



2019 FALL BUSINESS MEETING AGENDA - CLOSED SESSION

Thurs Oct 24, 3:25 – 4 pm

9th Floor Meeting Rooms (919/920) | Vancouver Public Library

3:25 - 4:00

11. Closed Session

1101. Approval of May 7 2019 closed meeting minutes

1102. Senior Manager Role

1103. Treasurer Role

1104. Secretary Role



ASSOCIATION OF BRITISH COLUMBIA
PUBLIC LIBRARY DIRECTORS

2019 SPRING MEETING - CLOSED MEETING MINUTES

7 May 2019

Surrey Library, Guildford

In attendance:

Naomi Balla-Boudreau	McBride	Todd Gnissios	Coquitlam
Jenny Benedict	West Vancouver	Scott Hargrove	Fraser Valley
Jim Bertoia	Sparwood	Karen Hudson	Salt Spring Island
Surinder Bhogal	Surrey	Beverley Rintoul	Rossland
Hilary Bloom	Squamish	Marc Saunders	Port Moody
Ursula Brigl	Cranbrook	Tracey Therrien	Nelson
Virginia Charron	Kitimat	Elizabeth Tracy	Whistler
Beth Davies	Burnaby	Jacqueline van Dyck	North Vancouver District
Christina de Castell	Vancouver	Susan Walters	Richmond
Cari Lynn Gawletz	Grand Forks	Wendy Wright	Smithers
Camille Ginnever	Mackenzie	Andrea Freeman	Senior Manager ABCPLD

11. Closed Session

1101. Directors Only Forum

Scott proposed a directors only forum which would serve as a private communications vehicle for directors, and a repository to save discussions and findings. A member asked a question about FOI - the directors email listserv is subject to FOI, the forum would not be. There was general consensus that this was a good idea.

ACTION: Create "communication guidelines" for Forum

ACTION: Add the Forum to the new ABCPLD website when it's created

1102. Changes & Relationship with Province

Scott shared how our relationship with previous Assistant Deputy Minister Paul Squires was going really well and he was really supportive of public libraries. With the recent change, Paul is now working in the

Premier's office.

Our new Assistant Deputy Minister is Jennifer McCrae. Scott has had a quick 10 minute conversation with Jennifer and she told Scott that our role as libraries is "early literacy and truth & reconciliation." She is very focused on student achievement. Nothing in her bio resonates very strongly with what we do as libraries.

Scott has been fielding a lot of calls from around the province - from Boards (particularly political boards), council members, MLAs. There is a general feeling of discontentment, particularly re: the funding. There is a rumbling of municipalities wanting to put together a letter. We're not hearing any of this from Mari, this is a grassroots initiative. But we need to align ourselves, rather than be grassroots. We need to try to get ahead of it to coordinate our response and coordinate our advocacy actions.

A question was posed to the members present if anyone else had been hearing anything like this from their own Boards and municipalities? Surrey's Board has been talking about this and will support any joint action/response. Vancouver will also support this response. Christina volunteered to draft a resolution and put together background information. Greater Victoria has already started working on a draft of a resolution. Burnaby put together a resolution in March.

This government and the past government have said very clearly they want libraries to come with a unified voice. They want us to be aligned. We need a consistent message. They want to see 1 resolution that ALL libraries get behind and support.

A member asked if there is anything else we can be doing? Response that Nikki Hall (advocacy consultant) said we need to start from scratch. We have to be positive and focus our energy in the political sphere, not the operational sphere. We've been trusting people who may/may not have the tools or motivation to move things forward.

A few comments from members about how it's time for something different and that there's nothing impolite about political candour and being loud. Another member comment about how politicians listen to voters so they need to hear comments from voters. And that we need a cohesive plan moving forward and a new strategy. Another member comment about how when there are negative implications to funding, we haven't communicated these to the Minister. Those stories need to get to the Minister. They don't have to be angry letters, they can just be descriptive.

Member suggestion to repackage this information from the resolution into a public facing campaign. We are something that makes life affordable for families. We need people who care about libraries to speak up about this.

A member shared how they keep hearing from the Libraries Branch that "we can't advocate." They are operational, they're not there to advocate for us.

ACTION:

(1) All Directors - Send to Christina information like "this amount of money cut = this many

hours the library isn't open." We need to quantify. Send her information like "it costs us this much to be open 1 evening/week"

- (2) Christina - frame a resolution around #1 affordability - supporting our most vulnerable in our communities, and #2 access to opportunity OR support for families (our pitch).*
- (3) All Directors - Once resolution goes out, read it out and have the conversations with your Boards and Council.*
- (4) All Directors - Make sure your Councillors are in room to endorse the resolution*



October 17, 2019

Andrea Freeman
andreamfreeman@gmail.com
Vancouver, BC

Re: ABCPLD Senior Manager, 2019 Year in Review

Dear Andrea,


On behalf of the Association of BC Public Library Directors we would like to thank you for your exceptional delivery of service in the inaugural role of ABCPLD Senior Manager in 2019. In the brief 11 months that you have been with this organization your impact has been nothing short of impressive. We would like to recognize several outstanding accomplishments over the last year that have added value for members, directors and partners.

