

Spring Meeting of the Association of British Columbia Public Library Directors

REVISED AGENDA (as of Thursday May 5 – additions in red)

Date: Tuesday May 10, 2:00 pm – 4:30 pm.

Richmond Public Library, Brighthouse Branch (2nd floor meeting room)

7700 Minoru Gate, Richmond

REMINDER: Please park on the 2nd level of the parkade (Free parking all day. if you park on the main floor, you may be ticketed after 3 hrs). Look for spots at the south end of the parkade as it is closer to the library entrance.

NOTE: The Spring ABCPLD meeting has been **RE-SCHEDULED** from May 11, 2016 to May 10 and shortened up to accommodate ABCPLD participation in the PDL (Provincial Digital Library) meeting, which has now been extended to 9:00 am – 4:00 pm. While some ABCPLD Directors will be attending the PDL meeting, it was decided to carry on with our ABCPLD meeting. Also, at the fall meeting, ABCPLD decided that participation in the Provincial Strategic Planning process would be the priority for 2016.

KEY DATES for your CALENDAR:

May 10, 2016: 9 – 4 pm. Provincial Digital Library (Some representatives from ABCPLD attending)

MAY 10, 2016: 2 – 4:30 pm. ABCPLD Spring Meeting

May 11, 2016: Strategic Planning for the province (Led by the Libraries Branch)

May 11 – 13, 2016: BC Libraries Conference. The Opening Keynote begins at 5:30 pm and is immediately followed by a full reception that includes a cash bar.

Tuesday May 10, 2016

ABCPLD BUSINESS MEETING

2:00 – 2:15

1. Welcome and introductions
2. Approval of agenda

Consent Agenda:

1. Approval of the minutes of the October 30, 2015 meeting, pp. 3 – 9
2. Statement of Revenues & Expenses (*A. Fenema*), p. 10
3. Chair's Report, (M. Houlden), p. 11
4. Items from fall meeting:
 - a. BC Library Assn Primer (Thanks to J. Stockdale), for information, pp. 12 – 14
 - b. Copy of welcome letter to ABCPLD, for information. p. 15
 - c. Copy of letter of support, new Canadian Library Federation, for information. p. 16
 - d. **Copy of letter sent to Minister Kirby re: closure of public libraries in Newfoundland and Labrador, p. 17**

2:15 – 3:00 ITEMS FOR DISCUSSION / APPROVAL

1. Membership Committee report (E. Dressler)
2. Website Review Committee report (H. Bloom / S. Hargrove)

3. Changes to Constitution and Bylaws: Financial controls (A. Fenema), p. 18 - 22
4. Strategic Alliance Group update: Municipal backgrounder: (J. Benedict), p. 23 - 26
5. Toolshed – call for representative from the BC user community (M. Houlden)
6. CLA new structure (S. Singh)
7. CULC update (M. Sawa)
8. LAC update (M. Sawa)
3:00 – 3:15 BREAK
3:15 – 3:30 PARTNER UPDATES
Please find attached written reports to follow: <ul style="list-style-type: none"> • BCLA (A. DeFaveri), p. 27 • BCLC (B. Hyman), p. 28 • InterLINK (M. Burris), p. 29 Verbal reports <ul style="list-style-type: none"> • Libraries Branch (M. Martin) • BCLTA (B. Kelly)
LEARNING FROM OUR COLLEAGUES – Deferred to fall meeting, due to time constraints
3:30 – 4:00 ITEMS FOR DISCUSSION
<ul style="list-style-type: none"> • ABCPLD Goals / Priorities for 2016 – for example: UBCM Discussion • Other Business • Correspondence, if any • Next meeting: Date and location • Professional Development topic for fall 2016 – for discussion • Adjournment
4:00 – 4:30 ANNUAL GENERAL MEETING:
2016 -2017 Executive Officers - Elections
The ABCPLD Nominations Committee is pleased to announce that Scott Hargrove will stand for election for the position of vice chair/chair-elect, and that the incumbent treasurer and secretary, Audrey Fennema, and Heather Maisel will also stand for re-election. Further nominations for these positions may also be made from the floor.
The current vice-chair/chair-elect, Jenny Benedict, will succeed to chair.
BC Library Directors' Award of Excellence – Announcement deferred to the FALL meeting (S. Hall)
Adjournment

ABCPLD Meeting Minutes – DRAFT

October 30, 2015, Richmond Public Library 9:00am

1. Welcome and Introductions
2. Approval of the agenda
Jane/Audrey- carried
3. Minutes of May, 2015 meeting
Maureen/ Tracey- carried
4. Statement of Revenue and expenses—
Motion: to approve the revenue and expense statement June/Stephanie—
carried
Discussion of adding a signer on the bank account:
Treasurer to draft recommendations and bring forward to the spring meeting.
5. Chair's report
Meeting with the minister:
Warm welcome from the minister. He appreciated the collaborative presentation. He hears appreciation from local government reps who view libraries as community hubs, and draws for recruiting professionals to live in communities. He believes that ministry needs to take on more of a leadership role, create strategic vision. Funding allocation review is coming—will be looking at the grants and how they are delivered. There will be consultation.

At the meeting, BCLA discussed provincial digital library. There is a consultation meeting next week. BCLTA requested support in developing province-wide initiatives—Minister was receptive; a meeting is forthcoming.

Display booth at UBCM generated enthusiasm and interest. Seniors Advocate office is interested in partnerships.

There are plans for formal quarterly meetings with the partners and the Associate Deputy Minister (ADM) on a quarterly basis.
6. Membership Committee Report
Committee approached ABCPLD non-members. Library directors did not send in payment due to forgetting or lack of time. Need to be re-invoiced. New directors received invoice, but did not know the role of ABCPLD. Non – members did not understand the travel subsidy.

Federation directors are associate members and can't vote. Federations are concerned about duplication of efforts. 84% of libraries, 75% federations are already members.

- **Melanie to draft cover letter to include with invoices noting advocacy, collaboration, voice for all public libraries.**
- **June to provide a primer on library landscape that was drafted for BCLTA.**
- **Edel to take on the role of organizing personal contact with non-members/new library directors.**
- **Edel to send Membership committee report to Melanie**
- **Membership committee to be struck every year in the fall.**
- **Treasurer/Executive to make recommendations on any needed changes to travel subsidy policy and put on spring 2016 agenda.**

7. Website Review

Scott Hargrove had a discussion with the webmaster. Site has been updated, forum removed. Contact page now links to Commons. Username/password can be obtained by emailing Scott until contact/help links are updated.

