



## 2022 BUSINESS MEETING AGENDA

April 19, 2:00 – 3:30 pm PST

Zoom: <https://us02web.zoom.us/j/83785853956?pwd=bHc2NGVZOVpqeWpKQ2s3YmtJU2Q3QT09>

Meeting ID: 837 8585 3956

Passcode: agm2022

### 2:00 - 3:00 BUSINESS MEETING

#### 2:00 – 2:05

Welcome and introductions

#### 1. Approval of Agenda

#### 2:05 – 2:35

#### 2. Stakeholder Reports/Updates

- 201. Canadian Federation of Library Associations (CFLA)
- 202. Canadian Urban Libraries Council (CULC)
- 203. BC Library Association (BCLA)
- 204. BC Library Trustees Association (BCLTA)
- 205. BC Libraries Cooperative (COOP)
- 206. BC Library Federations
- 207. BC Public Library Partners
- 208. BC Public Libraries Branch (PLB)

#### 2:35 – 2:40

#### 3. Consent Agenda

- 301. Approval of Fall 2021 Business Meeting Minutes
- 302. YTD 2022 Financial Statement
- 303. ABCPLD 2022 Operating Plan

2:40-2:50

**4. Chair's Report**

401. 2021-2022 Summary Update

2:50-3:15 **ANNUAL GENERAL MEETING**

3:15-3:25

**5. Closed Session**

3:25-3:30

**6. Next Meeting: Date and Location**

3:30 **Adjournment**



## Fall 2021 BUSINESS MEETING MINUTES

Oct 21, 2021 | Virtual via Zoom

### In attendance:

Jim Bertoia	Sparwood	Wanda Davis	Cariboo Regional
Hilary Bloom	Squamish	Toby Mueller	Lillooet
Karin von Wittgenstein	Kimberley	Sam Murphy	Trail
Ursula Brigl	Cranbrook	Don Nettleton	Okanagan Regional
Rebecca Burbank	Powell River	Jennifer Streckmann	Bowen Island
Wendy Cinnamon	Valemount	Carmen Oleskevich	Pender Island
Danika Andrews	Fort Nelson	Ben Hyman	Vancouver Island Regional
Heather Buzzell	Penticton	Melissa Millsap	Chetwynd
Leianne Emery	Sechelt	Taylor Caron	Salmo
Heather Evans-Cullen	Gibsons	Amber Norton	Hudson's Hope
Alex Faucher	Elkford	Maureen Sawa	Greater Victoria
Karli Fisher	Fort St James	Alice Pek	Mackenzie
Cari Lynn Gawletz	Grand Forks	Tracey Therrien	Nelson
Emma Gillis	Pemberton	Elizabeth Tracy	Whistler
Steph Hall	West Vancouver	Susan Walters	Richmond
Scott Hargrove	Fraser Valley Regional	Wendy Wright	Smithers
Todd Gnissios	Coquitlam	Christine de Castell	Vancouver
Fiona Bruce	Terrace	Matthew Rankin	Fort St. John
Karen Hudson	Salt Spring Island	Andrea Freeman	Executive Director, ABCPLD
Kimberly Partanen	Castlegar		

1. Business Meeting - called to order at 2:02 pm

Motion to call to order: Scott Hargrove / Matthew Rankin, CARRIED

Chair welcomed new members:

Ben Hyman (Executive Director at Vancouver Island Regional Library),  
Jennifer Streckmann (interim Library Director at Bowen Public Library),  
Jorge Cardenas (Chief Librarian at New Westminster Public Library)

Motion to accept agenda: Maureen Sawa / Scott Hargrove, CARRIED

2. Consent Agenda

201. Approval of April 15 meeting minutes

Maureen Sawa requested that the list of attendees read Victoria Public Library not Regional Library.

202. ABCPLD 2021 Presentation to the Select Standing Committee on Finance and Government Services

203. ABCPLD 2021 Year in Summary

Motion to approve consent agenda: Matthew Rankin / Rebecca B, CARRIED

3. Chair's Report

301. Highlights from 2021 Summary Report -

The Chair provided highlights from the last 6 months of activities including:

- Increased collaboration with the federations and BCLTA, including a new joint series about reconciliation and about equity, diversity and inclusion.
- The new director's orientation earlier in the year and a Mindfulness series, which highlighted the negative effects the pandemic has had on members' mental health
- Experiments with different ways of meeting professional development needs with feedback from directors, including offering professional development sessions on Saturday to make it more accessible for everyone
- Continued organizational work on ABCPLD, including a revised membership fee structure; the hiring of a Bookkeeper / Administrative Assistant, allowing the Treasurer to move to a governance role; and the creation of formal job descriptions for each board role.

