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Fall 2015 IslandLink Library Federation Board Meeting Minutes

Date: Friday, September 18, 2015, 7:15 – 10 pm

Location: Old House Village Hotel, Courtenay, BC

Present: Zeb King , Chair(GVPL) ; Lynne Jordan, Deputy Director (GVPL); Linda Gilarski , Treasurer(AB); Joyce Wilby, Chief Librarian (AB), Rebecca Burbank, Assistant Chief Librarian (PR); Joan Watterson, Trustee (SS); Karen Hudson, Chief Librarian (SS); Ene Haabniit, Manger (ILLF), Recorder

Regrets: Linda Rosen, Vice Chair (PR)

Welcome and introductions -Zeb King

1. **Motion** to approve agenda as circulated.: Joan Watterson/Linda Gilarski
2. **Motion** to approve Minutes of April 21, 2015 Board meeting via teleconference, approved as circulated: Joan Watterson/Linda Gilarski
3. **Correspondence** - Letter from Pender Island Public Library Board Chair, Heather Rumble, June 24, 2015 (Request to join IslandLink) – received for information [see also 10a].
4. **Chair's Report** - verbal report. Zeb thanked the Board and everyone for a good year and confirmed he will be stepping aside as Chair
5. **Libraries Branch, Ministry of Education, Report** - Cindy Ralph – verbal report
6. **Financial Report**
 - a) **2015 Year to Date Financial Report** - Linda Gilarski reported that we have a balance of \$111,995.14 (unrestricted funds) available for the balance of the year as of August 31, 2015. The manager's salary budget is on target; program funds are almost entirely spent or committed; promotion and professional development funds are underspent.
Motion to approve Financial Reports as circulated: Linda Gilarski/Joan Watterson
Ene reported that GVPL, Powell River and Alert Bay have up to \$2,000 each for conference/training professional development funds available (until Dec. 31/15).
 - b) **2016 Budget/ Process** - Linda Gilarski/Ene Haabniit
Ene will re-institute Library Directors' Advisory Group (LDAG) meetings to assist with developing 2016 budget recommendations for Board approval, as well as other input, as per our Federation Agreement.
7. **Manager's Report** - Ene Haabniit – Received for information.

8. Election of Officers

- a) Joan Watterson nominated Linda Rosen for Chair [with her prior agreement]. Motion to approve: Zeb King/Linda Gilarski.
- b) Zeb King nominated Joan Watterson for Vice Chair. Motion to approve: Linda Gilarski/Zeb King
- c) Zeb King nominated Linda Gilarski as Treasurer. Motion to approve: Zeb King/Joan Watterson.

In the absence of the new Chair, Joan Watterson , new Vice Chair, presided over the remainder of the meeting.

9. Business Arising from Minutes:

- a) **Bank signing authority update:** Karen Hudson has been added as a signing authority and Karen Potts has been removed; Karen H. to become a “sponsor” with Coast Capital Savings, so that Kathy Anderson can be removed as a sponsor and signing authority.
- b) **Ideas for joint promotion:** Agreed on jointly designed Library Month (October) print and online ads to be placed in local media, using new BC provincial library month graphics. Salt Spring’s graphic designer to develop a template that each library can customize by the beginning of October. Each library allocated up to \$400.00 for print ads and \$200.00 for online ads. Send copies of ads and invoices/receipts to Ene for reimbursement. Keep track of hits on Facebook pages; circulation of print publications etc.
- c) **Collaborative initiatives fund:** New fund in 2015 for programs and outreach in partnership with other libraries, educational institutions and/or other community partners. Ene will revise and circulate the draft application form piloted by Salt Spring in March. Each library is allocated \$1250.00 for 2015 (to Dec. 31).

10. New Business

- a) **Pender Island Public Library request to join IslandLink:** Memo from Manager with background and sample annual costs (est. \$5,172.00) received for information.
Motion: To accept Pender Island’s request for membership, subject to additional funding being sought and received from the Province . Zeb King/Linda Gilarski.
- b) **InterLibrary Connect update** - Ene Haabniit
Next opportunities for Alert Bay and Salt Spring to move to ILLs placed through Sitka catalogue will be January and June 2016.

11. **Library Directors’ Round-table:** Verbal reports and promotional materials shared.

12. No other business

13. **Next Meeting Dates:** Ene to schedule a Board Meeting in early 2016 via conference call or SKYPE

Next in person meeting: Sept. 30/Oct. 1 2016 on Salt Spring.

14. Meeting adjourned at 10 pm

Approved: February 3, 2016