**

*To support and represent trustees in advancing public libraries*

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| **Date** | November 5, 2019 |
| **Location** | Teleconference |

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| **Present**  Mike Gagel (Chair)  Rhonda Sherwood  Dave Clark  Caty Liu  Elysia Glover  Babs Kelly, ED (minutes) | **Regrets**  Erin Carlson  **Absent**  Brenda Leigh  Austin Uzama |

**Board Meeting Minutes**

1. **Call to Order**

Board meeting called to order at 7:07 pm.

1. **Approval of the Agenda**

**Moved** M. Gagelby to amend agenda by removing agenda item 5.b as it is now item 6.e.

**Moved** by R. Sherwood to adopt the amended agenda.

Seconded by C. Liu

*Carried*

1. **Routine Board Business**
   1. Consent Agenda

* Approval of minutes, September 10, 2019
* Correspondence In
  + Letter: BC Library Association to the Okanagan Regional Library Board of Directors, cc: BCLTA President and Executive Director, September 27, 2019.
  + Letter: BC Library Association to the Fraser Valley Regional Library Board, October 9, 2019
  + Letter: Fraser Valley Regional Library Board, October 17, 2019
* Correspondence Out
  + Email: ORL Board Chair, Karla Kozakevich, October 1, 2019
  + Email: ADM McCrea, October 1, 2019
  + Email: R. Singh, MLA, October 17, 2019
  + Letter: Mayor Tait, October 9, 2019
  + Letters: Federal Party Leaders, J. Trudeau, J. Singh, A. Scheer, E. May, October, 16, 2019
  + Letter: Minister Fleming, October 25, 2019
* Executive Director Report: September 4, 2019 to October 29, 2019

**Moved** by D. Clark to receive the Consent Agenda.

Seconded by R. Sherwood

*Carried*

* 1. President’s Report (verbal)

Meeting with Minister Fleming, Vancouver, October 25, 2019

* Positive meeting
* M. Gagel spoke to support from library community and local government in respect to $20M in 2020 campaign
* Reiterated message to Minister that it is part of restoring past cuts and that the $6M is for library operating grants.
* Mentioned the loss of budget line item for public libraries and reminded the Minister that this was brought to the Ministry’s attention in 2018 as a BCLTA AGM Resolution.
* Over 530 $20M in 2020 campaign post cards were delivered to the Minister
* Minister suggested meetings with specific Ministers. BCLA ED and ABCPLD Chair are following up on this action item; meetings are being scheduled with the Ministers.
* The Minister asked for the Partners to be able to do an analysis on the difference or any change in regards to capital funding and operating funding over time.
* M. Gagel did not delve into specific BCLTA issues with the Minister in order to honour the need to represent the aims of the Partners which is the $20M in 2020 campaign.
* M. Gagel did mention to the Minister the importance of having the ADM at the BCLTA Board Retreat.

On October 30th M. Gagel and B. Kelly met with a trustee from Burnaby Public Library. This was a very enjoyable meeting with far reaching discussions about library board work and the trustee was very positive about BCLTA and the support it provides trustees. This meeting aligned with BCLTA Convictions and the importance of connecting with and supporting trustees.

**Moved** by R. Sherwood to receive the President’s Report.

Seconded by C. Liu

*Carried*

1. **Bookkeeper’s Report**

Treasurer comments

* The Treasurer discussed the role of the bookkeeper and the oversight role of the board.
* The ED provided a brief overview of the history of ED role and bookkeeper role regarding the budget.

**Moved** by D. Clark that the BCLTA Board of Directors approve the Bookkeeper’s Report.

Seconded by M. Gagel

*Carried*

1. **Strategic Discussions**
   1. Partners and Advocacy Update
   * ED (verbal)

Please see BCLTA $20 Million in 2020 website page and UBCM updates in the September and October *Bulletin* and the *UBCM Report.*

* + - President (verbal)

See Presidents verbal report regarding October 25th meeting with Minister Fleming.

* 1. BCLTA Governance Workshop 2020 Pilot Project

Discussion

* + Explanation of costs of delivering the workshops – estimates based on past year travel costs.
  + Setting the fee for on-demand or tailored workshops at $150 per participant.
  + The project is a significant in regards to staff capacity and financial investment.
  + The Libraries Branch is supportive but cannot guarantee year-to-year one-time funding. For a one year pilot program BCLTA could absorb the cost.
  + A low-fee model will not be sustainable without external funding. BCLTA will not know of Ministry funding for the 2020 pilot until after launching the project.
  + If there is no external funding in 2020 BCLTA will need to draw on its reserves.
  + The needs of members and the risk to membership value if BCLTA does not proceed with the pilot.

**Moved** by R. Sherwood that the TOP workshops be renamed BCLTA Governance Workshop.

Seconded by E. Glover

*Carried*

**Moved** by M. Gagel that the BCLTA Board of Directors direct staff to proceed with a one-year pilot project, beginning January 1, 2020, as outlined in the October 30, 2019 BCLTA Governance Workshop 2020 Pilot Project Report, including the use of board reserves to fund the pilot, and that the fee for the workshops included in the pilot project will be $50 for each participant.

