



2019 FALL BUSINESS MEETING AGENDA

Thurs Oct 24, 1 – 4 pm

9th Floor Meeting Rooms (919/920) | Vancouver Public Library

*** = Please come prepared to discuss and share your thoughts/concerns**

1:00 - 3:00 BUSINESS MEETING
1:00 – 1:10 Welcome and Introductions 1. Approval of Agenda
2. Consent Agenda 201. Approval of May 7, 2019 meeting minutes
1:10 - 1:30 3. Chair's Report 301. \$20 Million in 2020 Campaign 302. 2019 Accomplishments 303. Spring 2020 Board Nomination
1:30 - 1:45 4. Business Arising from the Spring 2019 Minutes 401. Connectivity Report Update - Scott 402. Board Roles & Time Commitments - Andrea

1:45 - 2:15

5. New Business

- 501. * Conversation around Provincial Reporting
- 502. * 2020 ABCPLD Strategic Plan (draft)
- 503. Loss of Directors Email Listserv

2:15 - 2:25

6. Committee Reports

- 601. Website Review Committee -- Andrea Freeman
- 602. Nominations Committee -- Marc Saunders
- 603. Membership Committee -- Karen Hudson

2:25 - 2:35

7. Reports on National Priorities

- 701. CFLA-FCAB -- Scott Hargrove
- 702. CULC -- Scott Hargrove
- 703. LAC -- Scott Hargrove

2:35 - 2:50 COFFEE BREAK

2:50 - 3:30 INVITED GUEST

2:50 - 3:00

8. Film: BC Public Libraries 2020

3:00 - 3:20

9. Libraries Branch Update - Mari Martin

3:20 – 3:25 Next Meeting

- 10. Tues, April 14 2020 (1 - 5 pm) - Sheraton Vancouver Hotel, Richmond

3:25 - 4:00

11. Closed Session

1101. Senior Manager Role

1102. Treasurer Role

1103. Secretary Role

4:00 Adjournment

4:00 - 5:00 pm - Tour of the VPL Inspiration Lab

6 pm – Dinner at The Keg, Yaletown



ASSOCIATION OF BRITISH COLUMBIA
PUBLIC LIBRARY DIRECTORS

2019 SPRING MEETING MINUTES

7 May 2019

Surrey Library, Guildford

In attendance:

Naomi Balla-Boudreau	McBride	Todd Gnissios	Coquitlam
Jenny Benedict	West Vancouver	Scott Hargrove	Fraser Valley
Jim Bertoia	Sparwood	Karen Hudson	Salt Spring Island
Surinder Bhogal	Surrey	Beverley Rintoul	Rossland
Hilary Bloom	Squamish	Marc Saunders	Port Moody
Ursula Brigl	Cranbrook	Tracey Therrien	Nelson
Virginia Charron	Kitimat	Elizabeth Tracy	Whistler
Beth Davies	Burnaby	Jacqueline van Dyck	North Vancouver District
Christina de Castell	Vancouver	Susan Walters	Richmond
Cari Lynn Gawletz	Grand Forks	Wendy Wright	Smithers
Camille Ginnever	Mackenzie	Andrea Freeman	Senior Manager ABCPLD

1. Business Meeting - called to order 1:15 pm.

Motion to accept agenda: Christina De Castell / Hilary Bloom CARRIED

2. Consent Agenda

201. Approval of Sept 28, 2018 minutes with edits requested by Jenny Benedict.

Motion to accept minutes: Deb Koep / Marc Saunders CARRIED

202. Correspondence

203. BCLTA Report

3. Chair's Report

301. Societies Act and Bylaws

It has been a challenging 6 months. When Treasurer role transitioned and a new bank account needed to be set up, we learned we didn't exist as a Society so couldn't set up a new bank account. Scott employed lawyers for assistance on creating a new constitution and bylaws. The new constitution is based as closely as possible on the previous constitution. A very warm Thank You to Jenny Benedict and Maureen Sawa for helping draft the new constitution and bylaws. As a member funded association, the Board (Chair, Co-Chair, Treasurer and Secretary) now has more responsibility than it did before. Recommendation to live with this Constitution and Bylaws for a year and then review it next Spring 2020. Under the Act, we are a Member Funded Organization. For auditing purposes, 2 members can review our financial statements and share with membership. There is no need to publish financial statements outside the membership. We have removed an option to allow us to go after grants and outside funds as it removes a layer of complexity. But with this type of organization, that remains an option if future leadership wants to change this.

