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## Winter 2016 IslandLink Library Federation Board Meeting Minutes

Wednesday, February 3, 2016, 6:00 – 7:20 pm  
Via teleconference

**Present:** Linda Rosen, Chair (PR), Joan Watterson, Vice Chair (SS), Linda Gilarski, Treasurer (AB); Zeb King, Trustee (GVPL); Cindy Ralph (Libraries Branch); Karen Hudson, Chief Librarian (SS); Terry Noreault, Chief Librarian (PR); Lynne Jordon, Deputy CEO (GVPL); Ene Haabniit, Manager (ILLF); Danielle Hubbard, Recorder (ILLF).

Welcome and introductions – Linda Rosen

1. **Motion** to approve the agenda as circulated with amendment to move Cindy Ralph's report up on the agenda: Zeb King/Linda Gilarski. Carried.
2. **Motion** to approve Minutes of September 18, 2015 Board meeting in Courtenay, as circulated: Joan Watterson/Linda Gilarski. Carried.
3. **Correspondence –**
  - a) Letter to Mari Martin, Director, Library Services, December 8, 2015
  - b) Letter from Mari Martin, Jan 12, 2016

**Motion** to receive correspondence as circulated: Zeb King/Joan Watterson. Carried.

4. **Provincial Libraries Branch Report –** Cindy Ralph – verbal report.
  - 2 new staff are filling vacant positions: Denise McGeachy (Library Consultant) & Matthew Hall (data coordinator/analyst)
  - Annual Federation Report to Province is due March 1
  - Libraries Branch is working towards a new provincial strategic plan for libraries to replace *Libraries Without Walls (2004)* and will be asking for input from Federations.

6:20 – Cindy Ralph left the meeting.

5. **Financial Report (Linda Gilarski & Ene Haabniit)**
  - Cash on hand at the end of 2015 was \$98,845.20.
  - Net income was -\$15,387.37.

**Motion** to approve Financial Report as circulated: Zeb King/Joan Watterson. Carried.

6. **Library Directors Advisory Group (LDAG) Report –** Ene Haabniit.– verbal report.

The Library Directors and Manager met via conference calls in January to discuss 2016 draft budget. They hope to next meet in person in conjunction with the upcoming Vancouver Island Library Staff Conference in Victoria on April 29.

7. **Approval of 2016 Budget**

Manager recommended a reduction of the draft budget as circulated, because we are quickly using up our unrestricted reserve funds and will need to reduce our overall budget over the next few years.

**Motion** to approve the draft budget by \$8,000, with funds reduced coming from Programming, Professional Development and Strategic Planning lines. (Total budget will be \$134,240 minus \$8,000= \$126,240 (not including grants, other than provincial operating grant).

8. **Policy Updates:**

a) **Travel Expense Policy**

**Motion** to approve the January 29, 2016 draft policy amendment to increase the Low Season accommodation rate from \$100 to \$120: Joan Watterson/Linda Gilarski. Carried.

b) **Reserve Funds Policy** – proposed review

IslandLink's current reserve funds policy requires that we maintain approximately 2 months of operating funds as a restricted/emergency fund. The Province has indicated 6 months is a standard restricted/emergency reserve for federations. Manager will circulate possible policy amendments/recommendations prior to the Fall Board meeting.

9. **Manager's Report** – Received for information.

10. **Strategic Planning Update**

**Motion** to approve the new IslandLink Strategic Plan, 2015-2018 as circulated. Zeb King/Joan Watterson. Carried.

11. **Other Business**

**UBCM:** The IslandLink board expresses an interest in IslandLink having a presence at this year's UBCM, September 26 – 30, 2016, perhaps in collaboration with the ABCPLD.

12. **Next Meeting Date:** Ene will put forth a Doodle Poll to find an agreeable date for our Fall meeting to be hosted by Salt Spring.

13. Meeting adjourned at 7:20 pm.