Seconded by R. Sherwood

*Carried*

**Moved** by C. Liu that the BCLTA Board of Directors direct staff to proceed with on-demand governance workshops, as is possible for staff to schedule and deliver, for a fee of $150 per participant with a minimum of 10 and maximum of 15 participants.

Seconded by R. Sherwood

*Carried*

1. **Review & Adjustment of Strategy**
   1. 2020 Meeting Dates
      * See Executive Director Report

***Moved*** *by M. Gagel that the BCLTA Board of Directors approve the following meeting dates for 2020:*

* January 7th
* February 4th
* March 3rd or April 7th
* April 19th. The Richmond Public Library Boardroom,10:30am to 2:30pm.
* May 5th or June 2nd
* September 1st (this is before Labour Day) or September 8th
* Friday, September 25 to Saturday 26 (potential board retreat to coincide with UBCM Convention begins September 21st in Victoria). The ED suggests that for travel and affordability the retreat takes place in Richmond, Vancouver or Burnaby, depending on availability of space.
* November 3rd

Seconded by D. Clark

*Carried*

* 1. Zoom and Board Meetings

Discussion

* Not for video conference but for sharing screens.

**Moved** by E. Glover that the BCLTA Board of Directors agree to begin using Zoom for BCLTA Board meetings in January 2020.

Seconded by M. Gagel

*Carried*

c) 2020 Forum and AGM

• See Executive Director Report for proposal details

Discussion

* The importance of a forum for discussing governance and intellectual freedom
* BCLTA’s role in supporting boards with complex discussions
* BCLTA’s Convictions and creating opportunities for trustees to learn together
* Holding the AGM during lunch to encourage membership involvement

**Moved** by R. Sherwood that the BCLTA Board of Directors direct staff to proceed with planning the 2020 Forum and AGM for April 18, 2020 and that staff will provide regular progress reports in the Board Meeting Packages.

Seconded by D. Clark

*Carried*

1. 2020 Board Spring Review and Orientation
   * See Executive Director Report

Discussion

* Benefits of a longer in person meeting with new board directors.
* The Richmond Public Library Boardroom has been booked for April 19th, 10:30am to 2:30pm.

**Moved** by R. Sherwood that the BCLTA Board of Directors direct staff to proceed with planning the 2020 Board Spring Review and Orientation for April 19, 2020, and that staff will provide regular progress reports in the Board Meeting Packages.

Seconded by E. Glover

*Carried*

1. BCLTA Board Retreat
   * + ED Written Report (Board Package)

No discussion.

* + - President’s Comments (verbal)
* As with the previous year’s retreat very engaging day.
* We were heard by the Ministry through the ADM being at the Retreat and being part of discussing the importance of supporting trustee professional development.
* Need to carry on with the momentum with the ADM to further Ministry support for the trustees.
* Creating a community of practice is important for connecting trustees and this would be reflected by increased numbers at the Forum and AGM

Discussion:

* As the value of BCLTA is better understood, through providing value to and meeting with the trustees, there will be increased connection with the AGM and Forum.
* As we support the trustees to recognize their value and the importance they bring to their libraries, then there will be more connection with BCLTA and increased attendance at the Forum and AGM.

***Moved*** by R. Sherwood that the BCLTA Board of Directors receive the BCLTA Board Retreat report and that the ED and the President continue to connect with the ADM as per the October 1, 2019 and October 26, 2019 emails.

Seconded by C. Liu

*Carried*

***Moved*** by R. Sherwood that the BCLTA Board of Directors direct the ED to continue to create opportunities with the Libraries Branch and in the ADM’s Public Library Advisory Group meetings to further a shared understanding of the role and value of public library boards and the importance of supporting their development and capacity.

Seconded by D. Clark

*Carried*

***Moved*** by R. Sherwood that the ED review her notes and the summary provided by the facilitator and bring back to the board for their review and discussion a vision statement from the day and suggested next steps; and that the BCLTA President would then ask the ADM and Minister to meet to discuss the vision and to ask the Ministry for a statement of support for a shared vision.

Seconded by D. Clark

*Carried*

**7. Policy and Oversight**

* 1. BCLTA Board Policy Review

Discussion

The need for an updated board financial policy.

**Action**

Tabled as a priority for the January Board Meeting.

* 1. BCLTA 2020 Budget Direction
  + ED verbal

**Action**

* ED to work with the Treasurer and the President to bring a proposed 2020/2021 budget to the January Board Meeting.
  + - * 1. **Next Meeting**

January 7, 2020

* + - * 1. **Move to In Camera**

The board moved to in-camera at 9:25 pm.

* + - * 1. **Adjournment**

**Moved** by R. Sherwood to adjourn the meeting at 9:57 pm.

**2020 Meeting Dates**

* February 4th
* March 3rd or April 7th
* April 19th. Board refresh / orientation meeting. The Richmond Public Library Boardroom has been booked for 10:30am to 2:30pm.
* May 5th or June 2nd
* September 1st (this is before Labour Day) or September 8th
* Friday, September 25 to Saturday 26 (potential board retreat to coincide with UBCM Convention begins September 21st in Victoria). Meeting to take place in Richmond, Vancouver or Burnaby.
* November 3rd