



IslandLink

Library Federation

Library Directors Advisory Group Minutes – October 2, 2009

Present: Linda Rosen, Linda Gilarski, Sandra DeAthe, Donald Hamilton, Barry Holmes, Brigitte Peter-Cherneff, Katherine Anderson, Susan Laidlaw (PLSB), Greg Bunyan

Regrets: Joyce Wilby, Charlie Kregel, Peter Sharpe

Training Update:

1. March workshop – 31 attendees (16 from GVPL); no attendance from other member libraries.
2. September Effective Writing workshop – full attendance from GVPL; no attendance from other member libraries.
3. SoftSkills training – series of 3 - ½ day workshops (Communications, Time Management and Problem Solving) by Sandy Chernoff approved for this fall for Powell River and Victoria. Invitations will be extended to neighbouring libraries, on a cost-recovery basis.
4. Consider purchasing Corporate Training Materials in 2010.
5. Train the Trainer workshops to be planned for Spring 2010.
6. Computer training – Library Network/Computer Trouble-shooting and Young & Hip at the Library (social networking) being researched. Katherine has contacted Tara O’Coffey at Vancouver Public Library. Plan to offer the workshops this fall at Powell River and Victoria.
7. Collection Management – Katherine has contacted Mary Kierans at Fraser Valley Regional Library, who will forward her proposal. Planned for this fall or early 2010.
8. Approval for the Margaret Read MacDonald Story Telling workshop for January 2010.
9. Trustee Orientation Program – IslandLink will host in Spring of 2010.
10. Don Hamilton is willing to do board training in IslandLink communities; may be open to other community members.

Marketing:

Discussions around direction for marketing:

1. Focus on services offered by the libraries.
2. Licensed database information handouts.
3. Pool the resources of member libraries.
4. Talk to other Federation coordinators – what have they done?
5. Create templates for individual libraries to import information into
6. Marketing 101

<http://www.librarytrustees.ab.ca/Content/Documents/Document.ashx?DocId=65029>

Programming:

1. Travelling Puppet Show proposal – approval to seek funding for Summer 2010.
2. Writers/Author events – libraries can apply for funding (see Local Initiatives Grants – Board minutes); libraries will share information on planned author events and IslandLink will support travel to other libraries.
3. Read for the Cure – Sandra DeAthe will send information.
4. Digital Preservation – Katherine will be meeting with the Queen's Printer Digital Preservation team to get more information on the process. An email will be sent to member libraries asking what materials they want to have digitized. Katherine will send information on grant opportunities for digitization projects.

Other:

1. ULS discounts – ULS is still reluctant to negotiate additional discounts.
2. Licensed Databases – loss of funding for the Provincial Core Suite – member libraries will now have to pay for it.
3. Canadian Breast Cancer Foundation grant – Katherine will apply for funding for materials and processing costs.

Roundtable –

Salt Spring Island has been okayed for a \$4.5 million infrastructure grant for a new library building and will go to referendum for the remaining \$2.7 million for the project.

Greater Victoria Public Library is working on a 15 year facilities plan for Central Library and all branches. Circulation is increasing.

Powell River Public Library is rebuilding relationships with City Council. Charlie is meeting this week with Council regarding a resolution to adopt the new library building project as a municipal project.

Alert Bay Public Library – nothing to report.

LDAG meeting adjourned at 11:25 am

Board Meeting Minutes - October 2, 2009

1. Approval of Agenda – approved with addition of items to new business: Coordinator's relationship with LDAG; inviting non-members to participate in programs/workshops for a fee; Local Initiatives Grant.
2. Adoption of Minutes of March 6, 2009 meeting. Linda Rosen/Linda Gilarski. Carried.
3. Correspondence
 - a. Letter to Vancouver Island Regional Library (VIRL)
 - b. Response from VIRL
 - c. Letter to Pender Island Public Library
 - d. *No written response from Pender Island, but Donald Hamilton and Katherine Anderson have been invited to present at their board meeting on October 5, 2009.*

- e. Letter from Andy Ackerman, Chair, BC Library Trustees Association
- f. Letter from Jacqueline Van Dyk, Director, Public Library Services Branch
- 4. Report from the Chair received (strike 2nd sentence in the 5th paragraph.) Linda Rosen/Sandra DeAthe.
- 5. Financial Report received. Linda Rosen/Linda Gilarski.
- 6. Coordinator's Report received. Linda Rosen/ Sandra DeAthe.
- 7. PLSB update – Susan Laidlaw (verbal): everything but the operating grants are tenuous; the Education Cabinet made the decisions about library funding; 2010 may be tougher – budget conservatively; promote programs like the BC OneCard to try to ensure continuation; PLSB asking libraries to send stories about how provincial programs make their libraries better as an aid to justify continued funding.
- 8. Business Arising from Minutes:
 - a. Bank Account – Signing Authority. **Motion** that Katherine Anderson be given signing authority for items other than her own. Linda Rosen/Linda Gilarski. Sandra DeAthe moved to strike “for items other than her own.” **Carried. Motion** that 1 of the 2 signers for all items must be a board member. Linda Rosen/Linda Gilarski. **Carried.**
 - b. Appointment of Coordinator – The Board acknowledges that Katherine Anderson was appointed as Coordinator in July 2009.
 - c. Budget – Peter Sharpe/Katherine Anderson. Draft budget was presented. Katherine Anderson will rework the budget with suggested changes and email to Board members and LDAG members for approval.
 - d. Insurance – **Motion** to obtain general liability insurance to a maximum cost of \$700 annual premium; carrier to be determined by the Coordinator. Linda Rosen/Sandra DeAthe. **Carried.**
- 9. New Business
 - a. Organization Memberships - **Motion** to acquire organization membership in BCLA, BCLTA, PNLA and ABCPLD; and in Volunteer Canada if required for purposes of acquiring insurance. Linda Rosen/Linda Gilarski. **Carried.**
 - b. Guidelines for services & programs expenditures – no guidelines determined at this time. Coordinator will make every attempt to balance programming and training opportunities for all member libraries.
 - c. Coordinator's relationship with LDAG – will evolve over time. The Coordinator, as the only employee of the Board works with the direction of the Library Directors.
 - d. Fee for services for non-members – **Motion** that, space permitting, libraries outside the federation and members of the public may be permitted to participate on a cost-recovery basis. Linda Rosen/ Linda Gilarski. **Carried.**
 - e. **Motion** that a Local Initiatives Grant program be established with criteria to be developed by the Coordinator, for the purpose of supporting programming or professional development (categories to be developed) for the member libraries. The maximum grant will be \$1,000. Grants under \$250 may be approved by the Coordinator; all other grants require board

approval. The budget for the grant program will be \$5,000 for 2009 and \$10,000 for 2010. Linda Rosen/Linda Gilarski. **Carried.**

10. Next Meeting – April 2010 in Alert Bay.

11. Adjournment – 2:20 pm.