



## 2021 FALL MEETING MINUTES

21 October 2021 | Virtual using Zoom

### In attendance:

|                        |                        |                      |                            |
|------------------------|------------------------|----------------------|----------------------------|
| Jim Bertoia            | Sparwood               | Wanda Davis          | Cariboo Regional           |
| Hilary Bloom           | Squamish               | Toby Mueller         | Lillooet                   |
| Karin von Wittgenstein | Kimberley              | Sam Murphy           | Trail                      |
| Ursula Brigl           | Cranbrook              | Don Nettleton        | Okanagan Regional          |
| Rebecca Burbank        | Powell River           | Jennifer Streckmann  | Bowen Island               |
| Wendy Cinnamon         | Valemount              | Carmen Oleskevich    | Pender Island              |
| Danika Andrews         | Fort Nelson            | Ben Hyman            | Vancouver Island Regional  |
| Heather Buzzell        | Penticton              | Melissa Millsap      | Chetwynd                   |
| Leianne Emery          | Sechelt                | Taylor Caron         | Salmo                      |
| Heather Evans-Cullen   | Gibsons                | Amber Norton         | Hudson's Hope              |
| Alex Faucher           | Elkford                | Maureen Sawa         | Greater Victoria           |
| Karli Fisher           | Fort St James          | Alice Pek            | Mackenzie                  |
| Cari Lynn Gawletz      | Grand Forks            | Tracey Therrien      | Nelson                     |
| Emma Gillis            | Pemberton              | Elizabeth Tracy      | Whistler                   |
| Steph Hall             | West Vancouver         | Susan Walters        | Richmond                   |
| Scott Hargrove         | Fraser Valley Regional | Wendy Wright         | Smithers                   |
| Todd Gnissios          | Coquitlam              | Christine de Castell | Vancouver                  |
| Fiona Bruce            | Terrace                | Matthew Rankin       | Fort St. John              |
| Karen Hudson           | Salt Spring Island     | Andrea Freeman       | Executive Director, ABCPLD |
| Kimberly Partanen      | Castlegar              |                      |                            |

1. Business Meeting - called to order at 2:02 pm  
**Motion to accept agenda: Maureen Sawa / Scott Hargrove, CARRIED**

## 2. Consent Agenda

### 201. Approval of April 15, 2021 minutes

Maureen Sawa requested that list of attendees read Victoria Public Library not Regional Library

**Motion to accept minutes: Matthew Rankin / Rebecca Burbank, CARRIED**

## 3. Chair's Report

### 301. Highlights from 2021 Summary

- Purposefully increased our collaboration with the federations and BCLTA
- Held a new director's orientation earlier in the year with a very successful turn out
- With new joint series with BCLTA we held two sessions, one about reconciliation and one about equity, diversity and inclusion
- We continue to experiment with different ways of meeting professional development needs with feedback from directors
- We offered the Mindfulness series which was very powerful and highlighted how depleted and stressed directors were
- We are experimenting with offering professional development sessions on Saturday to make it more accessible for everyone
- 100 percent of Library Directors in BC are now members of ABCPLD. We heard from new members that they have received great value from ongoing Zoom meeting calls that we have hosted for the last 18 months
- We continue to do background work for ABCPLD so that we are strong and sustainable as an association
- We have revised the membership fee scheme that will sustain ABCPLD well into the future without being too much of a burden on members
- We have a Bookkeeper and Administrative Assistant now allowing the Treasurer to move to a governance role rather than an operational role and for the Executive Director to focus on critical tasks
- We have formal job descriptions now for each of our board roles

### 302. Library Partners and Advocacy Work

- We developed a platform ask and presented it to the Select Standing Committee in finance and government services
- We met with the new Assistant Deputy Minister in the Ministry of Municipal Affairs in April 2021 followed by a meeting with the Minister of Municipal Affairs in July with our next meeting with the Minister scheduled for November 2021
- We developed an engagement plan and materials for the UBCM Virtual Booth and attended the UBC Virtual Conference
- Earlier this Fall we met with a government relations consultant to seek advice on developing a onetime funding ask
- The board would like to expand our advocacy efforts to include more voices of library directors in 2022 and we will be inviting members to join an advocacy subcommittee
- Andrea has provided stellar leadership and creative expertise to ABCPLD which is so greatly appreciated by the membership. We wish to thank Andrea for all her extraordinary contributions to ABCPLD and wish her much success in her future consulting career.

