

Public Library InterLINK

BOARD OF DIRECTORS MEETING

Date: Tuesday, March 29, 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 (arrived 5:15 p.m.)
	Sheila Pierce	BPL
	Sandra Hochstein	CPL
	Rob Martin	GibPL
	Jane Duber	LALA
	Kathy Siedlaczek – <i>Board Vice-Chair</i>	NWPL
	Ian Bateson	NVCL
	David Porter	NVDPL
	Judith Walton	PemPL
	Pat Merrett	PMPL - Alternate
	Robin Leung	RPL
	Ann Hopkins	SecPL (left 7:30 p.m.)
	David Gayton	SqPL
	Greg Down	SL
	John Schaub – <i>Board Chair</i>	VPL
	David Carter – <i>Board Treasurer</i>	WVML
	Ron Shimoda	WVML - Alternate
	Kelly Gartshore	WhPL - Alternate
	Michael Burris – <i>Executive Director</i>	InterLINK
	Rita Avigdor – <i>Recording Secretary</i>	InterLINK
Guest:	Michael Shoop	The Shoop Group
Absent:	Laura Dupont	FVRL

050. Call to Order

J. Schaub welcomed everyone and called the meeting to order at 5:00 p.m.

100. Approval of Agenda

J. Schaub explained that Special Business – Agenda Item 201 – InterLINK Strategic Plan would be the first item of business on the Agenda.

MOTION: K. Siedlaczek moved and D. Gayton seconded

“THAT the Agenda be approved as circulated.”

CARRIED

200. Special Business

201. Michael Shoop – The Shoop Group – InterLINK Strategic Plan

Governance and Planning Committee Chair Kathy Siedlaczek explained that the Committee has reviewed the Provisional 2016-2019 InterLINK Strategic Plan and is bringing a recommendation forward that the plan be received by the Board. Prior to making a motion on the recommendation she asked Michael Shoop to provide an overview of the Plan.

M. Shoop took the floor and noted that this is the fourth meeting of the full Board to talk about the Strategic Plan. Previous consultations with the Board were held on Oct. 17, Nov. 24 and Feb. 23, 2016. There were also four consultations with the AAG – Oct. 16th, Dec. 4th, Feb. 5th and March 4, 2016. Final approval of the Plan will be at the May 31st InterLINK Board meeting. He explained that the Draft Plan still needs a hard edit in terms of content, appearance etc.

M. Shoop referred to Section 3 – Vision, Mission, and Values. Discussion ensued and the question was raised as to why “autonomy” was not listed as one of InterLINK’s core values. M. Shoop noted that in prior discussions regarding values that "Equality" was seen as including member autonomy. Member library autonomy is a given. After additional discussion there was no motion forthcoming to consider reinserting "autonomy" as a value.

M. Shoop reviewed Section 5 – Strategic Directions. It was explained that specifics such as naming programs (ie. “LLEAD”) were removed. This Plan will have a life span of 3 years and the intent is for a regular review to take place to ensure the plan's continued relevance. The actions in *Strategic Direction #1- Enhancing Patron Experience* were reviewed. As this is a core service, there was discussion on how resource sharing could be more effective. *Strategic Direction #2-Building Member Library Capacity* was seen as referencing the more internal functions of the Federation. The actions address identifying and exploring opportunities for consortial purchasing and collaborative programs. *Strategic Direction #3- Increasing Awareness of the Impact of Public Libraries* was then reviewed. It was noted that the word “impact” replaced the word “value” as it was felt that value was more difficult to measure and quantify. Brief Discussion took place on measuring outcomes. It was noted that there is a lot of discussion at the Libraries Branch level on this and InterLINK could play a leadership role in supporting that discussion.

M. Shoop thanked the Board for their feedback. K. Siedlaczek noted that at this stage the InterLINK Governance and Planning Committee is making a recommendation to the Board to send a summary of the Strategic Plan that includes the Vision, Mission and Values and Strategic Directions to member library boards for their consideration and comment. A cover letter will accompany the summary, which will provide a deadline for feedback.