302. Library Partners & Advocacy Work

The Chair provided updates on the BC Public Library Partners activities including its work:

- Presenting the need for increased funding to the Select Standing Committee in finance and

government services

- Meeting with the new Assistant Deputy Minister in the Ministry of Municipal Affairs in April, followed by a meeting with the Minister of Municipal Affairs in July,
- Attending UBCM Virtual Conference, including developing an engagement plan and materials
- Meeting with a government relations consultant to seek advice on developing a one time funding request

Motion to accept Chair's report: Scott Hargrove / Heather Buzzell, CARRIED

#### 4. New Business

##### 401. January to September 2021 Financial Statements: Balance Sheet, Income Statement

The Association is in a good financial position. As reported in the income statement, all income expected for the year has been received and the balance sheet reports approximately \$41,000 in assets. Other revenue is slightly higher than budgeted due to revenue received from outside organizations participating in professional development series. On the expense side, the bookkeeping and banking budget has increased as a result of creating a bookkeeping position. Our legal and professional fees came in higher than budgeted due to the updates to our constitution and by-laws. Funds that were not used for consulting and contract services covered the extra legal expenses.

The expenses of the association have been categorized as either operational (expenses to keep the association functioning) or as member services which specifically supports library directors. Transfers from reserves will happen at year end. We expect that it will be less than the \$10,000 budgeted.

Motion to receive Financial Statements: Ben Hyman / Karen Hudson, CARRIED

##### 402. 2022 Budget and Five Year Financial Plan 2022 to 2026

The 2022 budget and five-year plan was presented again to be in line with the fiscal year start of January 1st instead of presenting this at the Spring Meeting. Membership revenue for 2022 will increase by approximately \$5,000 because of the review of membership fees. Over the next 5 years membership dues will increase as agreed so that by 2025 the Association no longer requires relying on reserves to offset operating expenses.

Motion that the Executive consider 2022 Budget and Five Year Plan as presented for adoption:  
Scott Hargrove / Alexandra Faucher, CARRIED

##### 403. ED Transition

November 6th is the current Executive Director, Andrea Freeman's official last day. The recruitment process for a replacement is underway with applications being reviewed and interviews to be scheduled shortly. The intent is that a decision and offer will be made in the beginning of November.

##### 404. ABCPLD Board Recruitment

This coming Spring there will be 2 open positions, Treasurer/Secretary and Vice-Chair. Serving on the Board is a great experience and we hope that many of the directors will consider applying for these positions. More information about the roles is available on the ABCPLD website. Members can also reach out to the current Executive for more information or questions, etc.

5. Closed Session

Motion to enter closed session: Rebecca Burbank / Jennifer Streckmann, CARRIED

501. CUPE Trends - At a national and provincial level there has been a push to increase membership. Locally, at the City of Richmond, the Library's local 3966 has applied to the Labour Relations Board for a merger to join local 718, and they will be moving under the City's inside workers local. The Library will have a full-time Union President.

Motion to exit closed session: Scott Hargrove / Heather Buzzell, CARRIED

6. Next Meeting: Tuesday, April 19, 2022 (2-4 pm PST) - hybrid (virtual and in person)

7. Adjournment: 2:55 pm

Motion to adjourn the meeting: Maureen Sawa / Surinder Bhogal, CARRIED



**Association of BC Public Library Directors**  
**Profit and Loss**  
January - March, 2022

	<b>Total</b>
<b>INCOME</b>	
4100 Membership Revenue	51,405.00
<b>Total Income</b>	<b>\$ 51,405.00</b>
<b>GROSS PROFIT</b>	<b>\$ 51,405.00</b>
<b>EXPENSES</b>	
5010 Bookkeeping & Banking	1,503.08
5020 Communications & Marketing	691.14
5040 Executive Director Fees	9,659.76
5050 Office Administration	408.80
<b>Total Expenses</b>	<b>\$ 12,262.78</b>
<b>PROFIT</b>	<b>\$ 39,142.22</b>