302. Records Storage

There are multiple places used currently for records storage, including boxes at FVRL and a shared Google Drive. Under the Societies Act, we have to have accurate, up to date records. Scott has contracted with a company to do this for us - it will cost between \$500-800/year, depending on how often we have to access the documents, which we anticipate is minimal. We do not currently have a records management policy.

Action: Look into whether we need a records management policy.

Motion to contract to store ABCPLD records for \$1,000/year maximum: Cari Lynn Gawletz / Wendy Wright CARRIED

303. Budget Lock Up and Funding Request

There will be some aspects of this shared in Closed Session. The Minister of Education requested the Library Partners to put together a project proposal, and so a one time funding of 2 million dollars was requested to support digital literacy for all libraries in BC. When the proposal was shared with the Minister, he said it looked great. Kevin Millsip and Scott attended the Budget Lockup. After receiving the budget, Scott noticed a difference in the timing of how the grants will be reimbursed. A Minister of Education shared with them that the changes were due to an accounting decision. This year and next year, libraries will receive the grants early, and then the timing will return to normal for the third year. The downside is there is no increased funding and to date, we have received no update on the digital literacy proposal. We haven't heard no but because we have received no confirmation, we're assuming this is probably not good news.

4. Business Arising from the Minutes

401. Connectivity Report

The Libraries Branch commissioned a connectivity report through the Coop. Interlink has commissioned a separate report focusing on their needs specifically. This report was received last week at the AAG meeting. Interlink has struck a follow up group to work on next steps. Deb Koep is involved in this. Mari Martin arranged for Coop staff to attend Federation meetings and provide updates. If you haven't received an update yet, contact the Coop. This is something that is really long term. The next step is on us working on advocacy initiatives with our municipalities. Coop will update the research in 3 years.

ACTION: Each member to prioritize connectivity as advocacy item.

402. Treasurer Transition

Had to maintain both Audrey as Treasurer and Susan as incoming Treasurer in order to set up new Society. Within next week to 2 weeks, we'll have this fully transitioned. Later in the AGM, we are looking to formally recognize Susan as the Treasurer so we can have this recorded in the Minutes, which we can then take to the bank to prove Susan's status as Treasurer.

5. New Business

501. Barrier for Small Libraries to Attend Trainings and Meetings

We know that small libraries have a barrier to participate in ABCPLD executive due to lack of funding. With all the advocacy, there are a lot more meetings in Vancouver. A member noted that the time away from the library is also a barrier for many Directors. Elizabeth noted that as the incoming Chair, she won't be able to do things like attend budget lock up like Scott was able to. A member commented on wanting to know more about the priorities of the organization and being clear about what we're trying to accomplish, and focusing our resources on this. Another member asked about what are the realistic time expectations for each executive member. We'd like to bring this topic up in a future meeting for further discussion.

ACTION: Come back with clear priorities, create realistic time estimates for each executive position, have this discussion in the future

502. Fall Professional Development Day

From Member phone calls, we heard overwhelmingly that the membership prefers the location to be in the Lower Mainland. For this fall 2019, we'll be hosting at VPL Central Branch in downtown Vancouver. A member noted to please remember that rural libraries are paying a lot to be here, so please include a lot of Pro D, take as much advantage of connections and time together as possible.

