

Public Libraries Interest Group (PLIG)

Meeting Minutes

March 9, 2017

7:00 PM

Bob Prittie Metrotown, Burnaby Public Library

Present: Meghan Savage (Co-Chair), Surrey Libraries
Deb Thomas, Burnaby Public Library
Christine Fojas, Langara (student)
Kate Shuttleworth, UBC (student)
Sara Ellis, UBC (student) / VPL
Vicky Woo, Langara (student) / VPL
Marisa Tutt, Fraser Health

Regrets: Heidi Schiller (Co-Chair), VPL
Sarah Felkar, WVML

1. Welcome and Introductions

First time attendees: Kate, Christine, Sara, and Marisa

2. Approval of Agenda

Approved

3. Approval of January 12, 2017 meeting minutes

Approved

4. Consideration of a Time Change

Meghan presented morning meeting option.

- Students noted their schedules change regularly.
- Marisa cannot attend morning meetings.

Meghan suggested sticking with evening meetings for now.

5. Annual General Meeting (AGM)

Heidi and Meghan will be meeting to discuss. Save the date for Thurs, April 13, 7pm at Central Library Vancouver Public Library Level 7 Boardroom.

6. Review of Strategic Planning Process to Date

Meghan presented to group approved vision, mission, and goals.

7. Brief Discussion and Approval of Terms of Reference

(a) Following roles discussed:

- Chair / Co-Chair
- Vice-Chair
- Secretary
- Communications Officer
- Student Reps

Expression of interest to open one month prior to AGM. Nominations to also be taken from the floor at AGM.

Discussion regarding library technician and library assistant engagement. How do we ensure inclusive representation from all public library positions?

ACTION: Deb to inquire with CUPE regarding library technician and/or clerk representation.

ACTION: Meghan to inquire with Library Technicians' and Assistants' Section (LTAS) regarding possible LTAS representative.

ACTION: Meghan will ask for expressions of interest in the positions via the list-serv.

(b) Following terms discussed:

- 2 year term for Chair, Vice-Chair, Secretary, and Communications
- 1 year term for Student Rep

(c) Following responsibilities discussed:

- Chair(s)' responsibilities to include:
 - Compiling and calling for agenda items for meetings up to a week before meetings and sending updated agenda the day before the meeting
 - Organizing, booking, and chairing meetings
 - Relationship building
- Vice-Chair's responsibilities to include:
 - Assisting chair or co-chairs with duties
- Secretary's responsibilities to include:
 - Recording the minutes of all meetings of the interest group and ensuring the safe custody of the minutes
 - Sending the draft minutes to the list-serv(s) within a week after the meetings

- Student rep responsibilities are to align with duties of the BCLA Student Rep position and are to include:
 - Attending meetings and reporting back to student chapter
 - Assisting with events.
- Communications vs digital officer. We discussed how communications is broader and would be better suited to achieve goals than a webmaster/social media (i.e., digital) officer. Communications Officer's responsibilities to include:
 - Managing communications including updating website and posting to social media, if applicable
 - Posting meeting minutes to website after they have been approved at a regular meeting

ACTION: Meghan and/or Heidi will send responsibilities to the list-serv(s) for feedback and approval.

(d) Meetings

- Monthly (no meetings August and December)
- AGM held each spring
- August to include social event
- Ad-hoc committees to be created as needed
- Review Terms of Reference and Strategic Plan every three years

8. Brainstorm: Advocacy, Conference Sessions and/or Professional Development Opportunities

Objectives determined at AGM will inform.

How do we create more inclusive, relevant sessions/opportunities?

Meeting adjourned 8:25 PM.

Next meeting: Annual General Meeting (AGM) and Social
 April 13, 2017
 7:00 PM
 Central Library Vancouver Public Library
 Level 7 Boardroom