



3185 West Road
Nanaimo | BC V9R 6X1
1-855-927-2005 phone
lbeswick@islandlink.ca
<http://www.islandlink.ca>

IslandLink Library Federation Board Meeting
Monday, June 5, 2023
9:30 am – 12:01 pm
Location: Salt Spring Island Public Library
Minutes

Present:

Selina Smith, Acting Chair (PRPL);
Joy Davis, Trustee (GVPL);
Shelly Donaldson (GVPL),
Christine Hunt, Alternate Trustee (SSIPL);
Rebecca Burbank, Chief Librarian PRPL,
Karen Hudson, Library Director SSIPL,
Maureen Sawa, Chief Executive Officer GVPL,
Laura Beswick, Manager IslandLink Library Federation.

Regrets: Tracy Watkins, Trustee (SSIPL); Joyce Wilby, Chief Librarian ABPL

Guests:

Adrienne Wass, Public Libraries Branch;
Wendy White ABPL;
Melanie Reaveley, Director Kootenay Library Federation;
Kevin Millsip, Executive Director, BC Libraries Cooperative;
Jennifer Windecker, Director, Library Services, Service Delivery and Design, GVPL;
Carmen Oleskevich, Library Director, Pender Island Public Library;
Laura Vilness, Board Chair, Pender Island Public Library.

Welcome – Selina Smith, Acting Chair

Mission: To strengthen local libraries to provide services, resources and opportunities.

1. Acknowledgement & Introductions
Karen Hudson delivered the land acknowledgement.
Round table introductions
2. Adoption of Agenda
Agenda was accepted as presented.
3. Board elections per our Federation agreement: "A Chairperson and Vice-Chairperson and Treasurer are elected at the first meeting of each fiscal year."
Chair: Selina Smith was elected Chair for 2023 by acclamation.
Vice Chair: Shelly Donaldson was elected Vice Chair for 2023 by acclamation.
Treasurer: Vacant

4. Draft Minutes of November 24, 2022 Board Meeting
Motion: To approve the minutes of November 24, 2022 as circulated. Moved by Christine Hunt. Carried
5. Correspondence
Letter from Mari Martin, Director Public Libraries Branch; Subject: Grant Award – Library Federation operating and Enhancement Grants.
6. Manager’s Report - Laura
Laura presented the Manager’s report for the period November 2022 – May 2023.
7. Financial Report –Laura
Laura presented the IslandLink financial reports to May 31, 2023
8. Libraries Branch Report – Adrienne Wass
Adrienne responded verbally to question “Why did the federations receive three years’ of funding?”
 - Intended to give federations the chance to plan for 3 years.
 - This funding recognizes the important work federations are doing, and that they are working together. The increased funding recognizes this work is valuable.
 - Federations support libraries regionally and across the province, increasing local libraries’ capacity.
 - This funding supports advanced planning, taking on big projects (and federations have already proven themselves capable of doing so).
 - When opportunities arise to support libraries now and into the future, federations would readily have the funds. This might also provide investment opportunities (earning interest).Address concern – what happens in FY 2025-2026?
 - There is no plan to get rid of federations – evidenced by the PLB asking federations to explore adding new, unfederated member libraries and asking federations to explore joining together (NCLF/NELF).
 - Further evidence - partners being asked to consult with federations, consider including them in future initiatives – federations are playing a bigger role at the provincial level.
 - Nonetheless, this concern (including its timeline) has been shared with the ADMAdrienne also gave an overview of current activities of the Public Libraries Branch.
9. BC Libraries Cooperative – Kevin Millsip & Cimoan Atkins (via Zoom)
Kevin & Cimoan reported on their Notice: FY2023/2024 Cooperative Fee Increase to Members. Document was circulated to Board and LDAG.
10. Emergency Preparedness Package – Melanie Reaveley
Melanie reported on the BCLTA project to work with consultants Melanie Reaveley and Kaitlyn Vecchio to create an emergency preparedness and recovery management package. Once completed, it will be freely available to the public library sector. The purpose of this package is to support BC public library governance teams (boards and library directors) with their discussions, planning, execution, and oversight of emergency preparedness and recovery.

An Emergency Preparedness survey ran during May. The purpose of the survey was to hear from trustees and library directors from across the province as to their emergency preparedness and recovery needs such as policies, plans, checklists, and training. Two Trustee focus groups were held in May, to discuss their governance, emergency preparedness and recovery needs. The survey and the discussion groups were held to check the assumptions of what is to be in the package.

Trustees can still contribute their needs by emailing Melanie and Kaitlyn at bclibraryemr@gmail.com The focus group questions may help frame your needs and they are listed below.

1. Has anyone been on a governance team and gone through an emergency which caused a service disruption for their public library? How did your governance team provide support to the library?
2. What potential challenges or barriers do you foresee in implementing an effective emergency preparedness and recovery plan for the governance team? Some examples are capacity and funding.
3. What legal and risk management considerations are you concerned about or aware of when creating an emergency preparedness and recovery plan? Some examples may include rent/lease agreements, insurance, neighbouring buildings
4. What do you consider to be the most critical emergencies or disasters that a public library should be prepared for?

11. Other Business

a. Travel Expense Policy

Laura presented a proposed change to increase meal and the per Diem allowances to the third-tier rates paid by the BC Government.

Motion: To accept proposed changes to the IslandLink Travel Expense Policy.

Moved by Selina Smith, seconded by Christine Hunt. Carried

12. In Camera session

In Camera session began at 11:10 am.

Motion: To offer Pender Island Public Library membership in IslandLink. To be reassessed at the IslandLink Board Annual General Meeting in 2025, subject to a funding review. Moved by Shelly Donaldson, seconded by Selina Smith. Carried

Motion: To accept the Enhancement Grant budget plan as presented by Laura. Moved by Selina Smith, seconded by Shelly Donaldson. Carried

Motion: To move the IslandLink bank accounts from the Coast Capital Savings Credit Union to the Canadian Imperial Bank of Commerce. Moved by Selina Smith, seconded by Shelly Donaldson. Carried

In Camera session ended at 11:54 am

13. Fall Meeting

Laura will send out Doodle Poll to set a date for a virtual meeting in November.

14. Adjournment

Meeting was adjourned at 12:01 pm