- **Scott will send out a survey for members to give input on the website**
- **Audrey to include reminder of username/password with dues receipt**
- **Scott will delegate a new logo design to his marketing department, include options in the survey.**

8. Toolshed update—Melanie

There is content, more marketing and participation is needed. Melanie has delegated committee participation to information services staff. Is there still a role for ABCPLD?

Consensus that ABCPLD role in the toolshed is complete.

9. Strategic Alliance Group update

Libraries in Action paper. Thanks to FVRL for formatting into a usable document. How can we use locally? The format can be adapted depending on the audience. The concepts are scalable.

Scott to post *Libraries in Action* on front page of ABC website.

Motion: To put up to \$5000 towards creating a background paper targeted toward local governments of all sizes. Heather/Virginia Carried.

10. ABCPLD mission statement

Edel discussed the report on mission statements. Melanie thanked Edel for doing the work.

Need a facilitated discussion. May be coordinated with provincial strategic planning.

11. ABCPLD only mailing list vs Directors list
ABCPLD list is out of date, not being kept up, need other method if we don't want to use the Directors list. Need procedure to keep list updated—this will be part of website review.
Scott to set up list using Mailchimp or other service.

12. Improved communication with Libraries Branch (LB)
Discussion of preferences for effective communication
Melanie to convey the preference for regular executive meetings, email from Libraries Branch every six weeks or so, contact with federation meetings. Executive to send out minutes of meetings with the LB director.

13. CLA restructure
Sandra Singh gave an update on the CLA restructuring initiative. There is a danger of running out of money before the next model is in place and losing the national voice.
Motion: To support in principle the proposed changes to the structure of the CLA. Jenny/Stephanie Carried.
Melanie to collect survey feedback, then draft letter of support

14. CULC updates
Maureen Sawa and Sandra Singh discussed CULC and ebook advocacy. Issues are with “big five” publishers, not others. Campaign may be hurting other publishers, especially Canadian independent publishers. CLA is also involved.
CULC will be working on improving the collection of library metrics.

15. Library Archives Canada (LAC) Update
Working on National Digital Strategy. Stakeholders group that CULC participates in, asked for feedback about draft strategy. Would like to see LAC take a coordination role. A digitization secretariat may be created to help move the strategy forward. New director has a new approach to consultation, wants public libraries to have a voice.

16. Hillary Bloom, Janet Marren, Scott Hargrove, Stephanie Hall and Melanie Houlden shared recent projects at their libraries.

17. ABCPLD Goals for 2015/2016—tabled pending strategic planning discussions.

18. Every Child a Card **Heather Buzzell to check in on lessons learned from 2006-2009 initiative.**

19. Next meeting: Strategic Planning in lieu of pro-d. Will be adjacent to BCLA conference May 11-13, 2016

20. Library Director's Award of Excellence: **Stephanie will send the form. Nomination committee to be struck.**

Partner updates
October 30, 2015

BC Libraries Coop: Ben Hyman

- New board, increased representation from outside of the province
- Working on sustainability
- Heads up: invitations for submissions to 2nd annual ImagineBC initiative: <http://imaginebc.ca/>
- Digitization: Discussed the co-op's focus on digitization, provincial digital library, digitization standards. Library and Archives Canada's focus.
- Licensing—low dollar is impacting costs. Co-op has taken steps to protect its members. Explanatory infographic to come.
- Bibliocommons renewal. New model similar to Overdrive, so subscribers of 100,000+ must negotiate on their own. Coop negotiates for everyone else. Co-op is trying to negotiate earlier in the year.
- Libpress—also doing web development for non-library sites—BCLA Connect
- New co-op website coming in 2016. Over 60% of users are on mobile.
- Trans-pacific partnership will have impact on several areas:
Copyright reform—TPP could negate and erode access to content.
Privacy—TPP could impact BC's approach. Could also mean cheaper access to cloud-based solutions.
- Network outage on October 8: Power went out due to contractor error. Some hardware was damaged, has been upgraded ahead of schedule. New backup system has been developed. YTD up time over 99%.
- Follow up: Copyright trolls—a legal opinion was sought—follow up with Ben for more info. "Go forth and develop policy"

BCLTA Report: Submitted by Donna Macdonald, President, BCLTA

- Currently searching for a new E.D.
- BCLTA has been spending quite a bit of time with our partners (ABC, BCLA, Co-op) preparing for the UBCM meeting with the minister and now beginning to prepare for the provincial initiatives coming our way.
- Released the results of our Chief Librarian Compensation Survey in September.
- At the end of September, the LTA board held a facilitated planning day. Building on previous action plans, we confirmed our three strategic focuses:
1. Advocate on behalf of public libraries.

2. Support Trustees. TOP training continues to be a priority
3. Strengthen Organization Effectiveness: internal work such as updating the constitution and bylaws.

New to BC: Ben Hart, project coordinator

- Still waiting to hear about federal funding.
- Proposal for province-wide initiative was submitted.
- Library settlement partnership managed by Interlink.
- <http://newtobc.ca/>

Libraries Branch- Mari Martin

- Discussion of engagement and communication opportunities.
- Next provincial grants will come out April 2016. Grant review process to come after that. New structure for 2017.
- Paige McFarland has moved to a new ministry, there is a new ADM for Libraries, Ramona Soares

Commitments from UBCM meeting with the Minister

1. Gather feedback, review grants. Topping out on the \$14 million due to OneCard and ILL. Opportunity to look at grants this year. Pressure from regional systems to examine grant allocation structure/formula. In process of setting project plan, will be coming back to various groups for feedback.
2. Vision conversation

Discussion of strategic planning process:

1. In-person session adjacent to BCLA Conference
2. Advisory committee to be formed
Edel volunteered to spearhead. Several directors offered to participate including Stephanie, Melanie, Audrey, Todd.
Mari to collect feedback on Libraries Without Walls

In attendance:

