

Minutes of the B.C. Libraries Cooperative
Board of Directors Meeting
Teleconference
December 13, 2010

Attendees: Greg Buss, Shannon Ellis, Joanne Richards, Edel Toner-Rogala (Chair), Lauren Stara, Margo Schiller, Allan Carlson (PLSB), Ben Hyman (PLSB), Kevin Kierans, Jacqueline van Dyk (PLSB), Brian Owen

A. Welcome

The meeting was called to order at 3.05 pm.

B. Announcements

Edel announced that Jacqueline, Greg and herself will be touching base with BCLA about database licensing.

C. Consent Calendar

- i. Approval of the minutes:
October 29, 2010 and November 23, 2010
The minutes were approved as circulated.
- ii. Operations Update (Ben Hyman)
Ben will submit a written report at a later date.
- iii. Sitka BFG Report – (Lauren)
Lauren reported on the BFGs last meeting. She will forward the draft minutes to the Board.
- iv. Licensing BFG Report – (Margo)
Margo reported that the BFG has not yet had its second meeting so there was nothing new to report.
- v. Communications Committee – Update (Shannon Ellis)
Shannon has begun compiling content for the next newsletter.

D. Discussion Items

- i. Debrief – Sitka session for the Larger Libraries
Edel reported on the session. There were sixty-four attendees. Scribes attended all sessions so written proceedings will be available. Edel will provide information about the session to Andy Ackerman via email.
Edel will also put together a Christmas letter for BC Libraries Cooperative members.
- ii. The Letter of Expectation
A letter to the BC Libraries Cooperative from the Ministry of Education, Public Library Services Branch was discussed. Greg and Edel will meet with Jacqueline to clarify wording. When the letter is signed, it will be made available to BC Libraries Cooperative members via a secure login on the web site.

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- iii. Business Plan and Budget 2011/2012
There was nothing to report at this time.
- iv. Posting of Positions
Both the Managing/Executive Director and Linux Systems Administrator positions were posted. The Selection Committee for the Linux Systems Administrator will be Brian, Ben, Allan and someone from the Sitka Team. Edel wanted to make sure that the hiring process was above reproach and Ben agreed to share the Province's guidelines for. Edel also wanted to see the draft interview guide as she might have questions she'd like to add.
- v. Logo
A budget is needed to proceed with a logo for the BC Libraries Cooperative. There was consensus to spend between \$500 and \$1,000 on the development of a logo. This should cover the creation of several options and the Board will determine the final selection.

E. Other Items Time Permitting

- i. Clarification Regarding Length of Terms
According to the SMA, terms are for one and two years. There appears to be some confusion as some board members remember being elected for two and three year terms at the 2010 AGM. For discussion in January.
- ii. Bookkeeping/Financial Reporting Services
Greg and Allan will visit some services and gather some additional information.
- iii. Moving Ahead with a Booth at the BCLA/BCLTA in Victoria – Update
The BC Libraries Cooperative will be having a booth at the BCLA/BCLTA conference in Victoria.

F. Adjournment

The meeting was adjourned at 4:50 pm.