MOTION: D. Carter moved and S. Hochstein seconded

“THAT the Board of Directors of Public Library InterLINK receive the Provisional 2016-2019 InterLINK Strategic Plan and authorize its transmittal of the Vision, Mission and Values and Strategic Directions to member library boards for their consideration and comment

and

THAT a final vote on the 2016-2019 InterLINK Strategic Plan take place at the InterLINK Board meeting on May 31, 2016.”

CARRIED

M. Shoop reviewed the Next Steps that will achieve the goals and actions contained in the plan. He noted that the final version of the Plan will include pictures, photos, etc. M. Burris stated that the Provisional Plan will go to member boards in the next few weeks with a deadline for the comments.

On behalf of the Board, I. Bateson congratulated Michael Shoop and the InterLINK Governance and Planning Committee on the hard work they've put in on this long process. The Board showed their appreciation with a round of applause.

Break – 6:05 p.m. – 6:15 p.m.

300. Minutes

301. Approval of the Notes of the Board Orientation held February 23, 2016

MOTION: K. Siedlaczek moved and D. Gayton seconded

“THAT the Notes of the Board Orientation held February 23, 2016 be approved.”

CARRIED

302. Approval of the Minutes of the Board Meeting held February 23, 2016

MOTION: K. Siedlaczek moved and S. Pierce seconded

“THAT the Minutes of the Board Meeting held February 23, 2016 be approved.”

CARRIED

400. Correspondence

401. March 17, 2016 – to G. Duff, Collins Barrow Chartered Accountants from M. Burris, InterLINK

M. Burris explained that this letter informs the firm of Collins Barrow Chartered Accountants that their proposal for Independent Audit Services was accepted and that they have been appointed as InterLINK's Auditing firm to conduct the Annual audit for the fiscal year ending December 31, 2016.

MOTION: G. Down moved and I. Bateson seconded

“That Correspondence Agenda Item 401 be received.”

CARRIED

500. Statistics/Financial Report

501. Audited Financial Statements of InterLINK Federated Public Library System for the fiscal year ended December 31, 2015

D. Carter noted that the Finance Committee met prior to the Board meeting to review the Audited Financial Statements of InterLINK for the fiscal year ended December 31, 2015. He stated that InterLINK is ending the 2015 fiscal year with a net operating surplus of \$16,709.32. He asked R. Avigdor to speak to the

Statements. R. Avigdor explained that the Surplus on the audited Statements is shown as \$36,610 on pg. 2 and pg. 4 as “Unrestricted Net Assets”. Of this amount \$19,900.35 is the remaining unexpended balance of the \$65,000 transfer from reserves for the Leadership Development Program expenses. The \$19,900 will cover 2016 LLEAD costs. This leaves a net surplus of \$16,709.32 which is mainly due to Net Compensation coming in a bit lower than forecasted and other areas of the budget being underspent.

MOTION: D. Carter moved and K. Siedlaczek seconded

“THAT the InterLINK Board of Directors approve the 2015 Audited InterLINK Financial Statements

and

THAT the 2015 InterLINK Operating Surplus of \$16,709.32 be transferred to the General Reserve Fund.”

CARRIED

600. Reports

601. Report of the Board Chair

J. Schaub noted that he had nothing to report at this time.

602. Report of the InterLINK Executive Director

M. Burris referred to his report that was part of the Agenda Package. He informed the Board that Alison Van Burren has submitted a proposal to deliver a “Coaching for Directors, Supervisors and Managers” session. The proposal, which contains two options, has been submitted to the AAG for feedback.

603. Report of the Manager of Operations

R. Avigdor informed the Board that most of her work has been on the audit and financials so she had nothing further to report.

604. Report of the Governance and Planning Committee

K. Siedlaczek noted that the Governance and Planning Committee will continue to look at the Board self-evaluation and will decide on a process that could be implemented in 2017. Work on policies is ongoing.

605. Report of the Finance Committee

D. Carter noted that the Finance Committee would continue their work in May with respect to the Reserve Funds.

MOTION: J. Duber moved and R. Leung seconded

“THAT Agenda Items 601 to 605 be received.”

