



BC Libraries Cooperative Board Meeting

1000 – 1600 PST Friday, September 13, 2013

In person: Joanne Richards, Brian Owen, Julie Spurrell, Heather Daly, Trevor Surgenor, Jacqueline van Dyk (Ex-Officio), Tim Lowan (observer), Ben Hyman (Staff), Sharon Herbert (Staff – until lunch), Tami Setala (Staff- until lunch), Maryann Kempthorne (Contractor – until lunch), Marie Palmer (Contractor- until lunch)

Via teleconference: Dan Phillips, Scott Hargrove (dialed in after lunch)

Introductions (Ben) – Welcome to Tim Lowan, BC Ministry of Education Strategy Analyst, and to Co-op staff and contractors, as well as the Board.

1. **Approval of Agenda and Minutes** (JR/TS)

2. **Member participation component** (no interest from members for this meeting)

3. **Reports**

i. **Staff Presentations**

a) **General report** (Ben) – Framing each of the staff presentations within the context of the Strategic Plan, and the Co-op's Vision, Mission & Values

b) **Sitka** (Sharon Herbert) – Presentation to the Board on the results of Sitka's Community Survey in relation to the recent release of the Sitka Request For Information (RFI) for Library Materials Cooperative Purchasing Agreement

c) **Licensing** (Tami Setala) – Presentation to the Board on prototype Co-op website extended licensing functionality

d) **CMSS** (Marie Palmer) – Presentation to the Board on prototype LibPress service

e) **NNELS** (Maryann Kempthorne) – Presentation to the Board on the pre-release Canadian Accessible Library System (CALs)

LUNCH

ii. **Operational Report** (Ben) – Verbal presentation & status updates on Co-op business.

ACTION: Member communication with status updates before next meeting; include more detail in minutes

iii. **Reports from Board Sub-Committees – for Information**

a) **Finance** (Dan) – August Balance Sheet, Income & Expenditure & YTD budget status reviewed by Sub Committee; FY 12/13 Audit ETA for completion: late October

4. **Strategic Plan update** (Ben & Board) – Discussion of recent achievements, framed by the Strategic Plan

a.) **New and emerging opportunities – Incubation** – Discussion of the guidelines provided by the Strategic Plan

5. **New Business**

a) With thanks to Jacqueline van Dyk for her support, leadership & commitment vis a vis the Co-op over the years; we look forward to working with you in your new position. (Joanne)

b) **ACTION:** Policy next steps at next Governance Sub Committee, culminating in a draft plan and schedule of policies over 24 months. Additionally, discussion WRT whether a Policy Sub Committee should be struck (Joanne)

c) Continuing conversations with BC large public library member Directors. (Joanne)

ACTION: – survey re: next meeting

6. **Regular Meeting Schedule** for the remainder of the Fiscal Year (Ben & Board)

a) **Full Board:** Proposing teleconferences the fourth Monday of October, November, February, April and May, from 1330-1500 Pacific

b) **Full Board:** Proposing in-person meetings: the fourth Monday of September (commencing 2014), January and March (plus the June AGM), from 1500-1600 Pacific

c) **Finance Sub Committee:** Proposing teleconferences the first Monday of November, January, February, March, April, May, June, September, October, from 1500-1600 Pacific Pacific

d) **Governance Sub Committee:** Proposing teleconferences the first Monday of November, January, February, March, April, May, June, September, October, from 1330-1430 Pacific

7. **Adjournment** (1600 Pacific)