Burnaby Public Library	Edel Toner-Rogala
Burns Lake Public Library	Elaine Wiebe
Cariboo Regional District Library	Wanda Davis
Castlegar & District Public Library	Heather Maisel
Coquitlam Public Library	Todd Gnissios
Cranbrook Public Library	Ursula Brigl
Creston Public Library	Aaron Francis
Fraser Lake Public Library	Audrey Fennema
Fraser Valley Regional Library	Scott Hargrove
Gibsons & District Public Library	Tracey Therrien
Greater Victoria Public Library	Maureen Sawa
InterLINK Federated Public Library System	Michael Burris
Kitimat Public Library	Virginia Charron
Mackenzie Public Library	Anna Babluck
McBride & District Public Library	Naomi Balla-Boudreau
Nelson Public Library	June Stockdale
North Coast Library Federation	Lauren Wolf
North Vancouver City Library	Jane Watkins
North Vancouver District Public Library	Jacqueline van Dyk
Okanagan Regional Library	Stephanie Hall
Port Moody Public Library	Lynne Russell
Powell River Public Library	Terry Noreault
Prince George Public Library	Janet Marren
Richmond Public Library	Greg Buss
Salt Spring Island Public Library	Karen Hudson
Sechelt Public Library	Margaret Hodgins
Sparwood Public Library	James Bertoia
Squamish Public Library	Hilary Bloom
Surrey Public Library	Melanie Houlden
Vancouver Public Library	Sandra Singh
West Vancouver Memorial Library	Jenny Benedict
Whistler Public Library	Lindsay Debou

**Association of British Columbia Public Library Directors (ABCPLD)
Proposed Operating Budget 2016**

Revenue

Membership Dues \$6,400.00

Total Revenue \$6,400.00

Expenses

Advocacy \$500.00

Office & Bank Charges \$100.00

Communication & Marketing \$5,300.00

Director's Award \$550.00

Meeting Spring \$1,000.00

Meeting Fall \$1,000.00

Professional Development \$1,000.00

Travel Subsidies \$1,950.00

Total Expenses \$11,400.00

Cash on hand Dec. 31, 2015	<u>\$20,625.14</u>
Projected Revenue 2016	<u>\$6,400.00</u>
Projected Advocacy 2016	\$500.00
Projected Office & Bank Expenses 2016	\$100.00
Projected Communications and Marketing 2016	\$5,300.00
Projected Director's Award 2016	\$550.00
Projected Meeting Spring expenses 2016	\$1,000.00
Projected Meeting Fall expenses 2016	\$1,000.00
Projected Professional Development 2016	\$1,000.00
Projected Travel Subsidies 2016	\$1,950.00
Projected 2016 Expenses	\$11,400.00
Projected Cash-on-hand Dec. 31, 2016	<u>\$15,625.14</u>

Report from the Chair

Highlights fall 2015 / spring 2016

- Over the summer 2015, we all worked on creating a document that outlines the purpose and value of public libraries in BC, particularly in relation to the Province of BC's Education Plan. The final edition is titled: *Libraries in Action: Partners in Community Learning*
 - The document was presented to the Minister of Education at UBCM. The document laid the ground work for ongoing discussion with Libraries Branch and the upcoming strategic planning process for the Province
 - Thanks again to Edel and staff at Burnaby for developing a preliminary vision statement for BC public libraries – included in the Libraries in Action document, again helping to frame our discussions at the strategic planning session: ("BC's public libraries support learning and literacy and enhance the quality of life of individuals and communities")
 - The work strengthened our relationship with BCLTA - tangible proof of collaboration
 - The document forms the basis of a communications effort to be developed that Chief Librarians and Trustees can use when speaking to local City Councils – a project for 2016 / 2017
 - THANK YOU to FVRL for re-working the lengthy original paper and transforming it into a marketing / persuasive piece suitable for politicians and other stakeholders
- As the Chair of ABCPLD , I participated in meetings with Ramona Soares, ADM for the Minister of Education to begin planning for the Provincial strategic planning process
- Participated in numerous phone conversations / email exchanges with the Provincial Librarian and the Executive for ABCPLD, to improve communication / exchange ideas exchange
- Attended a series of teleconference, with an eye to setting up the Provincial Digital Planning meeting, scheduled for May 10, ensuring public library input.

Sincerely,



Melanie Houlden
Chair, ABCPLD
May 10, 2016

BC Library Associations Primer
 Prepared by June Stockdale / Nelson Public Library

BCLA – academic, public, special libraries	BCLTA – public libraries - Trustees	ABCPLD – public library directors	BC Libraries Coop
Promote and foster the role of libraries and library workers through advocacy, education and leadership	Support and represent trustees; Foster a greater understanding of library service , public libraries and the role of Trustees	Represent staff and professional functions of librarianship; Forum for discussion and information exchange among libraries Directors	Community enterprise focused on shared infrastructure and resources
Advocacy	Advocacy	Advocacy on matters of concern to public library directors	
Professional development	Education, leadership	Professional development for public library directors	
Build partnerships between libraries, governments and community organizations	Provide representation and liaise with to local, provincial and federal governments on behalf of trustees.	Represent concerns of Directors to provincial and federal governments	Understand challenges facing libraries, guide and support members through change.
Participate in formal liaisons with provincial, national and international organizations	Encourage cooperation and the exchange of ideas among various types of libraries and between libraries and related organizations	Provides a practical means of attaining cooperative solutions,	Develop partnerships with aligned organizations.
Intellectual freedom	Secure long term stable funding for public libraries	Networking opportunities for public library directors	

Federations - Focused on enhanced library service and collaboration to achieve efficiency and agreed upon objectives

BC Library Associations Primer

Prepared by June Stockdale / Nelson Public Library

BC Library Association

The British Columbia Library Association leads the library community in advocacy, professional development, and support of intellectual freedom. We ensure that all British Columbians have equitable access to information, ideas and works of the imagination.

The British Columbia Library Association (BCLA) builds partnerships and relationships between libraries, governments, and community organizations. Our goal is to advance the values of the Association and to promote a widespread understanding of the benefits of library and information services.

The purposes are:

1. To promote and foster the role of libraries and library workers in British Columbia through advocacy, education and leadership;
2. To provide opportunities to expand knowledge and skills through conferences, continuing education, publications and association work;
3. To participate in formal liaisons with provincial, national and international organizations;
4. To encourage membership in the Association;
5. To ensure long term, stable funding of the Association.