Regarding topics: from the Member phone calls, we heard clearly what the top choices were - Labour Relations, Technology, Board Development focused specifically on Director point of view, and Relationships & Influence (ie Advocacy). We won't be able to focus on all of them but rather 2-3.

ACTION: Survey amongst members for specific sessions and for dates

503. 2019 ABCPLD Priorities

- 1) Completed bylaws and new constitution
- 2) Complete treasurer transition
- 3) Work on website
- 4) Advocate with provincial government
- 5) Plan for fall professional development session

6. Committee Reports

601. Website Review Committee - Scott Hargrove

FVRL is undergoing a significant web project with their staff intranet, and so staff resources towards ABCPLD website have been limited. Andrea will be working with Jason Swan, FVRL on refreshing the website over the next year.

602. Nominations Committee - Marc Saunders

Marc has been getting oriented into this role. Marc and Andrea wrote criteria for the Award of Excellence for future award recipients.

603. Membership Committee - Karen Hudson

Noted how 17% didn't know about ABCPLD, discovered from phone calls with Andrea. Part of our work this year should be looking at how much of our travel subsidies were used up and do we have space to increase this a little bit, because it's the number 1 barrier. Let's try to schedule the Fall professional development days 1 year in advance to help members plan for attending. We have a record number of membership dues arriving - 56% have paid for their membership already this year. We had 1 member who typically hasn't been a member become a member this year.

ANNUAL GENERAL MEETING

Motion to move into the AGM: Deb Koep / Surinder Bhogal - CARRIED

1. 2019 - 2021 Executive Officers - Election

101. Secretary

The incumbent Beverley Rintoul will remain in the Secretary role.

102. Treasurer

Susan Walters was nominated and confirmed as Treasurer. Even though Susan became the latest Treasurer last year, we had to do this again to make sure it's in the minutes, now that we are a registered Society.

2. Director of Excellence Award

Jenny Benedict was the 2019 recipient of the ABCPLD Director of Excellence award.

Motion to adjourn AGM: Deb Koep / Christina de Castell - CARRIED

7. Treasurer's Report - Susan Walters

701. 2018 Income Statement

702. 2019 Proposed Budget

Consulting is one of the line items for a lobbying firm to work with ABCPLD to develop an advocacy strategy. This was approved by the membership in Fall 2018. There were also legal fees for this year due to bylaws and constitution work. Moving ahead, we will likely have consulting and legal fees each year in the budget. Going forward the members will consider the annual financial statement as part of the AGM.

703. 2019 Jan 1 - May 1 Income Statement

8. BC Partner Updates

801. BCLA - Annette DeFaveri

Annette has been working closely with Scott and Elizabeth, as part of the Library Partners Group. This has been great for BCLA because they can see where their advocacy needs/efforts overlap with each other. BCLA just finished their bylaws last fall. They are reviewing and updating a number of policies. They are entering a strategic planning year. They are going to craft a concise strategic plan with an advocacy plan and a diversity plan embedded within the strategic plan. They're looking at a member based advocacy toolkit that supports individual members when they're in conversations. Opportunities to talk about libraries, and demonstrate their value. Connecting the stories with the value of libraries.

802. BCLTA - Babs Kelly

They've undergone a lot of changes in the past 3 years, including looking at the purpose of BCLTA. The Annual Report (in the ABCPLD meeting package) overviews what they've been up to this past year. Babs has delivered the new TOP training in Cranbrook and Pemberton recently. This training is an opportunity for board trustees to learn and talk about public library governance. Libraries Branch gave them \$20,000 for Babs to visit communities in BC. Babs encouraged Directors to ask for the training to come to your community.

