

BC Libraries Cooperative
August 26, 2009
Burnaby Public Library Board Room
Minutes

Attendees:

In Person:

Edel Toner-Rogala, Chair
Lauren Stara, Shannon Ellis, Rhian Piprell, Jacqueline van Dyke (PLSB);
Members of the Communications Sub-Committee: Dan Phillips, Gordon
Coleman, Rue Ramirez
Debbie Schachter, Recording Secretary

By Teleconference:

Kevin Kierans, Ben Hyman (PLSB), Allan Carlson (PLSB)

Regrets: Greg Buss

A. Welcome and Introductions

The meeting was opened at 1:05 p.m. with brief introductions

B. Announcements

Ben Hyman announced that two libraries went live today: Sechelt & Gibson's.

C. Consent Calendar

i. The Minutes of the July 6, 2009 meeting of the Board were accepted as distributed.

ii. BFG Report – Sitka Cataloguing Working Group Recommendations

Lauren Stara provided a verbal report on the Cataloguing and Circulation Working Group reports distributed to the Board, prior to the meeting.

Next steps:

- There will be a teleconference of Sitka site members to discuss the two policy documents. 11 people will be attending from 23 institutions on Wed. September 2nd.
- Cataloguing sub-committee is trying to develop a cataloguing mentorship program because of new standards required now; some working group members are willing to mentor but wonder about travel funds to support this activity. The Chair noted that we cannot determine funds until the budget has been completed.

The Chair clarified that this board receives the recommendations from the working groups but the working group has the authority over the development and implementation of the policies. The Board is looking at regulations with a bigger picture view and making sure that we do not adopt policies that may limit our appeal to the bigger public libraries and non-public libraries in the future.

The Chair asked that Board members share any comments with Lauren directly, regarding any feedback on the reports.

Lauren noted that currently all libraries are using their own standards for cataloguing but once the database is merged then training will be required for standardization. The planned timing for the merge is 3rd quarter 2009. The policy needs to be developed prior to the merge for testing.

Circulation policy may take more time to approve than the cataloguing policy.

The mentorship program discussion is postponed to a later meeting.

Edel noted that Jacqueline van Dyke and Ben Hyman obviously worked hard behind the scenes to sustain the library funding and Sitka funding in particular, as indicated in the letter from Minister MacDiarmid.

D. Major Discussion Items

i. Role of Communications Committee:

Gordon Coleman of the Communications Subcommittee provided an overview of the report to Board, distributed prior to the meeting. The purpose of the Communications Subcommittee is to “develop the public face” of Sitka. The report contains a number of recommended action items.

Need for quality communications:

- Overall good communications to members indicates a functional organization.
- Training and other materials need to be distributed to people as soon as possible.
- Communications are also important for change management.
- Different communication strategies are required for different audiences.

The first step for subcommittee is to go back to the draft Terms of Reference to review them and bring them forward for approval.

The Chair provided clarification regarding the reporting structure: the Subcommittee reports to the Board and helps with board communications. It also helps working groups with their specific communications needs. The Board has subcommittees while business functions have working groups.

There is a need for working group members to assist with the communications activities, so we are looking for a board liaison and potentially 2-3 from Sitka libraries (total of 5-7 committee members required). Seeking the assistance of non-Sitka members is one way to engage them in the work of the Cooperative.

Action: Shannon will join the Subcommittee as Liaison to the Board.

Action: The Subcommittee will provide a monthly update to the Board.

Edel expressed the gratitude of the Board for the work of the subcommittee, and thanks the employers of the subcommittee members for the investment they are making in the cooperative.

ii. Insurance question

Debbie provided information on the recommendations from Allan Carlson with respect to the possible need for Officers and Directors Liability Insurance at some point in the future. The Board will revisit this in April (prior to the AGM).

iii. Calendar

- Forward agenda: Fee structure and draft framework of BFG's and policy development and update on working group teleconference.
- Next meeting will be held in Coquitlam Public Library at 10:00 a.m. – noon, September 11th, 575 Poirier Street.

iv) Operations Update

Ben Hyman informed the Board that the next site to go live will be Castlegar.

Adjournment: 2:10 p.m.