

1st IslandLink Federation Meetings – 6 March 2009

LDAG Pre-Meeting

Present: Linda Gilarski, Jomichelle Seidl, Marilyn Ming, Barry Holmes, Rosemary Bonnano, Linda Rosen, Don Hamilton, Anne Morgan

Regrets: Joyce Wilby

Call to order 11:15

1. Federation action plan: Discussion about need for quick benefits. Generally agreed that initiatives fall into 3 areas:
 - a. staff training and sharing professional development opportunities. Barry reported that he has a workshop ready to be delivered for Children's librarians and that the federation could sponsor this.
 - b. Marketing (PR): development of generic advertising for federation libraries, along the lines of libraries are best deal in town, 30 sec clip about libraries. Noted that core database advertising may be done provincially. Discussion of various uses of any advertising – links to library sites, U-tube, posters, media spots, advertising in public buses
 - c. Public adult programming: Marilyn suggested workshops like those sponsored and arranged by the Writers trust, which no longer has funds, in particular a workshop by Phyllis Smallman and/or Margriet Ruurs could be arranged very quickly and sponsored by the federation. Barry also suggested federation aid for VIRL and GVPL's Writer in Residence program, initiatives to feature local writers also suggested along with programs such as adult storytime along the lines of oral history, IT programs, training for patrons especially on new social connectivity issues.
2. Reaffirmed need for a Coordinator.
3. Meeting adjourned 12:00

IslandLink Federation Board Meeting 6 March 2009

Present: Linda Gilarski, Linda Rosen, Don Hamilton, Peter Sharpe, Anne Morgan, Ben Hyman, Jomichelle Seidl, Marilyn Ming, Barry Holmes, Rosemary Bonnano,

Regrets: Joyce Wilby

Call to order 12:30

1. Election of officers:

- a. **MOTION:** Peter moved that Don Hamilton be elected chair , seconded by Linda Rosen, **passed**.
 - b. **MOTION:** Don moved that Linda Rosen be vice chair, seconded by Peter, **passed**.
 - c. **MOTION:** Linda R moved that Peter Sharpe be secretary/treasurer, seconded by Linda G. **passed**
 - d. Term of office: half to serve until April 1, 2010, half until April 1, 2011; Salt Spring and Alert Bay will serve one year, with assumption that terms would be renewed until April 1, 2011. Victoria and Powell River will be 2 year terms ending April 2010.
2. Establish signing authority for accounts:
- a. **MOTION:** Peter moved that the federation open an account with Island Savings Credit Union and that we adopt all required resolutions, certificates and agreements required by the Credit Union to open that account. Linda R. Seconded. **Passed**.
 - b. **MOTION:** Peter moved that the authorized signing officers of the federation be the 4 board members plus Marilyn Ming and that any 2 of those officers be required to sign those cheques. Linda R. seconded. Discussion about obligations for accountability to PLSB, will have to submit SOFI and management report by May 30. SOFI will need board resolution to approve but this can be done electronically. Submission of annual statistics also needed. **Passed**.
 - c. **MOTION:** Peter moves that any two signing officers be authorized to purchase redeemable term deposits from federation bankers. Second Linda R. **Passed**.
3. Adoption of the service plan:
- a. **MOTION:** Linda G moved that we adopt the service plan dated May 16, 2008 for the service year 2009. Seconded by Linda R. Discussion about section 38 and 39, allocation of costs. **Passed**
4. Scope of responsibilities of LDAG and coordinator if there is one:
- a. Discussion about the role and need for a coordinator : need timeline, job description, closing date, shortlist, who will be tasked with this. It was agreed that this was a job for LDAG but that the selection committee should consist of interested board members plus LDAG.
 - b. **MOTION:** Linda R moved that as we appoint Marilyn Ming as acting coordinator of IslandLink. Her key responsibility will be assistance in the hiring of a coordinator. Compensation will be the same as she is currently receiving from SSI. This appointment will be as a secondment to a maximum of \$5000. Seconded by Linda G. **Passed**. Board will be notified of dates for interviews for coordinator, so that interested board members can participate.

5. Specific programs directed by LDAG: Board needs a more refined budget before approving any expenditures. LDAG will produce a more detailed budget , both an annual one based on \$94,000 and a start-up budget accounting for monies in reserve and send to Board. Discussion of role of LDAG.
6. Meeting schedule: twice/year with the next meeting set to coincide with a coordinator approval meeting. This is anticipated for early June.
7. Other business:
 - a. **MOTION:** Peter moved that the Federation Board encourage VIRL and Pender to become members and that the Chair be given the authority to extend that invitation. Linda G. seconded. **Passed.** **ACTION:** Don will draft letters to be sent to the boards.
 - b. Financial Report: Peter distributed Financial Statement and discussed. Peter requests outstanding personnel expenses be paid. **MOTION:** Linda R. moved that the Board authorizes that payment. Seconded by Linda G. **Passed.** Peter noted that the Federation bank account will be established in April upon his return from holidays.
 - c. Travel forms: please send to Marilyn.
 - d. Insurance: advisable to have general liability and directors and officers liability insurance. Peter will investigate and report on it.
8. Adjournment: 2:30 p.m.

**Library Directors Advisory Group Meeting
6 March 2009**

Present: Linda Gilarski, Jomichelle Seidl, Marilyn Ming, Barry Holmes, Anne Morgan, Ben Hyman

Regrets: Joyce Wilby

1. Election of officers: discussion about need for officers with only 4 members. Generally agreed that working as a small group was sufficient for the time being.
2. Discussion of service plan and initiatives: ideas presented in pre-meeting, as well as possible discounts for some electronic products
3. Discussion of coordinator/director position:

Need to develop a job description: Marilyn will distribute job descriptions from other federations as well as a suggested one for IslandLink.

Discussion about venues for posting of this position: BCLA job line as well as local papers, will post by end of March, close by April 30, short list the first week in May and schedule interviews for end of May. GVPL will receive apps.

4. Training for children's librarians (Barry) Barry will forward info about program on to us, around \$3-4000.
5. Meeting schedule, electronically, face-to-face as appropriate. Anne offered to set up conference calls and suggested that for scheduling meetings, we use Meeting Wizard
6. Budget : Suggested allocation as follows. Marilyn will refine and distribute for comment. Noted that we will have \$94,000 annually and as of May 2009 will have \$155,000 on hand.
 - a. Staff and office set up: costs for advertising, hiring expense
 - i. Administration:
 - ii. Job search –\$3,000
 - iii. Travel expenses related to interviews \$1500
 - iv. Salary – \$30000
 - v. Office set up – \$10000
 - vi. Supplies and maintenance – 5000
 - b. Initiatives
 - i. Staff Development: \$35,000
 - ii. Workshop costs
 - iii. Travel to workshop for fed members
 - iv. Marketing plan for federation libraries \$10,000
 - v. Public Programming: \$10000
 - c. Reserves
 - d. Contingency

Note that travel category covers travel for LDAG and Board for meetings
Travel for training opportunities is covered in training budget.

7. Adjournment: 4 p.m.