CARRIED

700. Continuing Business

701. InterLINK Board Committee Members

M. Burris noted that this was circulated for information. He informed the Board that Todd Gnissios of Coquitlam Public Library has agreed to sit on the Finance Committee.

MOTION: J. Duber moved and G. Down seconded

“THAT Agenda Item 701 be received.”

CARRIED

800. New Business

801. Speaker Series – Outcome Measures

M. Burris noted that InterLINK has an opportunity to facilitate session(s) on Outcomes Measures for member libraries and their Board members. Rebecca Jones, Service Delivery Director at Brampton Public Library, has offered to deliver a full-day, hands on workshop for member libraries on this topic. Rebecca Jones was also the co-facilitator of the Project LLEAD residency program and will be in the Lower Mainland in June to participate in the June 17th LLEAD session. She is offering to hold the full-day workshop on Outcomes Measures for member library staff on June 16th. As this is a great opportunity to connect with Library Boards about the topic, she can also offer an evening session on June 15th for library board members that provides an overview of outcome measurement. M. Burris reviewed the proposal for the Staff Session and the Board Session noting that there would be no charge for the Board session. He noted that the AAG has expressed support for both sessions. A question was asked about whether a recording option could be made available for the outcomes Board session. M. Burris noted that he would look into recording the session and making it available on the InterLINK website.

MOTION: J. Walton moved and S. Pierce seconded

“THAT the InterLINK Board approve the planning and facilitation of sessions for trustees and member library staff on outcome measurement as outlined in the Speaker Series-Outcome Measures Board Report dated March 29, 2015.”

CARRIED

M. Burris noted that he would keep the Board updated on the feasibility of recording the session.

802. Provincial Grant Report

M. Burris explained that the Provincial Grant Report provides information for the Libraries Branch on the deliverables outlined in the InterLINK 2015 grant letter.

MOTION: R. Leung moved and K. Siedlaczek seconded

“THAT the InterLINK Board of Directors approve the 2015 InterLINK Provincial Library Grants Report.”

CARRIED

803. Notice of Motion – Governance Manual

M. Burris explained that a statement regarding quorum for Committee meetings was omitted in the InterLINK Board of Directors' Governance Manual. As this document requires 30 days' notice to be amended, a **Notice of Motion** has been brought forward suggesting the following proposed amendment to Section 3. Role of Committees (pg. 9):

Add: 3.1.6 A majority of Committee Members will constitute a quorum.

One suggestion was to add it to 3.12 instead of creating an extra bullet and to also state that the majority is of the total committee members.

A final vote on the revised InterLINK Board of Director's Governance Manual will take place at the May 31, 2016 InterLINK Board meeting.

804. In Camera

MOTION: S. Hochstein moved and R. Leung seconded

"THAT the InterLINK Board of Directors' meeting move In Camera."

CARRIED

R. Avigdor left the meeting at 6:40 p.m.

MOTION: S. Hochstein moved and K. Siedlaczek seconded

"THAT the InterLINK Board of Director's meeting move out of In Camera back to regular session."

CARRIED

R. Avigdor returned to the meeting at 7 p.m.

900. Other Business – None

1000. 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 parent reading program and Book Bus at CPL; Governance Review for NWPL; cultural workshops at RPL; NVCL fundraiser for Tech Lab; BPL's and SqPL's 60th Anniversary celebrations; Chief Librarian retirement at Surrey Libraries; fundraising initiatives for BIPL; Community Satisfaction Survey at WhPL; space requirements for PemPL; Curiosity Fair at PMPL; Strategic Plan for NVDPL and LALA; and VPL's top floor renovations.

1100. Information Items

1101. Draft Minutes of the Administrators' Advisory Group meeting held March 4, 2016

MOTION: J. Duber moved and D. Porter seconded

"THAT Agenda Items 1101 be received."

CARRIED

1200. Date of Next Meeting

The date of the next regular Board meeting is:

Tuesday, May 31, 2016 – 5 p.m. at BPL – Metrotown Branch

1300. Adjournment

R. Leung moved adjournment at 7:45 p.m.