## ABCPLD 2022 Operating Plan

### #1: PROVIDE TIMELY & RELEVANT PROFESSIONAL DEVELOPMENT

Activity	Timeline
1a. Create Professional Development / Learning Strategy	Q1-4
1b. Create New Library Directors Orientation Plan, with Federations, PLB, etc.	Q2
1c. Find existing training opportunities & share them via website / listserv	Q2
1d. Collaborate with BCLTA to plan & deliver joint workshops, including new Critical Conversations offering on Climate Change	Q1-4
1e. Host Fall Professional Development Sessions	Q4

### #2: SUPPORT STRONG RELATIONSHIPS BETWEEN LIBRARY DIRECTORS

Activity	Timeline
2a. Identify mentorship strategy to best support the varying needs of new directors	Q2
2b. Host monthly calls as platform for peer support	Q1-4
2c. Explore collaboration opportunities with library stakeholders	Q1-4

### #3: BE AN INFLUENTIAL VOICE IN ADVOCACY

Activity	Timeline
3a. Work with BC Public Library Partners on 2022 one-time ask & 2023 budget consultations	Q1-2
3b. Attend UBCM	Q3
3c. With Partners, develop a direct relationship with Minister & ADM Municipal Affairs	Q1-4

### #4: STRENGTHEN INTERNAL GOVERNANCE

Activity	Timeline
4a. Refresh technological & financial infrastructure, including automating member invoicing	Q1-2
4b. Design and send an annual survey to determine needs and guide direction	Q3-4
4c. Host a Board retreat	Q3
4d. Organize ABCPLD physical archives and write history for website	Q2-4





## **ABCPLD SUMMARY OF ACTIVITIES**

### **October 2021 to April 2022**

#### **TIMELY AND RELEVANT PROFESSIONAL DEVELOPMENT**

- Hosted 5 virtual professional development sessions in Fall 2021.
- Worked with BCLTA to add to and refine the "[Wise Practices Series](#)", now available on the ABCPLD and BCLTA websites.
- Participated in BCLTA's planning for the April 2022 BC Libraries Conference presentation, "[Building Trust Through Transparency and Accountability: more than just pretty words about public library governance](#)".
- Collaborated with BCLTA on planning a joint Fall 2022 professional development opportunity on Climate Change as part of the "Shifting Governance: Important conversations for our times" series.

#### **SUPPORT STRONG RELATIONSHIPS BETWEEN LIBRARY DIRECTORS**

- Hosted 8 Director Zoom calls to share information, resources, and collaborate on approaches re: COVID and crowdsource solutions to challenging issues; average attendance of 25-40 Directors per call.
- Maintained an active member listserv to encourage communication, information, and knowledge sharing among members.
- Coordinated visits with provincial partners and stakeholders to strengthen relationships and collaborate cross-association and cross-sectoral initiatives.

#### **BE AN INFLUENTIAL VOICE IN ADVOCACY**

- Collaborated with BC Public Library Partners to create a 2022 UBCM Resolution template, urging the provincial government to boost Public Library funding.
- Presented a one-time funding proposal to the Ministry of Municipal Affairs, resulting in an \$8 Million grant (\$4M direct to libraries; \$4M to sector partners - BCLA, BCLC, BCLTA, and Federations for projects and services benefitting the sector).
- Met with Minister Osborne, Associate Deputy Minister Tara Faganello, and new Minister Nathan Cullen on multiple occasions to communicate libraries' value before and during the pandemic, and to raise awareness of the funding needs of libraries.
- Collaborated with BCLTA on planning the presentation, "Public Libraries: Your Good News Story", highlighting Libraries value to local communities at the [2022 LGMA Conference](#) (June, 2022).

## **STRENGTHEN INTERNAL GOVERNANCE**

- Interviewed, hired, and oriented a new Executive Director after the departure of Andrea Freeman.
- Adopted and enacted an "Association Office" approach whereby accounts, addresses, and infrastructure are held by the ABCPLD "Office" rather than individual employees or Board members of the Association.
- Transitioned to formal accounting software to track invoicing, payments, and filings.
- Established a corporate credit card to create efficiencies for business administration.
- Supported elections for 2 new board members, using procedures ratified at Spring 2021 AGM.



