**

*To support and represent trustees in advancing public libraries*

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| **Date** | February 4, 2020 |
| **Location** | Teleconference / Zoom |

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

**Board Meeting Minutes**

1. **Call to Order**

Board meeting called to order at 7:02 pm.

1. **Approval of the Agenda**

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

Seconded by E. Glover

*Carried*

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

* Approval of minutes, January 7, 2020
* Correspondence – Invitation to Minister Fleming (Attached to ED Report)
* Executive Director Report: December 30, 2019 to January 28, 2020
* 2019

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

Seconded by C. Liu

*Carried*

* 1. President’s Report (verbal)
* Met with the ED and discussed the Forum and AGM, ED recruitment and communications with the Ministry of Education
* Minister Fleming declined the invitation to the Forum, we are following up with ADM McCrea in hopes that she will attend.
* Wrote introduction to January *Bulletin* - thank you to R. Sherwood for editing the introduction
* Have been active on LinkedIn with posts regarding public libraries and BCLTA news

**Moved** by D. Clark to receive the President’s Report.

Seconded by R. Sherwood

*Carried*

1. **Bookkeeper’s Report**

Treasurer comments

* There has not been much financial activity since last month and we are readying for year-end and the financial review.

**Moved** by C. Liu that the BCLTA Board of Directors approve the Bookkeeper’s Report.

Seconded by D. Clark

*Carried*

1. **Strategic Discussions**
   1. BC Public Library Partners’ update
      * ED verbal update
      * President comments

* Everyone has received the Partners’ update via our communication list.
* In meetings with ADM McCrea she has been consistent in saying that our discussions need to be in the context of current funding levels and not to assume an increase.
* The draft Ministry strategic plan for public libraries will go to the board for high-level review. The plan is a confidential government document and is not to be shared. The ED will send on February 5, 2020

***Moved*** *by D. Clark to receive the BC Public Library Partners’ update.*

Seconded by E. Glover

*Carried*

* 1. Proposed BCLTA and Ministry of Education vision/commitment statement for excellence in BC public library governance

***Moved*** *by M. Gagel that the BCLTA approves/amends the following draft commitment statement to be proposed to the Ministry of Education for discussion and further development as a shared BCLTA and Ministry statement on BC public library governance; the proposed draft is to read, “The Ministry of Education, in their responsibility for the oversight and administration of the Library Act, and the BC Library Trustee Association, as the professional association of BC public library boards, have unique individual roles and a shared interest in supporting excellence in BC public governance, and as such will seek and create shared opportunities to support the work and development of public library boards and trustees”.*

Seconded by R. Sherwood

*Carried*

Discussion

* The purpose of this is to seek and cement a partnership to deliver on what is in the Act
* When we met with ADM McCrea in September she conveyed an understanding of what BCLTA does and the possibilities of working together to support board development and governance excellence across the province.
* The Ministry has a MoU with the BCSTA that outlines co-governance roles and this proposal as not for co-governance, but for a shared commitment that opens the door for the Ministry to better understand and support BC public library board work.
* Board preference for “commitment” rather than “vision”.

***Moved*** *by D. Clark that M. Gagel send a letter to Assistant Deputy Minister J. McCrea that summarizes the September 28th Board Retreat discussion and proposes a meeting to discuss a BCLTA and Ministry of Education commitment statement for excellence in BC public library governance.*

Seconded by R. Sherwood

*Carried*

1. **Review & Adjustment of Strategy**
   1. BCLTA Forum Update
      * See ED Report

**Moved by** C. Liu that the Executive Director send Forum invitations to public library trustees in other provinces via the OLBA, the ALTA, and SLTA.

Seconded by D. Clark

*Carried*

***Moved*** *by R. Sherwood to receive the BCLTA Forum Update report.*

Seconded by M. Gagel

*Carried*

**7. Policy and Oversight**

1. BCLTA Board Policy Review
   * + ED verbal

Reminder that the BCLTA policy manual will be under review in the summer of 2020 and B.Kelly will draft policies for the September 2020 board retreat.

* 1. BCLTA AGM Roles and Responsibilities
     + Board Package

***Moved*** *by M. Gagel to receive the BCLTA AGM Roles and Responsibilities Report.*

Seconded by C. Liu

*Carried*

Action Items:

* Add BCLTA restructuring to the Annual Report
  1. Board Assessment
     + ED Report

***Moved*** *by R. Sherwood that the BCLTA Directors respond to the proposed questions in the ED report via a Google Form by February 18th and that the responses be summarized for board review at the next board meeting and inform discussions at the April Board Review and Orientation.*

Seconded by D. Clark

*Carried*

Discussion:

* The board discussed benefits and possible improvements with 2019 questions and decided to use those same questions.
  + In the past 12 months describe your engagement as a BCLTA director.
  + What inspires you to be engaged?
  + What is working, what needs to be kept, and what needs to be changed?
    - * 1. **Next Meeting**

March 3rd

1. AGM and Forum update
2. Board Assessment Results Summary
   * + - 1. **Move to In Camera**

The board moved to in-camera at 8:49 pm.

* + - * 1. **Adjournment**

**Moved** by D. Clark to adjourn the meeting at 8:52.

**2020 Meeting Dates**

* March 3rd
* 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