

**British Columbia Library Association
Board Meeting
Monday, November 14, 2011
8:30 am**

Teleconference

In Attendance:

Jamie Anderson, Beverly Braaten, Fiona Chiu, Heather Compeau, Patricia Cumming, Allie Douglas, Leanna Jantzi, David Karppinen, Christopher Kevlahan, Jeffrey Libby, Darby Love, Marjorie Mitchell, Errin Morrison, Heather Morrison, Todd Rowlatt, Debbie Schachter, June Stockdale

Regrets:

Fiona Anderson, Melanie Houlden

Guest:

Rita Avigdor (#6.a, #6.b)

1. Call to Order

Christopher Kevlahan, BCLA President, called the meeting to order at 8:30 am.

2. Libraries and Literacy Delegation

Removed from agenda.

3. Adoption of Consent Agenda

The consent agenda contained the following items:

- a. *Minutes of September 20, 2011 Board Meeting*
- b. *Executive Director's Report*
- c. *Conference Report*
- d. *ALPS Report*
- e. *Membership Report*
- f. *Correspondence*
 - i. *CLA Library Book Rate Press Release*
 - ii. *Thank You Letter from UBCM to EM re Convention Session*
 - iii. *Response to CK from Minister Responsible for Statistics Canada*
 - iv. *Letter from BCLA and IFC re VPL Meeting Room Use Policy*
 - v. *Letter from Ministry of Education re BC Education Plan*
 - vi. *Letter from BCLA to Members re Bibliotique Promotional Event*
 - vii. *Call for 2012 BC Library Conference Proposals*
 - viii. *Call for 2012 BC Library Conference Proposals - Extension*
 - ix. *September ED Missive*
 - x. *October ED Missive*

xi. Letter from CAUT re Library and Archives Canada

Moved by Todd Rowlett, Seconded by June Stockdale:

THAT the consent agenda be approved and adopted as presented.

CARRIED

4. Adoption of Regular Agenda

The agenda was approved in discussion.

5. Verbal Reports

a. Presidents' Report

Christopher Kevlahan reported on a BCLA communications plan and a task force formed to follow up on suggestions arising from the 2011 member survey. BCLA, BCLTA and ABCPLD representatives met with the Minister of Education in conjunction with the annual UBCM Convention and the three associations also partnered to put on an early morning clinic for UBCM delegates at the Convention. Christopher also participated in the Express Yourself Writing Contest and has been busy with the BCLA HR Committee in its search for a new Executive Director. Finally, as this was Errin Morrison's last BCLA meeting, Christopher thanked her on behalf of the Board and the Association for her work on behalf of libraries in BC.

b. HR Committee Report

Applications for the position of Executive Director will be reviewed on November 15. HR Committee members include Christopher Kevlahan, Debbie Schachter, June Stockdale, and Deb Thomas, with Errin Morrison providing administrative support. Board members discussed minimum qualifications for the position, particularly whether the next ED must have a library degree or diploma.

c. YAACS Report

Darby Love reported on YAACS developments, including development of a YAACS award to be presented at the BC Library Conference in 2012 and an upcoming meeting to discuss the future of the Books for BC Babies Program. YAACS has welcomed a new Vice-Chair, Tara Williston, and is still seeking a northern representative.

6. Business Arising

a. Treasurer's Report

Debbie Schachter, BCLA Treasurer, provided a financial report for the period ending August 31, and items are tracking well according to the time of year. The predicted deficit will not likely become a

reality as the transition of database administration from BCLA to the BC Libraries Cooperative has been postponed until next year. Rita Avigdor, bookkeeper for BCLA and guest at the meeting, explained the nature of the BCLA financials, which include operational items and government funded programs that flow through BCLA accounts. Allie Douglas will forward the complete financial statements to Board members via e-mail, as they were not included in the board agenda package circulated in advance of the meeting. Annette DeFaveri from Libraries & Literacy is scheduled to attend the January Board meeting to review and answer any questions about BCLA's relationship with the provincial government.