BC Library Trustees Association

Our mission is *“to support and represent trustees in advancing public libraries,”* and in doing so, we strive to provide a range of services to trustees and boards to help them become leaders in their communities.

BCLTA also fills an important strategic role, providing organized representation to local, provincial, and federal governments on behalf of library trustees. We undertake ongoing advocacy work to these same levels of government and the public to raise the profile of – and resolve the issues facing – public libraries across British Columbia.

The purposes of the Society are:

1. To Promote and foster the effectiveness of all public library boards in British Columbia through advocacy, education and leadership for the advancement of library service throughout the province.
2. Expand the knowledge and skills of library trustees in order that they may make decisions necessary to achieve effective and comprehensive library service.
3. Foster a greater understanding of library service, public libraries and the role of library trustees in the community through conferences, training, continuing education, and publications
4. Liaise with the Public Library Services Branch of British Columbia and other provincial, national and international government bodies, departments and agencies
5. Encourage cooperation and the exchange of ideas among various types of libraries and between libraries and related organizations
6. Strive to secure long-term, stable funding for public libraries in cooperation with other agencies and organizations.

BC Library Associations Primer

Prepared by June Stockdale / Nelson Public Library

Association of BC Public Library Directors (ABCPLD)

The Association of British Columbia Public Library Directors is an executive association of public library directors in BC who represents the staff and professional functions of librarianship. It serves as a vehicle for information exchange among directors, represents the concerns of directors to both provincial and federal governments and provides a practical means of attaining cooperative solutions among BC public libraries

The purposes of the organization are:

1. to serve as a vehicle for the exchange of information of interest and concern to public library directors in British Columbia;
2. to provide a forum for the discussion of issues common to public library directors in British Columbia;
3. to represent the concerns of public library directors in British Columbia.

BC Libraries Cooperative

A 100% Canadian, community enterprise. We are strategically focused on the delivery of shared operational infrastructure and resources for our diverse members – over 100 institutions and organizations across Canada. Simply put, we strive to improve efficiency, reduce costs and extend service delivery in libraries. Our mission is to help libraries help people. We're not a vendor: we're a non-profit community resource.

Our mission requires not only that we understand the challenges facing libraries, but also that we guide and support our membership through times of unprecedented change. To do this, we hire outstanding talent; we identify, develop, and invest in the right solutions; we attract experienced innovators to our board; and we develop strategic partnerships with aligned organizations.

Strategic Plan Goals:

1. Deliver shared operational infrastructure and resource – foster and incubate initiatives that enhance and expand resources.
2. Leveraging success – provision of better web services, refinement of business practices, look for new opportunities
3. Communicating the message – being prepared to tell the story of the coop and its work and being able to express its value and powerful nature.

Federations

The Kootenay Library Federation has 19 member libraries from communities in the East and West Kootenay and the Boundary regions of BC. The Kootenay Library Federation is dedicated to supporting and enhancing the delivery of library service by member libraries.

1. WHEREAS the Parties recognize the value of sharing resources and coordinating efforts to improve access to library service in the context of strong local libraries;
2. AND WHEREAS the Parties wish to create an organization to foster and promote quality public library service for their residents through the development and implementation of collaborative service efficiencies and enhancements.

Dear

RE: Welcome to ABCPLD

Thank you for deciding to join ABCPLD. Your participation, and the participation of the public library you represent, helps to strengthen the organization by ensuring libraries large and small, rural and urban have a united voice on issues of interest to all of us, whether at the municipal, provincial or federal level.

The purpose of the organization is to:

- Serve as a vehicle for the exchange of information of interest and concern to public library directors in British Columbia
- Provide a forum for the discussion of issues common to public library directors
- Represent the concerns of public library directors

ABCPLD is a volunteer driven organization. We offer an opportunity for networking and camaraderie with your colleagues, who can be an important source of information and advice in your role as library director. Meetings are held twice a year and offer professional development and training that is specifically aimed at directors. Meetings are also an important opportunity to report on and discuss province wide issues and to hear from our colleagues at the Libraries Branch (Ministry of Education), BC Library Association, BC Libraries Cooperative and others.

A recent ABCPLD project involved developing a joint discussion paper with BCLTA (BC Library Trustees Association) that was presented to the Minister of Education at the UBCM (Union of BC Municipalities) conference, a project that clearly demonstrated our commitment to work together with our partners.

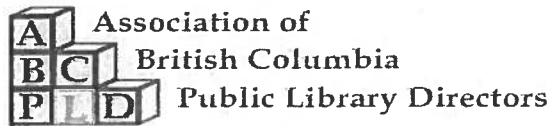
Please view the website at <http://abcpld.org/> for more information about the organization including past agenda items, recent presentations of interest to library directors, and the constitution and bylaw.

We look forward to meeting you in person.

Sincerely,



Melanie Houlden
Chair, ABCPLD



November 8, 2015

Letter of Support for a new Canadian Library Federation

Association of BC Public Library Directors (ABCPLD) is an executive association of public library directors. It serves as a vehicle for the exchange of information and is a forum to discuss issues of concern that impact BC's public Libraries.

At the Oct. 30, 2015 meeting, the directors present discussed the desire to support the formation of a new library association (Canadian Federation of Library Associations: CFLA) to continue the important advocacy and other work of the Canadian Library Association (CLA).

The creation of a new organization, the proposed CFLA as outlined in the document "Toward a Federation of Library Associations in Canada", outlines a plan to re-focus the Association's overall mission and vision and to build a strong and unified national voice for Canadian libraries.

ABCPLD understands that there is much to be done to complete the work needed to create a new Library association that encompasses the interest of all libraries in Canada, whether large or small, rural or urban, academic, public or special. The ABCPLD has directed the Executive to send a letter confirming our support in principle for a new model for CLA – a federation of associations – that will ensure that the voice of Canada's library sector is heard on issues of concern at all levels of government.

ABCPLD is in agreement with mandate of the new federation, as outlined in the planning document and as noted below:

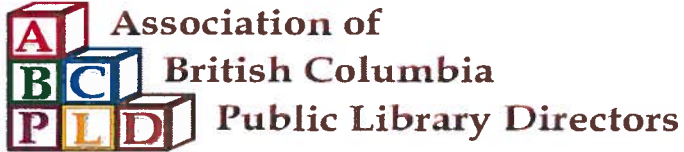
"The new Federation is the national voice of Canada's library communities. Our organization:

- *Advances library excellence in Canada*
- *Champions library values and the value of libraries*
- *Influences national and international public policy impacting libraries and their communities"*

As a very small association, with annual revenue of approximately \$6,000, we cannot at this time confirm our membership, but look forward to better understanding how we might participate in this exciting new venture.