**Motion to accept Chair's Report: Scott Hargrove / Heather Buzzell, CARRIED**

## 4. New Business

### 401. January to September 2021 Financial Statements

- We are in a very good financial position given that 100 percent of library directors in BC have joined the association
- Our new Admin Assistant/Bookkeeper has setup our accounting in QuickBooks so that we no longer have reports in Excel
- Our balance sheet reports approximately \$41,000 in assets resulting in a solid financial position
- As reported in the income statement we have received all income expected for the year. Our other revenue is slightly higher than budgeted due to revenue received from outside organizations participating in professional development series. On the expense side of things our bookkeeping and banking budget has increased as result

of creating a bookkeeping position. Our legal and professional fees came in higher than budgeted due to the updates to our constitution and by-laws. Funds that were not used for consulting and contract services covered the extra legal expenses.

- The expenses of the association have been categorized as either operational (expenses to keep the association functioning) or as member services which is spending to specifically support library directors
- Transfers from reserves will happen at year end and we expect that this transfer will not be anywhere near the \$10,000 budgeted

**Motion to receive Financial Statements: Ben Hyman / Karen Hudson, CARRIED**

402. 2022 Budget and Five-Year Financial Plan 2022 to 2026

- We are presenting the 2022 budget and five year plan again now to be in line with our fiscal year start of January 1<sup>st</sup> instead of presenting this at the Spring Meeting
- Membership revenue for 2022 will be increasing by approximately \$5,000 because of the review of membership fees that took place. Over the next 5 years we will be bringing the membership dues up to a level so that we no longer require relying on our operating reserve to offset our operating expenses.
- On the expense side, bookkeeping and banking is budgeted for a full year of bookkeeping services of \$6,000 and \$120 for banking fees. The Executive Director fees budget was increased by 2%
- The Five-Year Financial Plan highlights the incremental increase to membership dues so that we no longer need to rely on reserves and work towards being self-sufficient by 2025

**Motion that the Executive consider 2022 Budget and Five Year Plan as presented for adoption: Scott Hargrove / Alexandra Faucher, CARRIED**

403. Executive Director Transition

- November 6<sup>th</sup> is Andrea's official last day. The recruitment process is underway with applications being currently reviewed and interviews to be scheduled in the next week or so with the intent that a decision and offer be made in the beginning of November.

404. ABCPLD Board Recruitment

- This coming Spring there will be 2 open positions, Treasurer/Secretary and Vice-Chair. Serving on the Board is a great experience and we hope that many of the directors will consider applying for these positions. More information about the roles is available on the ABCPLD website. Members can also reach out to the current Executive for more information or questions, etc.

5. Closed Session

**Motion to move into closed session: Rebecca Burbank / Jennifer Streckmann, CARRIED**

501. CUPE Trends

- At a national and provincial level there has been a push to increase membership. Locally at the City of Richmond CUPE has reached out and fitness employees at community centres have now been unionized under CUPE local 718. This Spring the library's local 3966 has applied to the Labour Relations Board for a merger to join local 718. So, they will be moving under the City's inside workers local. The library will have a full-time Union President.
- Discussion regarding posting unionized positions externally and internally at the same time and what the meaning of preference is for internal candidates in collective agreements

**Motion to move out of closed session: Scott Hargrove / Heather Buzzell, CARRIED**

6. Next Meeting

The next business meeting will be the Spring AGM and will be held on Tuesday April 19, 2022 – will be both in person and virtual

7. Adjournment: 2:54 pm

**Motion to adjourn the meeting: Maureen Sawa / Surinder Bhogal, CARRIED**