Debbie also reviewed the draft budget for 2012. As database administration shifts to the BC Libraries Cooperative, the reduction in database administration revenue has led to the development of a deficit budget for the year. The most important revenue focus for the year will include memberships and conference fees. Total revenues are budgeted at \$319,500, and expenditures are estimated at \$359,050, which results in a planned deficit of \$39,550. The retained earnings from previous years are expected to decline to \$197,415 after the deficit is taken into account.

Moved by Debbie Schachter, Seconded by Marjorie Mitchell:

THAT the Board approve the draft 2012 budget as presented.

CARRIED

b. *Assistant Treasurer's Report*

Heather Compeau reviewed the details of the 2012 BC Library Conference budget. The total expenditures are budgeted at \$125,000, including an expected surplus of \$35,000. \$15,000 will be paid to Dragonfly Consulting for conference planning services.

Moved by Heather Compeau, Seconded by Marjorie Mitchell:

THAT the Board approve increasing the 2012 BC Library Conference registration fees by 2.4% as an inflation increase in line with the Consumer Price Index, and

THAT the Board approve the 2012 BC Library Conference Budget as presented.

CARRIED

c. *Website Report*

Errin Morrison reported that work on improvements to the BCLA website will be undertaken by a student at SLAIS for course credit, at no cost to BCLA.

Moved by Todd Rowlett, Seconded by Patricia Cumming:

THAT the Board approve the hiring of a professional experience student from SLAIS to work on the BCLA website.

CARRIED

d. Mentorship Report

Patricia Cumming provided the report. The creation of a BCLA mentorship program came out of suggestions by members in the 2011 survey. The current LTAIG mentorship program will be expanded and broadened to include all BCLA members. The mentorship committee has worked with LTAIG in the development and expansion of the program and LTAIG is supportive of the plan. Patricia thanked Amy Ashmore and Tamarack Hockin for their work in this regard.

Moved by Patricia Cumming, Seconded by Debbie Schachter:

THAT the Board approve the mentorship plan as presented with minor wording changes to be incorporated as discussed.

CARRIED

e. Browser Report

The BCLA Browser report was circulated at the meeting. The Board discussed submissions to the Browser and whether they should come from members only or from a broader field.

Moved by Leanna Jantzi, Seconded by Todd Rowlett:

THAT the Board approve BCLA Browser submissions from members and non-members alike.

CARRIED

A revised BCLA Browser policy will be discussed at the January Board meeting.

f. 2011 Conference Report

Alane Wilson's conference report and accompanying suggestions were reviewed and discussed. Errin suggested incorporating Alane's suggestions into the 2013 conference planning cycle, and no further action was taken.

7. New Business

a. Letter from Minister Abbott to BCLA, BCLTA and ABCPLD

Board members discussed a letter from the Minister of Education following up on the September 29 meeting with the three associations, in which he stressed the importance of collaboration and partnerships among public libraries and across library sectors. No immediate action was necessary but

Errin will provide BCLA feedback at a meeting with directors of ABCPLD and BCLTA, where a response to the Minister's letter will be discussed.

b. *Letter from Reader's Advisory Interest Group*

This item was approved in principle at the September Board meeting.

Moved by Marjorie Mitchell, Seconded by June Stockdale:

THAT the Board approve the creation of a Reader's Advisory Interest Group.

CARRIED

c. *BCLA Board Meeting Expense Policy*

In discussion, Board members agreed that a policy should be developed to determine when board members would be reimbursed for costs associated with attending board meetings. This item will be included in the overall policy review to be carried out after the new Executive Director is hired.

d. *SCIG Expense Policy*

Expenses currently incurred by sections, committees and interest groups are approved on a case-by-case basis by the Executive Director. In discussion Board members agreed that a policy should be developed but that the status quo would remain in force for the time being.

e. *Resolutions Committee Structure/Mandate Update*

Board members agreed to include the Resolutions Committee structure and mandate in any future policy document.

f. *Membership Category Update to Bylaws*

It was agreed in discussion to revise one of the membership categories to provide greater clarity.

Moved by Marjorie Mitchell, Seconded by Heather Morrison:

THAT the current membership category that reads "Members/Past Members of Library Board or Committee" be amended to read "Members/Past Members of a Library Board (i.e., Trustees)."

8. Next Meeting

The next meeting will be held in January at a date to be determined later.

9. Adjournment

The meeting was adjourned at 11:00 am.