Sincerely,

Melanie Houlden
Chair, ABCPLD
Chief Librarian for Surrey Libraries
mghoulden@surrey.ca
604 598 7305



May 5, 2016

The Minister of Education and Early Childhood Development
Government of Newfoundland and Labrador

Via email: dalekirby@gov.nl.ca

Dear Mr. Kirby

I am writing on behalf of the Association of BC Public Library Directors, an association that reflects the diversity of public libraries - rural, urban, and in-between - serving unique communities across the province of BC.

We are disappointed to hear of the government of Newfoundland and Labrador's decision to close 54 library branches and would ask you to re-consider.

Response from local citizens shows that libraries continue to be important to life of the community, whether seniors or children, and particularly in remote and rural communities. Libraries are community learning hubs, offering access to educational and recreational materials and to technology, no matter the economic status of individuals.

Libraries are an efficient investment of tax dollars, especially during a period of economic downturn, when people are looking to re-consider their options for employment, seek new training opportunities, or simply find an economical source of learning, inspiration and solace. \$ 1 million is a small investment, considering the far reaching impact that 54 libraries have on community life, at a time when people need their libraries most.

While some services can be delivered electronically, and while we applaud the Province's resolve to consider moving to a regional model and to consider how to make best use of the technology to deliver improved service, physical buildings continue to be important to the social well-being of a community.

Thank you for your consideration.

Sincerely

Melanie Houlden, Chair
ABCPLD
mghoulden@surrey.ca
604 598 7305

ABCPLD pkg.

Houlden, Melanie

From: Houlden, Melanie
Sent: April-08-16 9:39 AM
To: director@lists.bclibrary.ca
Subject: ABCPLD - revisions to the ABCPLD Bylaws
Attachments: Changes to ABCPLD Bylaws - revised May 2016.doc

Good morning everyone,

Just gearing up for the Spring ABCPLD meeting. More information coming your way shortly.

At the fall meeting, one of our members suggested that a review of the ABCPLD bylaws was in order, particularly in relation to managing the financials.

Please find suggested changes in red in the attached document (ABCPLD Constitution and Bylaws). Please bring your comments / suggested revisions forward at the ABCPLD meeting, as it will be difficult to address suggestions for improvement via email. We will have a motion at the ABCPL Spring meeting, approving the amendments as suggested in the attached document.

Concerns to be addressed:

- What if something happened to the Treasurer as at the moment she is the only person with a name on the account?
- Can we make some improvements to process to improve transparency?
- What should be the process if the treasurer must make cheques out to the organization they work for?

Additional Notes:

- Change he to their throughout
- Pt 5 (13) – recommend adding a new officer position – deputy treasure
- Pt 5 (14) – add wording to permit officers to continue on in their positions
- Pt 6 (24) – separate treasurer and secretary positions; better define duties of the treasurer
- Pt 7 – ABCPLD no longer received funds from Library Services Branch; therefore delete

Best regards, Melanie, ABCPLD Chair

Melanie Houlden | Chief Librarian



Administration Office
10350 University Drive, Surrey, BC, Canada V3T 4B8
T 604.598.7305



[Faint, illegible text body of the email]

Association of British Columbia Public Library Directors

Constitution

(Adopted April 16, 2008)

1. The name of the organization is
Association of British Columbia Public Library Directors or ABCPLD
2. The purposes of the organization are:
 - (a) to serve as a vehicle for the exchange of information of interest and concern to public library directors in British Columbia;
 - (b) to provide a forum for the discussion of issues common to public libraries in British Columbia;
 - (c) to represent the concerns of public library directors in British Columbia.
3. On the winding up or dissolution of this organization, funds and assets remaining after all debts have been paid shall be transferred to the British Columbia Library Association.
4. The purpose of the organization shall be carried out without purpose of gain for its members, and any profits or other accretions to the organization shall be used for promoting its purpose.

ASSOCIATION OF BRITISH COLUMBIA PUBLIC LIBRARY DIRECTORS

BYLAWS - DRAFT

(Adopted April 16, 2008 and revised, May 10, 2016)

Part 1 - Interpretation

1. In these bylaws, unless the context otherwise requires,
 - (a) "library director" includes chief librarians,
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

Part 2 - Membership

3. Membership in the association is open to all public library directors in British Columbia.
4. Library directors may apply to the association for membership and upon payment of the current annual membership fee shall be a member,
5. Every member shall uphold the constitution and comply with these bylaws.
6. Annual membership fees shall be determined by the membership of the association and reviewed as the membership sees fit.
7. A person shall cease to be a member of the association
 - (a) upon resignation as library director;
 - (b) by delivering ~~his~~their resignation in writing to the secretary of the association;
 - (c) on ~~his~~their death; or
 - (d) on having been a member not in good standing for 12 consecutive months,
8. All members are in good standing except a member who has failed to pay ~~his~~their current annual membership fee and ~~he~~is not in good standing so long as the debt remains unpaid. Membership fees are due the beginning of each calendar year.

Part 3 - Meetings of the Membership

9. General meetings of the association shall be held at the time and place that the membership decides.

Part 4 - Proceedings at Meetings

10. Only library directors, the director of the Library Services Branch and guests invited by the chair may attend the business portion of the association's meetings.
11. Voting is by show of hands, unless the members otherwise decide.

Part 5 - Proceedings of Officers

12. (1) The officers may exercise all the powers and do all the acts and things that the association may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the association in general meetings, but subject, nevertheless, to
 - (a) all laws affecting the society;

- (b) these bylaws; and
- (c) rules, not being inconsistent with these bylaws, which are made from time to time, by the society in general meetings.