## 2022 ANNUAL GENERAL MEETING AGENDA

2:50 - 3:30 pm ANNUAL GENERAL MEETING	
1.	Approval of Agenda
2.	Minutes of the Previous AGM
3.	BC Public Library Directors Award of Excellence
4.	Consideration of Financial Statements 401. 2021 Balance sheet 402. 2021 Income statement
5.	Elections / Certification of Elections



## 2021 SPRING MEETING MINUTES

15 April 2021 | Virtual using Zoom

### In attendance:

Jim Bertoia	Sparwood	Karen Hudson	Salt Spring Island
Surinder Bhogal	Surrey	Deb Hutchison Koep	North Vancouver City
Hilary Bloom	Squamish	Saara Itkonen	Creston
Stacey Boden	Rossland	Melissa Millsap	Chetwynd
Ursula Brigl	Cranbrook	Toby Mueller	Lillooet
Fiona Bruce	Terrace	Sam Murphy	Trail
Rebecca Burbank	Powell River	Don Nettleton	Okanagan Regional
Brian Butler	Hazelton	Saara Itkonen	Creston
Heather Buzzell	Penticton	Tina Nielsen	Bowen Island
Taylor Caron	Salmo	Amber Norton	Hudsons Hope
Beth Davies	Burnaby	Alice Pek	Mackenzie
Wanda Davis	Cariboo Regional District	Matthew Rankin	Fort St John
Leianne Emery	Sechelt	Anne Rogers	Invermere
Heather Evans-Cullen	Gibsons	Marc Saunders	Port Moody
Alex Faucher	Elkford	Maureen Sawa	Greater Victoria Regional
Karli Fisher	Fort St James	Julie Spurrell	New Westminster
Cari Lynn Gawletz	Grand Forks	Elizabeth Tracy	Whistler
Emma Gillis	Pemberton	Susan Walters	Richmond
Todd Gnissios	Coquitlam	Wendy Wright	Smithers
Scott Hargrove	Fraser Valley Regional	Andrea Freeman	Executive Director, ABCPLD

1. Business Meeting - called to order at 2:04 pm  
Motion to accept agenda: Heather Buzzell / Scott Hargrove, CARRIED

2. Stakeholder Reports/Updates

201. CULC - Jefferson Gilbert. CULC has about 50 members, all the libraries serve populations over 100,000. Seeing unprecedented cooperation on the fine free movement. CULC sits on a number of committees like LAC. Re-launching public library leaders program in Oct 2021, applications open soon. Launched toolkit last year on re-opening libraries, still available on website. Now a team is looking at post-COVID re-imagining of public libraries. A lot of resources, research, KPIs available on website.

202. Federations - Melanie Reaveley and Michael Burris. There are 5 federation managers who meet regularly to share resources and ideas, identify common needs and discuss how they can be filled. This past year their focus has been on staff training, such as Using Improv Skills to enhance library programs. Also work together to provide training that is open to all staff across the province. Federations are here to support your library and library staff. Let us know if you have a need.

203. Public Libraries Branch - Mari Martin. One of the areas they're focusing on this year is effective governance, looking to build capacity of library staff and boards. They moved ministries from Ministry of Education to Ministry of Municipal Affairs. Will be sharing back information at future ABCPLD call on the reports library directors have been submitting.

204. BCLA - Annette de Faveri. Very close to launching BCLA coaching pilot, which will allow BCLA members to book up to 10 coaching sessions where BCLA will cover 50% of the costs. After 1 year pilot, hope to extend this program and make it even more accessible to members. BCLA conference is all virtual this year. Recruiting for new Executive Director.

205. BCLTA - Jerrilyn Kirk. BCLTA offers core governance workshops, effective board and role clarity, chairing and leading, amongst others.

206. BC Libraries Cooperative - Kevin Millsip. Funding for NNELS, they received a commitment from the government that the funding will stay the same this year and also the Coop will begin a process with them with the hopes to ensure the funding remains in the years to come. Technology grants projects are still underway. Coop is at inflection point re: costs and how to make the Coop sustainable in the years to come. They will be engaging the community in this process, more to come soon.

207. BC Public Library Partners - Annette de Faveri. Working on building new relationships with Ministry of Municipal Affairs staff. This is the cornerstone for Partners advocacy work. Focus for 2021 is to look at library funding and increase this envelope through the operating grant. Also want to support government's efforts to build and extend broadband across the province, and advocate for deeper awareness of library issues in government generally. Partners are at a new evolutionary stage. As a group we are learning new skills and developing new talents. Going forward, the Partners will investigate ways to bring added value to the overall library community.

Observation from Maureen Sawa to invite CFLA for stakeholder update next year.

