



ASSOCIATION OF BRITISH COLUMBIA
PUBLIC LIBRARY DIRECTORS

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
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