.m.)
	Jordan Oye	RPL - Alternate
	Ann Hopkins	SecPL
	David Gayton	SqPL
	Karen Hoffman	VPL - Alternate
	Ron Shimoda	WVML - Alternate
	Paul Tutsch	WhPL (arrived 5:30 p.m.)
	Michael Burriss – <i>Executive Director</i>	InterLINK
	Rita Avigdor – <i>Recording Secretary</i>	InterLINK

Absent: Greg Down SL

050. Call to Order

K. Siedlaczek welcomed everyone and called the meeting to order at 5:00 p.m. She noted that Board Chair John Schaub is unable to attend this evening so she will be chairing the meeting. Everyone went around the table to introduce themselves.

100. Approval of Agenda

The following items were added to the agenda under 400. Correspondence:

- 402. May 30, 2016 – to J. Schaub, InterLINK from Ministry of Education
Re: Library Federation Grant
- 403. May 31, 2016 – to S. Singh & V. McKay, CLA from M. Burriss, InterLINK
Re: Appreciation to CLA Executive Council and Staff

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

“THAT the Agenda be approved with the additions.”

CARRIED

200. Special Business - None

300. Minutes

301. Approval of the minutes of the Board Meeting held March 29, 2016

MOTION: K. Alkins-Jang moved and D. Gayton seconded

“THAT the Minutes of the Board Meeting held March 29, 2016 be approved.”

CARRIED

400. Correspondence

401. March 28, 2016 – to M. Burris, InterLINK from G. Duff, Collins Barrow Chartered Accountants

The firm of Collins Barrow Chartered Accountants has accepted their reappointment as auditors of InterLINK for fiscal 2016.

402. May 30, 2016 – to J. Schaub, InterLINK from Ministry of Education

M. Burris noted that this letter informs InterLINK that they will receive their Federation grant for a total of \$600,623 for 2016 electronically in the next few days. The letter also outlined the reporting deliverables which are very similar to last year's deliverables. The 2016 grants report is due March 2017.

403. May 31, 2016 – to S. Singh & V. McKay, CLA from M. Burris, InterLINK

Thanks the Executive Council and the staff of the Canadian Library Association for their tireless efforts in ensuring that there continues to be a national voice for the Canadian library community.

MOTION: L. Dupont moved and J. Walton seconded

“That Correspondence Agenda Items 401 to 403 be received.”

CARRIED

500. Statistics/Financial Report

501. 2015 Statement of Financial Information (SOFI)

R. Avigdor explained that the Financial Information Act requires every library board to file a Statement of Financial Information annually. The 2015 InterLINK SOFI report has been filed in order to meet the May 15th reporting deadline and is circulated for information. The audited financial statements that have been

incorporated into the SOFI document were previously adopted by the Board at their March 29th, 2016 meeting.

502. Unaudited InterLINK Financial Statements for the period of January to April 2016

R. Avigdor spoke to the Unaudited InterLINK Financial Statements for the period of January to April 2016. She explained that Revenues in the Workshop and Miscellaneous lines are pertaining to the LLEAD Institute. A new revenue line will be created for clarity on the May statements. The Transfer from Reserve is showing \$88,000 and covers the following:

- \$35,000 from General Reserve for the Canadian Server costs for the Patron Initiated ILL Program
- \$35,000 from General Reserve for Wages-Vacation Entitlement
- \$18,000 from Audiobook Reserve for the Andornot-Audiobook Software Upgrade

All the above transfers were pre-approved by the Board.

R. Avigdor reviewed the operating expenditures and noted that all was on track for the four month period. She explained that a deficit was showing under “Audit & Legal” as the 2015 Audit fee came in lower than projected. She further explained that costs for both the “Computer Repair & Maintenance” and “Leadership Development Program” were offset by revenues and transfers from reserves.

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

“THAT Agenda Items 501 and 502 be received.”

CARRIED

600. Reports

601. Report of the Board Chair

No report was given due to John Schaub’s absence.