(2) No rule, made by the association in a general meeting, - in validates a prior act of the officers that would have been valid if that rule had not been made,

13. The chair, chair-elect, past chair and secretary, treasurer and deputy treasurer shall be officers of the association.
14. (1) The President/President elect/Past president shall retire from office after serving a one year term. The Secretary/Treasurer shall retire from office after serving a two year term.
(2) Officers of the association shall hold office for the term as noted above or until their successor is elected.
(3) An election may be by acclamation; otherwise it shall be by ballot.
15. The membership may at any time and from time to time appoint a member as an officer to fill a vacancy in the officers ranks,
16. No act or proceeding of the officers is invalid by reason of there being less than the prescribed number of officers.
17. (1) The officers may delegate any, but not all, of their powers to committees consisting of other persons as they see fit.
(2) A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the officers, and shall report every act or thing done in the exercise of those powers to the earliest meeting of the officers after it has been done.
18. The officers may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
19. The members of a committee may meet and adjourn as they think proper.
20. No officer shall be remunerated for being or acting as an officer but an officer shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaging in the affairs of the association.

Part 6 - Duties of Officers

21. (1) The chair shall preside at all meetings of the association.
(2) The chair is the chief executive officer of the association and shall supervise the other officers in the execution of their duties.
22. The chair-elect shall oversee the association's educational program and shall carry out the duties of the chair in his absence,
23. The past chair shall chair the association's nominating committee.
24. The secretary/treasurer shall
 - (a) conduct the correspondence of the association not requiring the chair's signature;
 - (b) issue notices of meetings of the association;
 - (c) keep minutes of all meetings of the association and its officers;

- (d) have custody of all records and documents of the association;
- (e) maintain the register of members;

25. The treasurer shall ensure that

- (a) any account be accessible by both the treasurer and deputy treasurer;
- (b) cheques will be signed by any one of two people designated by the Association, for example the Treasurer and Deputy Treasurer;
- (c) a payment schedule be submitted to the Chair for approval before cheques are written; and
- (d) any cheque that is to be written to the Treasurers or their Library should be written by the Deputy-Treasurer after approval by Chair.
- (e) keep the financial records, including books of account; and receive all monies paid to the association and be responsible for the deposit of same into the bank;
- (f) pay all bills incurred by the association or by the officers on the organization's behalf;
- (g) have cheque signing authority; and
- (h) render financial statements to the officers and the membership when required and prepare for submission to general meetings a statement of the financial position of the association.

26. In the absence of the secretary ~~or~~ treasurer for the meeting, the membership shall appoint another person to act as secretary at the meeting.

Part 7 – Auditor

27. Two members of the association not on the executive shall review the association's financial statements and present a report to the membership at the next meeting. ~~sign them off annually, before the statements are forwarded to Library Services Branch with the year's grant request. A report of the auditor's findings will be made to the membership at the next meeting.~~

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Municipal Backgrounder Report

From: Jenny Benedict, Vice Chair
Date: April 28, 2016

The Municipal Backgrounder report is provided for discussion.

MEMBERSHIP FEEDBACK

The ABCPLD membership may:

1. Concur with the Executive Committee's recommendation on timing
2. Concur with the recommendations arising from the survey results
3. Recommend further considerations be included in the directions to the communications consultant
4. Decide on the preferred topic for the October 2016 professional development session

MUNICIPAL BACKGROUNDER TIMING

At the fall ABCPLD meeting, the membership discussed having the municipal backgrounder in time for the 2017 budget cycle (i.e. late summer 2016.) Initially, the Executive Committee intended to proceed with the project early in 2016 and have a draft to bring to the membership at the May meeting. However, given the provincial strategic planning process, the Executive Committee subsequently thought that aligning the municipal messaging with the new provincial Strategic Plan and Vision was an important consideration and opportunity.

Therefore, the Executive Committee recommends that the municipal backgrounder project be executed after the provincial Strategic Plan has been drafted.

SURVEY RESULTS

All libraries but one indicated that a relationship with their local government was a priority.

Material Formats

The fact sheet template in a Word document (83%) and the key messages (81%) were the preferred material formats with PowerPoint slides appealing to a little over half (56%) Since less than half indicated speaking notes (48%) were desired, and they are not currently within the scope of the proposal, they would not be part of the package.

80% of the respondents responded that they would prefer to use images from their own Library. Since a small percentage (20%) said they would like the template to come with photographs, the recommendation is that these libraries source images from stock photography providers.

Recommendation: That the municipal backgrounder be produced in the following formats:

- key messages adapted and customized for libraries of different sizes
- a related set of five to eight fact sheet templates on the key messages, formatted in Word, that libraries can adapt and customize
- a customizable PowerPoint presentation

Themes

The top five themes identified in the survey are:

1. Early Literacy (79%)
2. Economic Development (75%)
3. Connecting Community/Community Network (75%)
4. Bridging the Digital Divide (73%)
5. Digital Literacy (skill development) (71%)

When the results are considered by region, some variations in priority are apparent.

Metro Vancouver	Northern BC	Southern Interior & Kootenays	Southwest BC, Vancouver Island, and Sunshine Coast
Newcomer settlement and integration	Early literacy	Bridging the digital divide	Bridging the digital divide
Supporting small business	Connecting Community/Community Network	Early literacy	Economic development
Early literacy	Economic development	Services to seniors	Early literacy
School success	Digital literacy (skill development)	Community Space	Digital literacy (skill development)
Digital literacy (skill development)	Community Space	Connecting Community/Community Network	Connecting Community/Community Network

The following list would include the top five priorities that are common to two or more regions:

1. Early Literacy

2. Economic Development/Small business
3. Connecting Community/Community Network
4. Bridging the Digital Divide
5. Digital Literacy (skill development)
6. Community Space

Themes that appear in the top five priorities for one region only are: school success, services to seniors, and newcomer settlement and integration. While not in the top five priority by region, cultural enrichment and job searching had a 56% response rate.

Recommendation: That the key messages be produced for the following themes:

1. Early Literacy
2. Economic Development/Small business
3. Connecting Community/Community Network
4. Bridging the Digital Divide
5. Digital Literacy (skill development)
6. Community Space

FALL PROFESSIONAL DEVELOPMENT SESSION

The fall professional development session could focus on stakeholder engagement to coincide with this work. Of the four topics proposed in the survey, there was no strong preference. However, strategies for improving relationships with key stakeholders and best practices for building relationships with elected officials were the top two topics.

Recommendation: That the membership considers the choice along with other possible topics of interest at the May meeting.

BACKGROUND

At the October 30, 2015 ABCPLD meeting, the membership approved the following motion: "To put up to \$5000 towards creating a background paper targeted toward local governments of all sizes."