### 3. Consent Agenda

301. Approval of October 22, 2020 minutes

302. Correspondence

303. ABCPLD 2021 Operating Plan

Motion to approve consent agenda: Scott Hargrove / Brian Butler, CARRIED

### 4. Chair's Report

401. 2020 Report

- 1) Timely and Relevant Professional Development - we hosted 6 virtual professional development sessions last fall; we piloted a fee-based program and invited non-members to attend, raised a little

over \$1,000, will continue to do this. Collaborated with BCLTA to create a Wise Practices series to support strong governance teams.

- 2) Supporting Strong Relationships between Library Directors - hosting zoom calls throughout 2020, between March and December 2020, we hosted 27 zoom calls. Set up a new ABCPLD email listserv for Directors only. Helped create and administer survey to gather information on COVID response and shared out with stakeholders and partners. Awarded 2020 Award of Excellence to Maureen Sawa.
- 3) Being an Influential Voice in Advocacy - we wrote letters to the province and to the BCCDC to ask for more guidance and information when COVID first began; we presented at the 2020 budget consultations and created a budget platform ask with the BC Partners; attended the UBCM virtual conference and presented back to Partners about key findings; met with Minister Fleming and ADM Jennifer McCrae several times.
- 4) Strengthening Internal Governance - created Voting Procedures to ensure transparency and to encourage diversity on the Board; hosted a 2021 strategic planning session with the Board; created ABCPLD communications strategy to make sure channels of communication are clear and include key messages; welcomed and oriented Ursula Brigl as new Treasurer/Secretary; dissolved membership chair roles and created the ABCPLD Mentorship Team.

#### 402. Acknowledgement of 2021 Retirements

- Beverley Rintoul (Retired in March 2021). Since taking the helm of the Rossland Public Library in 2013, Beverly has been a stand-out amongst the director's group at ABCPLD meetings since 2013. While Beverly's sharp wit and optimism added a great deal of levity to our gatherings, it didn't take much time for her to demonstrate that she was a director who valued creating an environment of trust and openness in her community in order to ensure that the library was delivering value specific to her community. Never afraid to ask questions or reach out to her colleagues, Beverly kept the library in a constant state of improvement. During her time she was instrumental in starting beloved community programs like the SRC at the Mountain Market and the Lego club. She was also able to access gaming capital to provide the library with extensive interior improvements. Even more impressive was that she managed to convince the members of her community to house 10,000 books during a major 2018 renovation! (which saved the library a lot of money on storage costs). We are very grateful to Bev for her many years of service to ABCPLD as secretary.
- Rosemary Bonnano (Will Retire Sept 2021). Rosemary started her career leading public libraries in several towns in Ontario. During this time, she received several awards for her work there including the Ministers Award for Excellence for developing a marketing strategy for small libraries. Since Rosemary arrived at Vancouver Island Regional Library in 2007, she has steered the organization through an extensive process of renewal and reorganization. During her tenure, the Board developed, approved, and implemented a Facilities Master Plan that plotted a sustainable path for the development of VIRL service locations. Since the Master Plan was adopted in 2010, Rosemary has overseen the construction and refurbishment of 17 branches in communities across VIRL's service area. Under Rosemary's leadership, VIRL launched a Rural Library Prototype Branch, a sustainable, scalable philosophy to building that allows VIRL to construct new branches in many of our small and isolated communities.
- Julie Spurrell (Will Retire Aug 2021). Julie's career has been spread out across BC - taking the helm as Library Director at Trail & District Public Library fresh out of library school, then working at FVRL and ORL before stepping into the role of Chief Librarian at NWPL in 2004. Under Julie's leadership, NWPL opened the Queensborough Branch and undertook a significant renovation of the main library. Julie's also on almost every table at the City and thanks to those relationships, she was a key liaison with RAAC which benefitted us all when establishing COVID guidelines for BC Public Libraries. As a LLEAD mentor she's shared her knowledge and experience and supported continued connections beyond the program and throughout her career, Julie has dedicated significant time to supporting her colleagues across the province. Never one to step down from a challenging situation, Julie's warm and kind, but you can rely on her to be bluntly honest and always hold you to account. If anyone ever struggles to remember the why or what of something decided at the InterLINK or ABC table -- Julie's got the

answer and can always be counted on to bring levity to our discussions. We're all going to have to work a little harder to remember come August.