602. Report of the InterLINK Executive Director

M. Burris referred to his report that was part of the Agenda Package. He explained that the NewToBC funding has been extended into March 31, 2017. He also noted that the Outcome Measurement session for Board members on June 15th still has some vacancies and he encouraged trustees to consider attending.

603. Report of the Manager of Operations

R. Avigdor informed the Board that all year-end reports such as the InterLINK Charity Return and SOFI documents have been completed. The compensation cheques and letters for net provider libraries have also been prepared prior to her retirement and they will be sent out mid July.

604. Report of the Governance and Planning Committee

K. Siedlaczek noted that the Governance and Planning Committee will continue work on policies over the summer.

605. Report of the Finance Committee

No report was give due to D. Carter’s absence.

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

“THAT Agenda Items 601 to 605 be received.”

CARRIED

700. Continuing Business

701. InterLINK Strategic Plan

K. Siedlaczek noted that feedback on the Strategic Plan has been positive. Brief discussion ensued and J. Duber asked if the Operations Plan is a part of the Plan. M. Burris noted he will speak to that in more detail later on the agenda. K. Siedlaczek also noted that a few minor typos have been brought to their attention and these will be fixed prior to the final copy going out.

MOTION: R. Shimoda moved and T. Benson seconded

“THAT the InterLINK Strategic Plan – 2016-2019 be approved.”

CARRIED

- **Draft InterLINK Operations Plan**

M. Burris explained that in the past InterLINK had an Action Plan. This Draft Operations Plan replaces that format. The Operations Plan provides an expected start and finish date for each Direction/Objective and also indicates who the Project Lead is. The InterLINK Operations Plan is an item for the Board’s information and will become a standard reporting document. J. Duber noted that she likes the format of this document.

702. 2017 LLEAD Program

M. Burris noted that the feedback to-date from the CEO’s/directors, supervisors and participants on the 2016 Project LLEAD has been very positive. Given that Project LLEAD is a key aspect of InterLINK’s strategic directions, preliminary discussions and plans for a 2017 LLEAD program are underway. The main point for the Board to consider is how to fund the program. A draft 2017 LLEAD budget was provided. M. Burris noted that this was discussed at the recent AAG meeting as well and they are endorsing the program in principle while noting that fees should not be finalized until there was an indication of the Province’s level of commitment to the program. M. Burris presented the three options to the Board:

- Option 1: accept provisional budget as identified and attached
- Option 2: recommend that the Federation bear a greater portion of the program cost (\$40,000) in order to lower participant fee
- Option 3: recommend that the participants bear a greater portion of the program (\$2,950) cost in order to lower costs to the Federation

Discussion ensued. It was noted that the participant fee is increasing from \$1,999 to \$2,950 in 2017. M. Burris explained that the participant fees in 2016 were intentionally set low. The fee covered the cost of the weeklong institute and a portion of the administrative budget. A number of program delivery costs

were borne by Ken Haycock through his development fee. M. Burris also noted that he is having ongoing discussions with Mari Martin at the Libraries Branch regarding provincial funding for the project. The Board asked if provincial funding was received whether it would offset participant fees or lower InterLINK's cost. M. Burris explained that this would be reviewed by the steering committee for the program and a recommendation would be forwarded to the Board. He noted that there is demand from non-InterLINK libraries for the program as well. There is a higher fee charged to non-InterLINK libraries. Given that this is a provisional budget only, the InterLINK Board agreed to accept the recommendation until further news is forthcoming about additional funding.

MOTION: S. Hochstein moved and K. Alkins-Jang seconded

“THAT the InterLINK Board approve moving forward with the planning of a 2017 LLEAD Program offering and that InterLINK fund the program to a maximum of \$40,000. The final amount of funding is to be dependent on Library Branch financial support of the Program.”

