

Minutes of the B.C. Libraries Cooperative
Board of Directors Meeting
Teleconference
January 17, 2011

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

Regrets: Jacqueline van Dyk (PLSB), Ben Hyman (Ministry of Education)

A. Welcome

The meeting was called to order at 10:35 am.

B. Announcements

There were no announcements.

C. Consent Calendar

- i. Approval of the minutes:
December 13, 2010
The minutes were approved as circulated.
- ii. Sitka BFG Report – (Margo)
Margo reported on the BFGs last meeting. She will forward the draft minutes to the Board. Highlights from the meeting included: renewing items from other Sitka libraries, information about the 2.0 upgrade, and a single category item display in the OPAC.
- iii. Licensing BFG Report – (Margo)
Margo reported that the BFG has not yet had its second meeting so there was nothing new to report. Allan reported that the BFG is planning to have its second meeting this week. There was discussion around the need to have the Interim Chair of the BFG, Scott Hargrove, plugged into the Board meetings.
- iv. Communications Committee – Update (Shannon)
Shannon reported that the next newsletter will soon be in draft form. The Committee is also working on a logo.

D. Items for Discussion

- i. Business Plan and Budget 2011/2012
Greg reported that \$800,000 was deposited into the BC Libraries Cooperative bank account from the Province. There are currently two streams of funding: BC Libraries Cooperative and PLSB. PLSB is looking after all operating expenses for Sitka until April 1, 2011 and the BC Libraries Cooperative is handling the 2010/2011 grant as per the Government Letter of Expectation.

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The 2010/2011 Sitka invoices are being deposited into the BCLA account. Any surpluses will be transferred to the BC Libraries Cooperative as of April 1, 2011.

The Cooperative needs to create a 2011/2012 budget. Key factors in creating a budget are knowledge of 2011/2012 funding from PLSB (when and how much) and the amount of carry forward from BCLA which gets transferred to the Cooperative after April 1. The Finance Committee will meet soon to begin discussing the budget.

There is no business plan yet. It is difficult to start a business plan without knowing what PLSB funding will be.

ii. Hiring for Positions

Interviews for the Linux Systems Administrator are scheduled for this week. Three people are being interviewed. It is a contract position with a negotiable term and the successful candidate will start as soon as possible.

iii.

There were ten applicants for the Managing Director position. Edel declared a “conflict of interest”. The Board discussed whether or not Edel should be involved in the hiring process. There was consensus that Edel should continue to be involved and step aside if at any point in the process she feels her judgment might be compromised. Joanne asked if the Board will be using the Province’s hiring procedures.

Motion: That the initial Selection Committee be comprised of Lauren, Kevin, Edel, Allan, Joanne, Brian and Shannon.

Moved by Joanne, seconded by Margo

Carried.

Allan will find out if a document outlining the Province’s hiring guidelines exists and if so, he will forward it to the Committee.

The Selection Committee will keep the full Board informed of the hiring process.

iv. Clarification Regarding Length of Terms

Discrepancy was noted between the length of terms board members were elected for at the AGM and section 9.12 of the Rules of Incorporation.

Motion: That in order to bring the BC Libraries Cooperative in line with the Rules of Incorporation Greg, Margo and Shannon agree to accept a one year term and Lauren, Kevin, and Joanne agree to accept a two year term.

Moved by Lauren, seconded by Greg.

Carried.

All agreed to the change in length of term.

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- v. Bookkeeping/Financial Reporting Services
Consensus to pursue the services of a Chartered Accountant to assist in the application of a business number and charitable status.
Greg and Allan will meet with some potential accountants and bookkeepers.
- vi. Update on Meeting between PLSB, BCLA and the Cooperative on December 14
The parties met to touch base and to confirm that effective April 1, 2011 BCLA will transfer Licensing responsibilities to the BC Libraries Cooperative.

This is significant for the Licensing BFG. Margo will contact Scott Hargrove, Chair of the BFG, to inform him of this and to encourage him to contact Greg as Treasurer about a 2011/2012 Licensing BFG Budget. The Board was unsure how much of the budget will be completed by the Board and how much by the BFG.

- vii. Media Release for 2011 Sitka Implementation Schedule
A draft media release was discussed. Media releases about the implementation schedule will be issued after the Sitka BFG on February 9th.
A fee schedule for Academic Libraries needs to be developed. Brian will prepare some information for the Finance Committee to consider. The fee schedule will be added to the Board's next agenda.
Academic libraries joining Sitka need to be made aware that current rates are subject to change. There needs to be a paper trail to help prevent confusion about fees later on.

Motion: To adopt the 2011 Implementation Schedule.

Moved by Joanne, seconded by Margo.

Carried.

Lauren and Edel will arrange a meeting with Jacqueline to gather more information about the schedule.

E. Emerging Issues

None

F. Adjournment

The meeting was adjourned at 1:02 pm.