803. BC Coop - Beth Davies, on behalf of Kevin Millsip

The coop recently welcomed 4 post-secondary institutions as new members joining Sitka: VCC, Camosun, VIU and Selkirk College. We recently completed a report on connectivity for InterLINK libraries. (This report was commissioned by InterLINK). Our strategic planning process is well underway. We've held interviews with key stakeholders and surveyed our members, staff and board about strategic directions for the Coop over the next few years. A two-day planning session was held in mid-April with board and staff and we will be sharing out on our Strategic Planning progress at our AGM on June 20th. (Our annual ebook summit will also be taking place on June 20th in the afternoon.) The Federal Governments support of NNELS continues for a 3rd year with \$1million in funding. Our work at the Federal Level has helped lead to a 25% increase (to \$4million/year) in the amount of funding that the Federal Government is allocating towards this important work. A thanks goes out to those partner organizations who have helped to advocate for a larger funding envelope overall for this work. Our work with the BC Public Library Partners is going well and we are embarking on a more vocal advocacy campaign to have provincial funding for libraries restored to previous levels. The Coop has received \$21,500 through the Canada – B.C. Agreement on French Language Services administered by the Provincial Francophone Affairs Program, the grant will allow Library2go more than double its French e-content.

9. Reports on National Priorities

901. CFLA/FCAB - Scott Hargrove

Jenny shared she participated on the strategic plan, which is now sitting with the executive. From Copyright Committee, Christina shared how they created and shared a number of position papers. This was a 5 year review not an overhaul. Christina continues to represent IFLA internationally on copyright.

902. CULC - Scott Hargrove

Will have more updates to share after attending next CULC meeting.

903. LAC - Scott Hargrove

Will have more updates to share after attending next LAC meeting.

10. Next Meeting: Date and Location - to be determined

10. Adjournment: Scott Hargrove 5:20pm

Motion to adjourn meeting and move into Closed: Susan Walters / Ursula Brigl CARRIED

11. Closed Session

**BC Public Libraries
and the UBCM 2019 Convention and Trade Show Report**



BC Public Library Partners

- BC Library Association
- BC Library Trustees Association
- BC Libraries Cooperative
- Association of BC Public Library Directors

October 16, 2019



The 2019 UBCM Convention and Trade Show was a Resounding Success for BC Public Libraries!



The BC Public Library Partners at the UBCM 2019 Convention and Trade Show

We Connected

- The Library Partners, on behalf of their memberships, spoke with over 600 convention delegates from local and provincial government.
- The delegates were enthusiastic about BC public libraries and overwhelmingly supportive of the \$20 Million in 2020 campaign.
- As community leaders and elected representatives, they understood the importance of provincial library operating grants to support equitable access to services, programs, and resources.
- A highlight of the booth was the video, [BC Public Libraries 2020](#), which in 4.25 minutes captures the transformative power of public libraries.
- Booth visitors also explored how much libraries have changed over the years and played with virtual reality, green screens, ozobots, and instruments, thanks to the [FVRL Playground](#).
- The UBCM Convention Clinic: **Libraries Support Resilient Communities** panel, led by Vancouver Public Library Chief Librarian Christina de Castell, inspired discussion about the value of libraries and their role in social infrastructure. The other panelists included Matt Boyd (Trustee, Greater Victoria Public Library Board), Jennifer Chan (Vice Chair, Vancouver Public Library Board), Mike Gagel (Chair, Prince George Public Library Board & President, BC Libraries Trustees Associations) and Karen Ranalletta (General Vice President, CUPE BC).

We Made an Impact

- All ten of the proposed public library funding resolutions passed! (Resolutions B28 - 29 and C27-34) Working with local government, we have built an understanding of the importance of provincial funding for equitable services in BC.
- Delegates agreed with restoring public library funding and over 500 took the time to add their signatures to the \$20 million in 2020 campaign.
- There was recognition of and appreciation for how public libraries support the [Province of BC's Strategic Plan 2018/19 - 2021/22](#). Specifically, the role of public libraries in poverty reduction, furthering reconciliation and supporting communities' social and economic well-being.



And, We're Not Letting Up!

The work of trustees and staff in public libraries across BC is inspired and informed by a shared commitment to access, equity, diversity, inclusivity, intellectual freedom, privacy, reconciliation, and life-long learning. We know public libraries are critical infrastructure across BC communities.