- Fostering a stronger organizational identity through your work building relationships with members and non-members; the results of which have been confirmed with an increase of membership by 16% over 2018.
- Creating a platform for regular communication and engagement; the monthly newsletter has proven to be indispensable tool for members and partners. The awareness of member needs and the ability to act upon those has never been greater.
- Navigating the complexities of becoming an official society; you have been actively working to improve our business practices in alignment with the new constitution and bylaws through proper records management and the creation of administrative procedures.
- Facilitating advanced organizational planning for 2020 and beyond; anticipating an increase in organizational responsibilities due improved member engagement and collaborative work with the BC Library Partners.

Acknowledging your exceptional performance we have provided the attached contract renewal through November 4, 2020. In addition, you will see that the contract and attached job

description have been changed from Senior Manager to the role of Executive Director. Thank you for your service to the Association of BC Public Libraries and we hope to continue working with you in 2020.

Sincerely,



Scott Hargrove
Chair, Association of British Columbia
Public Library Directors



Elizabeth Tracy
Vice-Chair, Association of British Columbia
Public Library Directors



October __, 2019

Andrea Freeman
andreamfreeman@gmail.com
Vancouver, BC

Re: Executive Director, Association of British Columbia Public Library Directors

It is our pleasure to offer you a renewed contract in the role of Executive Director with the Association of British Columbia Public Library Directors effective November 6, 2019. This is a one year contract which will end November 4, 2020. The contract has the option of being renewed. This is a part-time 14 hour a week contract position, which reports to the officers of the organization, normally through the Chair. The exact work schedule for this position will be defined. This letter sets out our offer of employment to you. Please review this letter carefully and, if this offer is acceptable to you, please return a signed copy of the enclosed form as indicated below.

Your Role & Our Expectations

As Executive Director your duties are defined in the Executive Director position description as attached.

Compensation and Benefits

Your rate of pay will be \$ 35,000 per annum.

To confirm your acceptance of this offer, please sign in the box (below) and email a copy to scott.hargrove@fvrl.bc.ca and etracy@whistlerlibrary.ca.

Attachment: Executive Director Position Description

Executive Director

Please sign and return by email to scott.hargrove@fvrl.bc.ca and etracy@whistlerlibrary.ca by October 15, 2018

I, _____ (please print), have read this letter and

- Agree to accept the position of Executive Director based on the terms and conditions specified.
- Withdraw my name from competition for this position and understand that the position may be offered to another candidate.

Signature

Date



EXECUTIVE DIRECTOR POSITION DESCRIPTION

ABCPLD is a professional organization that provides professional development and networking opportunities to its membership, and represents the public library sector to other library organizations and governments.

ABCPLD employs an Executive Director to serve as the central point of contact for the organization and to support the purposes of the organization through planning, administration, communication, financial management and Board and community relations.

The Executive Director develops strategies, manages and implements actions, assesses results and works with members to facilitate the effective operation of the organization. The Executive Director works with the Chair of the organization to ensure that sound financial management including solid budgeting and accounting practices are in place and adhered to. The Executive Director works with the Chair to develop appropriate financial controls and risk-management strategies to protect the organization's assets.

The Executive Director interacts with senior library executives, government representatives, elected officials and members of the library community, and adapts to a wide range of leadership styles and to diverse opinions, while moving the interests of public library directors forward.

KEY RESPONSIBILITIES

Board Liaison:

- Serves as a central point of contact for the association and works with the Chair, to assist in strategic planning, problem-solving, and completion of deliverables
- Manages and nurtures key relationships, including government representatives, partner organizations, and media
- Represents the organization at meetings with federal library partners including CFLA, provincial library partners including BCLA, BCLTA and BC Libraries Co-Op and B.C. Library Federations throughout the year
- Plans, manages and participates in events such as UBCM

Communications:

- Deploys an effective and thorough communication strategy to deliver and receive information to and from member libraries
- Develops communication materials to advance public library interests to provincial and local audiences

- Develops and manages the ABCPLD communications plan; managing all external communications to government, stakeholders and the public
- Conducts research, prepares surveys and analyzes data for communications, strategic planning, project planning, financial planning and administrative project plans

Operations and Project Management:

- Applies superior project management skills to define initiatives with limited starting information, create a plan, and execute it
- Demonstrates solid business acumen and competency in identifying, synthesizing, and analyzing complex information to brief the board
- Drives the creation of necessary strategic materials
- Recognizes, anticipates and resolves organizational, operational or process challenges

Financial Administration:

- Work with Board Treasurer to ensure timely submission and management of Accounts payables and receivables
- Work with the Board Treasurer and Chair to develop annual budgets and reports

The Executive Director demonstrates:

- Strong communication skills, oral and written;
- Experience in website content management;
- Strong collaborative leadership skills;
- Proven diplomacy and consensus building skills;
- Effective project management skills;
- Evidence-based, analytical decision maker with research and evaluation skills;
- Government relations experience and knowledge of provincial practices;
- Experience working with public libraries, volunteers, and associations/non-profits preferred;
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts;
- Ability to work with minimal supervision and to exercise initiative;

The Executive Director evolves the position to meet the ongoing and changing needs of the organization.