## 5. New Business

501. Mentorship Team - Last Fall at the business meeting, we presented that the previous ABCPLD Committee roles were dissolved and were becoming the Mentorship Team. The ABCPLD Mentorship Team plays an important role in ensuring all 71 Library Directors across British Columbia receive timely peer support and assistance whenever needed.

The main responsibilities of the Mentorship Team are to:

- Connect with new Library Directors, upon introduction from the Executive Director
- Connect with existing Library Directors, whenever needed
- Work with the Executive Director to host the monthly Peer Mentorship Hour (starting soon!)
- Step into the Nominations Committee roles whenever there is an open position and for the annual Award of Excellence

The Mentorship Team is composed of a minimum of 3 ABCPLD members in good standing and are appointed to 1 year terms. The 1 year term starts at the AGM in the spring and finishes at the AGM in the following year. I'm very pleased to announce that the mentorship team for April 2021 - April 2022 is:

Stephanie Hall (West Vancouver)  
Marc Saunders (Port Moody)  
Saara Itkonen (Creston)  
Emma Gillis (Pemberton)  
Todd Gnissios (Coquitlam)  
Wanda Davis (Cariboo Regional District)

Received for information.

502. Bookkeeper/Administrative Assistant role - the ABCPLD Board has decided to create a part time contract role called the Bookkeeper/Administrative Assistant. Historically, the Treasurer has been responsible for all operational and strategic oversight of ABCPLD's finances, along with the Board. On the operational side, this includes preparing statements and budgets, paying invoices, reconciling accounts, and maintaining a physical and digital bank account for ABCPLD. When Treasurers come from libraries where there is accounting support, they can call on their staff to help with these operational tasks. If you come from a smaller library where you don't have this support, the Treasurer has had to do the work themselves. But we want to make the Board inclusive and welcoming of Directors who come from small libraries and who don't have access to this kind of staff support, and who wouldn't have time to volunteer as the Treasurer if this kind of operational work was expected of them. Another historical hold-over has been the Treasurer would move the ABCPLD bank account to a bank that was close to them and they would manage the accounts. This worked ok when we had the same Treasurer for many years, but now we're committed to a new Treasurer/Secretary every 2 years, and it's not sustainable or responsible to change bank accounts every 2 years.

All of these constraints became very visible when Ursula started as the new Treasurer/Secretary. This made the Board realize that we need to separate out the operational items from the Treasurer/Secretary role so they can focus on their fiduciary responsibility and strategic oversight of ABCPLD's finances. And we need a separate person who is consistently there to manage the bank accounts. That's why the Board decided to create a part-time Bookkeeping position. When the Board met to talk about creating this position, we recognized that there is also a need for the Executive Director to have some support on Administrative tasks that don't require her level of skill. It would be more cost effective to hire someone to do those tasks, freeing up her time to focus on more value add opportunities. For ex: She'll be stepping into the Co-Chair role of the Library Partners after Annette leaves and will need to dedicate more time to this work.

In a few weeks, we'll be posting for a part time Bookkeeper/Administrative Assistant for ABCPLD. This position will be approximately 20 hours/month.

Received for information.

#### ANNUAL GENERAL MEETING

1. Motion to accept the Agenda for the AGM: Maureen Sawa / Alex Faucher, CARRIED

2. Approval of the Minutes of the previous AGM  
Edit Surinder's last name in the Attendance record.  
Motion to approve minutes of the previous AGM: Surinder Bhogal / Alex Faucher, CARRIED

3. Consideration of Financial Statements  
2021 is the first year that all 71 public libraries in BC are members of ABCPLD.

- a. 2021 Proposed Budget - The operations reserve right now is too high, better to have as 10% of annual operating budget. Intent to draw this reserve down over the next few years. One of the costs we're reducing is legal fees. When we first became a Society, we relied heavily on lawyers to support this transition and that level of support is no longer needed.  
Suggestion from Don Nettleton to make sure membership increases are not 1 big jump, and also not to draw down the reserve too low in case there's a big surprise that comes in 1 year.
- b. 2021 Jan 1 - March 31 Income statement
- c. 5 Year Plan - gradual increase of membership dues each year for the next 5 years and gradual decrease on using operational reserves. After 2025, membership fees would increase by inflationary rate of 2% each year.