CARRIED

703. InterLINK Consent Agenda

K. Siedlaczek noted that the InterLINK Governance and Planning Committee is bringing a Draft Consent Agenda Policy forward for the Board's consideration. She noted that several InterLINK libraries are using this approach. Some present the Consent Agenda at the beginning of meetings where others present it at the end.

MOTION: K. Siedlaczek moved and J. Walton seconded

“THAT the Draft Consent Agenda Policy be adopted and added to the InterLINK Governance Manual and,

“THAT the InterLINK Board institute the use of a consent agenda on a pilot basis effective at its September 27, 2016 meeting and that the effectiveness of the consent agenda model be evaluated after the March 2017 Board meeting.”

CARRIED

704. Finance Committee – Reserve Recommendation

M. Burris explained that the Finance Committee has been working on financial policies and they have developed a Financial Control Policy that governs the maintenance and use of InterLINK reserve funds. The policy identified four reserve funds that will henceforth be maintained by the Federation: Operating; Capital Asset; Project, and Compensation with the latter just being a flow through reserve until compensation payments are made. He noted that the reserves stand at \$287,814.29 at the end of April 2016. It is being recommended that the eight reserves currently be condensed into the four identified in the Financial Control Policy.

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

“THAT the InterLINK Board approve the condensing of the eight existing InterLINK reserves into the four identified in the Financial Control Policy and set the 2016 amounts as follows:

Operating: \$125,000
Capital Assets: \$87,814.29
Project: \$75,000
Compensation: flow through as identified by non-resident borrowing

CARRIED

705. Notice of Motion – Governance Manual

K. Siedlaczek explained that at the March 29th, 2016 InterLINK Board meeting a Notice of Motion was given to amend a section of the InterLINK Board of Directors' Governance Manual. The InterLINK Board needs to act on the proposed amendment today.

MOTION: T. Benson moved and K. Alkins-Jang seconded

“THAT the InterLINK approve the addition of Clause 3.1.6 A majority of Committee Members will constitute a quorum. to Section 3 – Role of Committees in the InterLINK Board of Directors' Governance Manual.”

CARRIED

800. New Business - None

900. 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 PMPL's Facebook page and Writer's in Residence program; NVCL's Advocacy workshop and the announcement of the Chief Librarian's retirement; VPL's Strategic Plan; renovations at BIPL, SecPL and 2nd floor of BPL; IT event at WVML; pancake breakfast at WhPL; BPL's 60th Anniversary celebrations; and Comic Fair and Science Fair at CPL.

1000. Information Items

1001. Draft Minutes of the Administrators' Advisory Group meeting held May 6, 2016

MOTION: K. Alkins-Jang moved and S. Hochstein seconded

“THAT Agenda Items 1001 be received.”

CARRIED

K. Siedlaczek informed the Board that there is still one item of special business on the agenda. She noted that this is Rita Avigdor's final Board meeting prior to her retirement. On behalf of the Board, she would like to acknowledge and thank Rita for 32 years of employment with InterLINK. She turned the floor over to Michael who also thanked Rita for her dedicated service over the years and presented her with flowers. The Board acknowledged their appreciation with a standing ovation.

R. Avigdor thanked the Board, for the flowers and for the beautiful gift of a native bracelet that she received from the Board and InterLINK staff. She noted that InterLINK grew from an 8 library Federation to an 18

library federation of today in the span of her working career. Although there were definitely some challenges along the way, InterLINK always overcame them. InterLINK was the leader in many initiatives such as the Summer Reading Club, consortia purchase of Electronic databases and One Card that became province-wide initiatives. She noted that it was the dedication of the many trustees, administrators, staff of InterLINK libraries and InterLINK staff over the years that have contributed to InterLINK's success. She stated that she will always treasure and cherish these memories and thanked the Board for a wonderful 32 year career.

1100. Date of Next Meeting

The date of the next regular Board meeting is:

Tuesday, September 27, 2016 – 5 p.m. at BPL – Metrotown Branch

1300. Adjournment

K. Alkins-Jang moved adjournment at 6:30 p.m.