J. Benedict secured proposals from two consultants early in the New Year. The Executive Committee decided in favour of the proposal from Boldt Communications. The proposal was more thorough and the consultant has a deeper understanding of public libraries, both of which are a better fit for the complexity of this project.

The proposal from Boldt Communications includes:

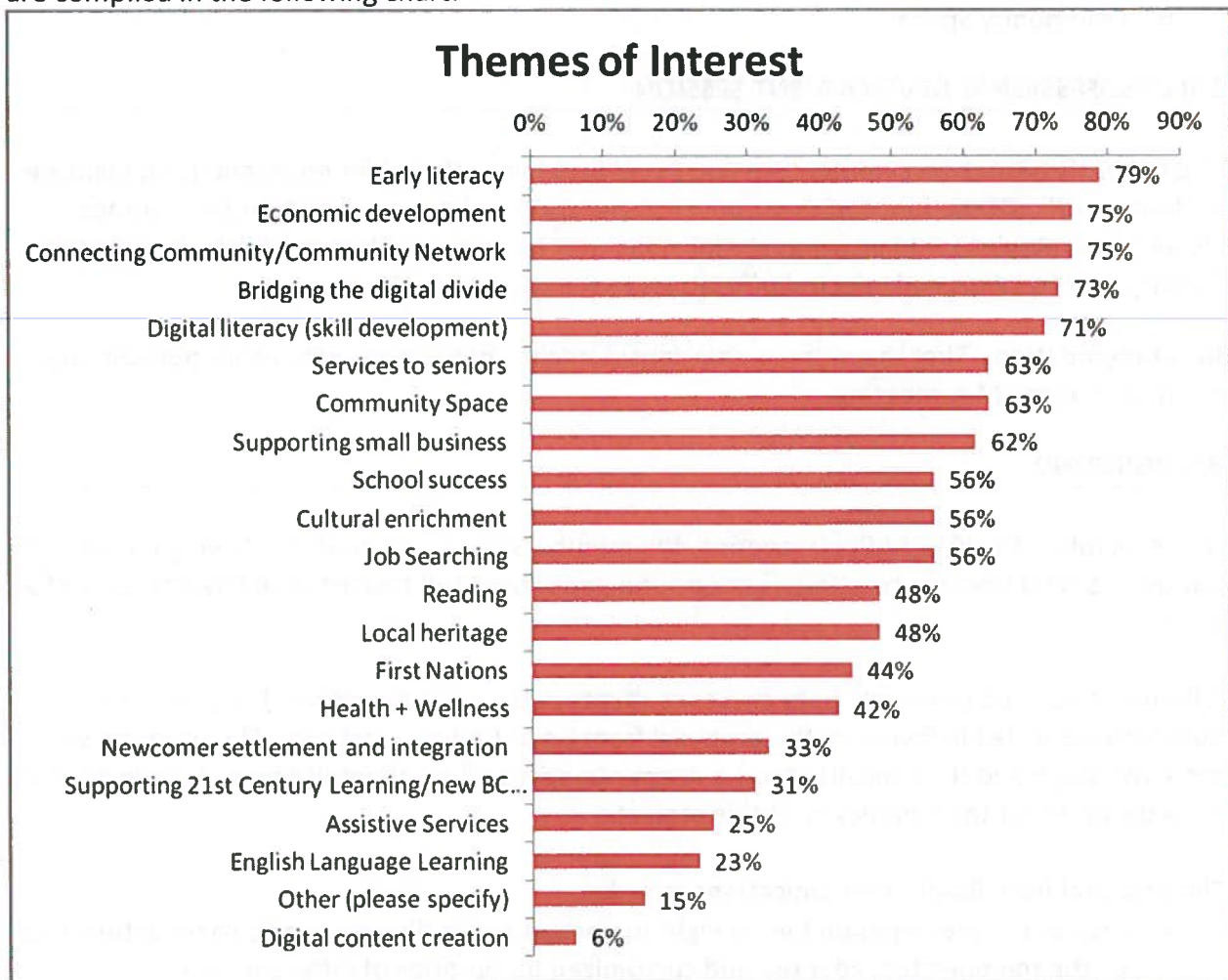
- a set of key messages on five to eight important public library themes to be determined by the membership, adapted and customized for libraries of different sizes

- a related set of five to eight fact sheet templates on the key messages, formatted in Word, that libraries can adapt and customize
- a customizable PowerPoint presentation

The completed toolkit will bring the materials together and include instructions and minimum design, branding, layout and language standards for use. The consultant could also provide a workshop on stakeholder engagement for the fall ABCPLD professional development session.

Between April 13 and 26, a survey was conducted with the membership to validate the assumptions underlying the proposal about material formats and to gather further information on the themes of interest. 54 libraries responded, representing 72 library systems. This is a 75% response rate. The respondents included 27 small libraries (69%), 14 (80%) medium libraries, and 13 large libraries. For responses by region, over 80% of libraries from the North and Metro Vancouver region responded, 67% of libraries from the Southern Interior and Kootenay region, and 60% from Vancouver Island, the Sunshine Coast and Southwest BC.

The responses to the question of what themes resonate with each library's local government are compiled in the following chart:





BCLibraries
COOPERATIVE

May 05, 2016

Greetings ABCPLD members,

This has been another successful year of service and member diversification for the Co-op, in our efforts to make it easier and more affordable for libraries to access the technology, ideas, content and expertise they need to provide vibrant services to people and communities. Thank you for your continuing partnership and support.

With our recent website redesign, we took the opportunity to profile all of our services, and featured some of the gratifying testimonials we received from our shared membership – thank you for these also.

In his *Facing the Future - A Vision Document for British Columbia's Public Libraries*, Ken Roberts said: "The BC Libraries Cooperative seems to be doing everything right to encourage libraries to build strength by acting together." Within this context of stronger together, I know that Co-op staff and board members look forward to hearing from, and sharing ideas with, all of our members and partners at the BC Library Conference, the Provincial Digital Library and Provincial Visioning sessions, and at the BC Library Trustee's Association Conference.

Please join us at the all-delegates reception on Thursday, May 12 from 1830-2030, for appetizers, a cash bar and some prizes for a few lucky members in attendance! Please also consider joining us in-person or by teleconference for our Annual General Meeting on June 17, followed by the Fifth-annual e-book summit. You will find more details and registration information about these events on our website: bc.libraries.coop.