Motion to accept the 2021 proposed budget, income statement and 5 year plan as presented: Julie Spurrell / Rebecca Burbank, CARRIED

4. Consideration of Submitted Members Proposals  
There were no submitted members proposals.

5. Special Resolution re: Legal Standing as Society  
A poll was conducted that asked the question: "As a member of ABCPLD entitled to vote on the resolutions, I hereby consent to and adopt in writing the Special Resolution re: Legal Standing as Society."  
  
All members voted in favour.

6. Special Resolution re: ABCPLD Bylaws  
A poll was conducted that asked the question: "As a member of ABCPLD entitled to vote on the resolutions, I hereby consent to and adopt in writing the Bylaws changes as stated."  
  
All members voted in favour.

7. Award of Excellence  
Susan presented the 2021 Award of Excellence to Taylor Caron, Library Director at Salmo Public Library.  
  
Motion to adjourn the AGM: Don Nettleton / Deb Hutchison Koep, CARRIED

6. Closed Session  
601. Any follow up questions/comments from previous items on the agenda? - No discussion of previous items on the agenda.



602. Executive Director contract - Susan reported that the Board will develop a performance review process for the executive director position in advance of the fall meeting. We want to have a strong process in place to provide the ED with feedback on what is going well and what needs to be worked on.

Motion to adjourn the Closed Session and resume the AGM: Deb Hutchison Koep / Surinder Bhogal, CARRIED

7. Next Meeting: Thurs Oct 21, 2021 (2-4 pm PST) - virtual

8. Adjournment: 3:52 pm  
Motion to adjourn the meeting: Maureen Sawa / Hilary Bloom, CARRIED



## Association of BC Public Library Directors Balance Sheet

As of December 31, 2021

	Total
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalent</b>	
1000 Bank Account	28,330.43
<b>Total Cash and Cash Equivalent</b>	<b>\$ 28,330.43</b>
<b>Total Current Assets</b>	<b>\$ 28,330.43</b>
<b>Total Assets</b>	<b>\$ 28,330.43</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
2500 Accrued Liabilities	1,574.96
<b>Total Current Liabilities</b>	<b>\$ 1,574.96</b>
<b>Total Liabilities</b>	<b>\$ 1,574.96</b>
<b>Equity</b>	
3100 Retained Earnings	30,801.22
Retained Earnings	0.00
Profit for the year	-4,045.75 *
<b>Total Equity</b>	<b>\$ 26,755.47</b>
<b>Total Liabilities and Equity</b>	<b>\$ 28,330.43</b>

Note: planned transfer from Reserves to offset year end loss



## FINANCIAL STATEMENTS

### 2021 INCOME STATEMENT 1 January 2021 to 31 December 2021

	Budget	Actual	Variance
<b>REVENUE</b>			
Membership Revenue	46,737.00	46,712.00	25.00
Other Revenue	1,000.00	1,475.00	- 475.00
<b>Total Revenue</b>	<b>47,737.00</b>	<b>48,187.00</b>	<b>- 450.00</b>
Transfers from Reserve	10,346.00	4,045.75	6,300.25
<b>TOTAL REVENUE &amp; TRANSFERS</b>	<b>58,083.00</b>	<b>52,232.75</b>	<b>5,850.25</b>

<b>EXPENSES</b>			
Advocacy	500.00	500.00	-
Bookkeeping & Banking	3,500.00	3,000.00	500.00
Communications & Marketing	600.00	750.19	- 150.19
Consulting and Contract Services	2,500.00	-	2,500.00
Recognition/Directors Award	100.00	96.27	3.73
Legal & Professional Fees	1,500.00	4,372.48	- 2,872.48
Catering	-	-	-
Professional Memberships	300.00	-	300.00
Office Administration	1,600.00	2,281.59	- 681.59
Professional Development	6,750.00	5,046.65	1,703.35
Executive Director Fees	38,233.00	36,185.57	2,047.43
Travel Subsidies	2,500.00	-	2,500.00
<b>TOTAL EXPENSES</b>	<b>58,083.00</b>	<b>52,232.75</b>	<b>5,850.25</b>
			-
<b>NET INCOME</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>OPERATIONS RESERVE</b>	
Opening Balance	30,801.22
Transfers to Operations	- 4,045.75
Transfers from Operations	-
<b>TOTAL OPERATIONS RESERVE</b>	<b>26,755.47</b>

<b>ACCOUNT RECONCILIATION</b>	
Account Balance per Bank Statement	28,330.43
Account Balance per Financial Statement	28,330.43
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