- On October 25th, the Partners will be delivering, in person, just over 500 signed post cards to Minister Fleming.
- The [BC Public Libraries 2020](#) video inspires and points to the unique role of public libraries in their communities. Please share the video with your networks.
- There is still time to influence the 2020 budget! We're asking all of our supporters to continue writing letters to your local MLAs, Minister Fleming and Minister James, asking them to restore library funding to \$20 million in 2020. For letter templates and email addresses, visit [BCLTA's \\$20 million in 2020](#) webpage.



ABCPLD 2019 ACCOMPLISHMENTS

1. Developed a new constitution and bylaws
2. Collected 64 signed membership forms
3. Membership dues collected in record time
 - a. 63 members paid in 2019, compared to 54 in 2018
4. Participation in Library Partners meetings and phone calls re: provincial advocacy campaigns
5. Building relationships with members and other associations
6. Developed and sent out monthly email newsletter
7. 41 phone calls to survey member needs in Spring 2019
8. Summary and presentation of member needs at Spring meeting
9. Delivered Award of Excellence to Jenny Benedict at Spring meeting
10. Attended Interlink meeting on May 28 to provide overview of Senior Manager role
11. Made meetings more available to members by recording and sharing meetings online
12. 21 members attended Spring 2019 meeting
 - a. 85% said the meeting was “very good” or “excellent”
13. Developed wireframe for new website
14. Collaborated and participated in UBCM
15. Compiled realistic time/money commitments of board roles
16. Facilitated strategic planning day and drafted 2020 strategic plan

Still working on, will be finished by end of 2019

1. Election procedures
2. Fall 2019 professional development session and meeting
3. New website

ABCPLD BOARD ROLES & TIME COMMITMENTS

CHAIR

“Significant time & money commitment”

Average time estimate each month = 17 hrs + travel time (location dependent)

Average cost estimate each year = \$3,000

The Chair travels a considerable amount, and spends a lot of time in meetings, representing ABCPLD at various committees. The Chair also plays a leadership role for the Vice Chair and the Senior Manager, and participates in all of the board meetings. The Chair and Vice Chair must coordinate to ensure one of them is available at most meetings, including meetings that happen in Victoria (1-2x/year).

Tasks	Time Estimate	Soft Skills Needed
Emails - everyday	1 hr/wk = 4 hrs/month	<ul style="list-style-type: none"> - Diplomacy and ability to get along with different personalities - Comfortable media spokesperson and political representative of the Association - Welcoming, approachable, warm presence for other members - Collaborative - Political but non-partisan - Knowledge of the BC library environment and legislation
Phone calls - every week	30-60 min/wk = 2-4 hrs/month	
Partner meetings in person or teleconference - 1 x/month	5 hrs/month + travel time	
PLAG meetings in person = 2 x/year	6 hrs/year + travel time	
ABC board meetings over Zoom - 2 x/month	2 hrs/month	
ABC strategic planning	7 hrs/year + travel time	
Political meetings in Victoria	6 hrs/year + travel time	

VICE CHAIR

“Significant time & money commitment”

Average time estimate each month = 17 hrs + travel time (location dependent)

Average cost estimate each year = \$2,000

Similar to the Chair, the Vice Chair travels a considerable amount, and spends a lot of time in meetings, representing ABCPLD at various committees. The Vice Chair also plays a supporting role to the Chair and the Senior Manager, and participates in all of the board meetings. The Vice Chair and Chair must coordinate to ensure one of them is available at most meetings, including meetings that happen in Victoria (1-2x/year).

