



Board Meeting, September 16-17, 2011
MINUTES

In attendance:

Ben Hyman (Managing Director)
Brian Owen (Director)
Edel Toner-Rogala (Chair)
Joanne Richards (Treasurer)
Julie Spurrell (Director)
Kevin Kierans (Vice Chair)
Lauren Stara (Secretary)
Scott Hargrove (Director)
Shannon Ellis (Director)
Jacqueline Van Dyk (LLB)
Allan Carlson (LLB)
Jamie Chicanot (Facilitator)

September 16

1. Call to Order
10:05 am

2. Opening comments
 - a. Edel: The intent is to think and speak strategically; to keep our primary role as board members of the Cooperative in mind.
 - b. Jacqueline: Made some comments regarding her email of June 29. This led into a discussion of the relationship between BCLC and LLB, strategic directions of the Cooperative & future possibilities.

3. Updates
 - a. Communications Subcommittee
Shannon reported that Dan Lepso is working with the subcommittee and Ben on the Cooperative's identity and some marketing pieces. This dovetails well with the work we are doing on the Vision, Mission and Values.
 - b. Finance Subcommittee
Joanne sent out a written report on Thursday. Several items will be on the agenda for input and/or approval
 - c. Governance Subcommittee

Kevin reported that a Terms of Reference has been submitted. They have a governance review/plan in progress, working toward some possible adjustments to the SMA. They are also looking at relationships & authorities of the different levels of work within the Cooperative.

d. Personnel Subcommittee

Brian reported that a final version of the TOR has been submitted for approval. Ben prepared draft staffing plan, with the goal of looking at moving contractors over to employment. A later agenda item will discuss the process for Ben's probationary.

e. Mission, Vision, Values Task Group

Lauren outlined the revised list of values, which will be the basis for the mission & vision statements.

f. Licensing Business Function Group

g. Bibliocommons is their first priority now. The storage of data in the US is now resolved; Sitka sites have implemented a soft launch, surfacing an issue of borrowing history retention. A meeting of librarians with Canadian ebook publishers will be reported on.

h. Sitka Business Function Group

Melissa submitted a written report. A short discussion took place regarding the scope of BFG reports to the Board. Ben was asked to flag items for information or for discussion/decision making by the Board.

i. Operations

Ben reviewed the written summary of operational issues.

4. Vision/Mission/Values

A general discussion of the values, with ideas for the mission and vision statements, took place.

Meeting recessed at 3:56 pm.

Meeting reconvened on September 17, 9:03 am

5. Strategic Directions

Resuming the discussion of the Cooperative's vision, Edel asked Jacqueline to reiterate the province's historical vision of the project, and also Ben to articulate his as Managing Director

JVD: the province's vision has always been to provide a seamless library system for BC. Anybody anywhere can have access to any library.

Ben: the Cooperative is already extra-provincial, so it's no longer just BC: perhaps western Canada. Economies of scale. Better together. Keep the big picture in mind. Regions with strong networks will retain healthy public libraries.

Discussion of provincial, regional, federation, district and municipal roles in library support. Discussion of the role of Board members as champions of the coop & its services.

Major strategic directions or legs:

- Firm foundation / financial, governance, personnel; building membership
- Leveraging our success / new initiatives & innovation / external service provision / alternative revenue sources
- Demonstrating value to members / current BFGs and services
- Communicating our message / marketing & PR

Break for subcommittee business:

1. Finance Committee

Hardship

Hardship claim submitted by Fernie Heritage Library for Sitka recurring fee

1. The Board requirements:
2. FHL must send a balance sheet
3. Ben will communicate to them that this is giving them time to work toward the full fee

The Board approved the discount for one year by consensus.

In future, libraries claiming hardship must explain extraordinary circumstances as part of the application process, as well as their plans for meeting the full fees in future

The Board approved this requirement by consensus

2. Investment

Investment of cash to earn interest: Joanne mad a motion that the board approve short term investments for no more than \$400k of cash reserves, as per the Finance Committee report.

Motion seconded by Shannon

The Board approved the motion

Ben will investigate options for investment beyond the 60 days.

The Board empowered Ben to do this.

Ben requested funds to cover membership in various professional organizations, such as the BCCA and the ALA, totalling \$1565.

The Board approved this request by consensus.

The Sitka Team has entered into a contract to provide migration services to Equinox. This contract ends on December 31, 2011; the rate is more than cost recovery. Received for information.

3. Terms of Reference

Terms of Reference for three subcommittees were submitted:

Finance

Personnel

Governance

The Board endorsed all three documents by consensus.

4. Personnel

Edel set out the process for Ben's probationary review, which will take place on October 11, 2011 with Brian, Joanne, Edel and Ben

Each board member will be asked for feedback; Edel will compile and share the comments with the entire board including who said what. The subcommittee will use the comments as the basis for the review. In addition, Ben will respond to set questions.

Edel will document proceedings and Ben will be asked to sign off. If successful, he will move to the next pay grade & subsequently a 360 annual review.

The Board endorsed the process by consensus.

Returning to the Strategic Directions:

Major strategic directions or legs:

- Firm foundation / financial, governance, personnel; building membership
 - Milestones document
 - Charitable status
- Leveraging our success / new initiatives & innovation / external service provision / alternative revenue sources
 - In 3 years, we will have/be/accomplish:
 - New business partnerships/relationships
 - New and expanded services
 - New market sectors
 - Possibilities include:
 - Bandwidth
 - Procurement
 - IT services
 - Consultants & specialists

- Hardware procurement
 - Training & education
 - Leadership & mentoring
 - Benefits package procurement
 - Contract negotiations/labour relations
- Demonstrating value to members / current BFGs and services
 - Economies of scale
 - Incentive-based services & pricing

Possibilities include:

- Current BFGs and services
 - Ebook access provision
 - Direct patron requests
 - Knowledge management/Federated searching
 - ILL
 - Virtual reference
 - Centrally coordinated cataloguing/processing/acquisitions
 - Delivery mechanisms
- Communicating our message / marketing & PR
 - Messaging
 - Authenticity, honesty, integrity, clarity, humility. Not contradictory.

Possibilities include:

- Value & savings on services already provided
 - Access to products & services out of reach for individual libraries
 - In three years, members will understand (the above)

What next?

We have a broad brush high level document; will have final version at October meeting
 Members council will include a focus group and/or town hall meeting to discuss the document.
 We will then flesh the document out so that at the next AGM we will have a Strategic Plan.

Adjourned 12:47pm