Wishing you a productive ABCPLD business meeting and an excellent conference season!

Executive Director

ben.hyman@bc.libraries.coop | 1.855.383.5761 ext 1001
bc.libraries.coop | Twitter: @BCLibrariesCoop



Co-operative
enterprises build
a better world

ecc:

Annette DeFaveri, Executive Director, British Columbia Library Association
Barbara Kelly, Executive Director, British Columbia Library Trustee's Association

Suite 850, 605 Robson St, Vancouver, BC V6B 5J3

bc.libraries.coop

1.855.383.5761



Public Library InterLINK - Update for ABCPLD May 10, 2016

Governance Manual

Much of the work of the InterLINK Board over the past year was in the development of a Governance Manual. Work on the manual began in early 2015 with a Board session on governance. The InterLINK Planning and Governance Committee worked with Realize Strategies to shape the manual, which was shared with member libraries and received final approval at the InterLINK Board meeting in February.

Strategic Plan

InterLINK's last full strategic planning process was in 2009. The Board felt strongly that a new strategic plan, along with a governance manual that defined roles and responsibilities, were keys to a revitalized InterLINK. The 2016-2019 Strategic Plan is in the final approval stages and focuses on three strategic directions:

- enhancing patron experience
- building member library capacity
- increasing awareness of the impact of public libraries.

The Strategic Plan will be available on the InterLINK website (interlinklibraries.ca) after receiving final Board approval.

Resource Sharing

InterLINK continues to work with its provincial partners to revitalize and strengthen the OutLook OnLine resource sharing service. Since 2014, InterLINK has provided pilot funding for Canadian hosting of OutLook OnLine, which benefits all BC libraries.

LLEAD

2016 is the inaugural year of Project LLEAD. The goal of Project LLEAD is to identify, develop and encourage staff from member libraries that are seen to have potential to become leaders within their organizations and beyond.

The program begins with an intensive five-day residential institute geared to building self-efficacy, confidence and self-awareness, as well as learning to collaborate and influence effectively. Participants are nominated and a steering committee makes recommendations on their acceptance.

LLEAD members are assigned a mentor from outside their organization. Each participant's supervisor is also trained in coaching to provide ongoing development and support.

Key program elements include professional networking, leadership styles, teamwork, problem solving, strategic thinking, effective communication, coaching, conflict management, advocacy/influence and demonstrating value. Opportunities are provided to clarify and map out organizational projects.

Monthly daylong, problem-based sessions are facilitated to address current issues in a confidential setting. Each meeting also includes a management-oriented area (e.g. labour relations, finances) for development.

In 2016, LLEAD has 16 members, 13 from InterLINK member libraries. Four of the 16 members are from small or rural libraries.

NewToBC

NewToBC is a library-settlement initiative that brings together public libraries in the planning, development, promotion and provision of innovative and effective library-based settlement services for newcomer immigrants. Public Library InterLINK manages NewToBC. A Steering Committee made up of representatives from partner libraries offers input and guidance related to the activities of the project. Contractors, including Program Coordinator Ben Hart, undertake project planning and activities for NewToBC.

NewToBC provides two major settlement services to newcomer immigrants: Settlement information and The Library Champions Project. The NewToBC website and NewToBC's social media platforms provide newcomers with ready access to essential settlement information and to dynamic settlement resources. Total page views since the NewToBC website launch are

101,500, with 61,600 views occurring in 2015. In 2015, InterLINK added library information for InterLINK member libraries outside the original ten libraries participating in NewToBC and also added contact information on the website for all public libraries in the province.

The Library Champions Project recruits, trains, equips, and supports newcomer Library Champions who are then deployed into their communities to share information about public libraries and to spread awareness about settlement services with other newcomers. Since its launch, 758 Library Champions have received training. In turn, those Champions have contacted 49,000 newcomers to introduce library services.

In the past year, progress on NewToBC deliverables under the current funding envelope continued while InterLINK worked to secure continued funding through 2018. As a result of a consultation process with the Association of BC Public Library Directors, InterLINK's application for 2016-2018 funding focused on the proposed expansion of NewToBC to include all public libraries in British Columbia.

In early 2016, InterLINK received confirmation that NewToBC funding has been extended to March 31, 2017 under the existing Contribution Agreement. This will delay the expansion of NewToBC across BC, but we remain confident that when new Contribution Agreements are negotiated, the goal of making NewToBC a truly provincial program will become a reality.

NewToBC is a 2016 recipient of the BCLA Merit Award, which will be presented at the upcoming conference. Our thanks to Jenny Benedict at WVML for nominating the program.

NewToBC Coordinator Ben Hart and Executive Director Michael Burris are presenting at the Alberta Library Conference in April. The title of the session is *New to Canada, New to Your Library: Creating Innovative Library Links for New Immigrants*. The session will showcase the innovative approach that NewToBC has pursued with regard to welcoming newcomers to member libraries and assisting them in their settlement into their new communities.

Consortial Purchasing:

InterLINK supports member libraries by managing consortial purchasing programs of benefit. These programs leverage the size of the federation to secure pricing that members could not realize if acting alone. In 2016, these consortial programs included:

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World Languages

- Five InterLINK libraries participated, providing an overall budget of \$39,400 for the 2015 program.
- 1,883 items in nine languages were added to the world languages collections in the participating libraries.

Audiobooks

In 2015 InterLINK:

- purchased, processed and catalogued 1182 audiobook titles for member libraries
- provided 85 BC and Canadiana titles for inclusion in the National Network for Equitable Library Service digital catalogue
- burned 25 (project started December 1, 2015) hard copies (CDs) of NNELS titles for requesting libraries

Library Cards

- In 2015, 8 InterLINK member libraries participated. 136,000 standard cards were ordered at a cost of 11.15 (USD) cents per card. In addition, 38,000 key fob cards were ordered at a cost of 16.98 (USD) cents per card.

Rita Avigdor

After 32 years of service to InterLINK and its predecessor, the Greater Vancouver Library Federation, Rita Avigdor is retiring. Rita's last day is June 3 and the Board, AAG and InterLINK staff, plus all the staff in member libraries that Rita has worked with over the past three plus decades, wish her the very best in her retirement.

Submitted by:

Michael Burris, Executive Director