Tasks	Time Estimate	Soft Skills Needed
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Emails - everyday	1 hr/wk = 4 hrs/month	<ul style="list-style-type: none"> - Diplomacy and ability to get along with different personalities - Comfortable media spokesperson and political representative of the Association - Welcoming, approachable, warm presence for other members - Collaborative - Political but non-partisan - Knowledge of the BC library environment and legislation
Phone calls - every week	30-60 min/wk = 2-4 hrs/month	
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ABC board meetings over Zoom - 2 x/month	2 hrs/month	
ABC strategic planning	7 hrs/year + travel time	
Political meetings in Victoria	6 hrs/year + travel time	

TREASURER

“Moderate time & money commitment”

Average time estimate each month = 2-3 hrs/month

Average cost estimate each year = minimal

Tasks	Time Estimate	Soft Skills Needed
Serves as main contact with bank	2 hrs/year	<ul style="list-style-type: none"> - Organized, reliable and responsible - Welcoming, warm presence and contact for other members - Collaborative
Receives, organizes and deposits annual membership fees	5-7 hrs/year	
Creates financial report for spring meetings	2-3 hrs/year	
Accounts payable (staff, bills, reimbursements, etc)	5-7 hrs/year	
Emails	1 hr/month	
Phone Calls	1 hr/month	

NOMINATIONS CHAIR

“Minimal time & money commitment”

Average time estimate each month = 1-2 hrs/month

Average cost estimate each year = minimal

Tasks	Time Estimate	Soft Skills Needed
Oversees nominations for Award of Excellence - Spring meeting (in coordination with Senior Manager)	2 hrs/year	<ul style="list-style-type: none"> - Organized, reliable and responsible - Welcoming, warm presence and contact for other members - Collaborative
Oversees nominations for Executive roles, in collaboration with Chair and Vice Chair	2 hrs/year	
Emails	2 hrs/year	
Phone Calls	3-5 hrs/year	
ABC board meetings	2-3 hrs/year	

MEMBERSHIP CHAIR

“Minimal time & money commitment”

Average time estimate each month = 1 hr/month

Average cost estimate each year = minimal

Tasks	Time Estimate	Soft Skills Needed
Prepare and delivery verbal membership report at spring and fall meetings	1 hr/year	<ul style="list-style-type: none"> - Organized, reliable and responsible - Welcoming, warm presence and contact for other members - Collaborative
Emails	2 hrs/year	
Phone Calls	3-5 hrs/year	
ABC board meetings	2-3 hrs/year	

DRAFT ABCPLD 2020 Strategic Plan

[Context: The ABCPLD executive met on Thursday, October 3rd to plan for the upcoming year. This document is a result of that conversation.]

STRENGTHEN INTERNAL GOVERNANCE

- Well-rounded leadership team with members from big/small/medium libraries, urban/rural, experienced/fresh
- Update ABCPLD Bylaws
- Evolve partnership between Senior Manager and Chair/Vice Chair/Treasurer (Board)

BE AN INFLUENTIAL VOICE IN ADVOCACY

- Work with BC Public Library Partners (BCPLP) to host a workshop to discuss The Library Act
- Work with BCPLP to host a workshop on advocacy/relationship building at BCLA and implement actions coming out of this workshop (keep momentum going)
- Work with BCPLP to talk about advocacy with UBC and academic partners
- Work with BCPLP to identify future advocacy targets

PROVIDE TIMELY AND RELEVANT PROFESSIONAL DEVELOPMENT

- Explore customized approach to orient new Directors (connect them with the relevant resources)
- Host a pilot fee-based training program
- Connect members to existing/highly relevant training opportunities
- Host Fall 2020 Professional Development Session. Topic ideas -
 - Learning about money and our relationship to it
 - Emotional Intelligence
 - Running the library as a business
 - Agile and Lean

SUPPORT STRONG RELATIONSHIPS BETWEEN BC LIBRARY DIRECTORS

- Explore what's going to replace the Directors email listserv
- Pilot community of practice (aims to grow relationships, peer mentorship, peer

problem solving)

- Next Spring meeting, do a visioning exercise with Directors - Consider impact of rural/urban divide, larger cultural movements like social justice, impact of BC culture (more individualistic)