



North East Library Federation

Minutes of a Meeting of the Board of Directors, the North East Library Federation held Via Teleconference on April 25, 2019 beginning at 7:10 PM

Present: Gloria Millsap (Chetwynd Public Library) – Chairperson
Kim Elingski (Fort Nelson Public Library - alternate)
Lenita Choi (Fort St. John Public Library)
Amanda White (Taylor Public Library)

Regrets: Sarah Blake (Hudson's Hope Public Library)
Bridgette Willems (Pouce Coupe Public Library)
David Price (Tumbler Ridge Public Library)

Also Present: Melissa Millsap (Chetwynd Public Library)
Fiona Bruce (Fort Nelson Public Library)
Karlene Duncan (Fort St. John Public Library)
Sherry Murphy (Taylor Public Library)
Edel Toner-Rogala (Federation Manager and Secretary to the Board)

Regrets: Amber Norton (Hudson's Hope Public Library)
Courtenay Cryne (Pouce Coupe Public Library)
Paula Coutts (Tumbler Ridge Public Library)

The Chair called the meeting to order at 7:10 pm as quorum was present. A round of introductions followed.

1. Approval of the Agenda

Moved by Lenita Choi
Seconded by Amanda White

“That the agenda, with the addition of items 6.b Changing the Mileage Rate, 6.c Updating of Signing Authorities and 6.d CRA Authorization, be approved.”

Carried.

2. Consent Agenda

The Board reviewed the minutes of the November 22, 2018 meeting and the federation manager reviewed the highlights from her activity report for the period September 2018 through April 2019.

Moved by Lenita Choi
Seconded by Amanda White

“That the consent agenda be approved.”

Carried

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3. Financial Reports

a. 2018 Statement of Financial Information

The Manager provided an overview of the federation's 2018 Statement of Financial Information (SOFI). Of specific note, she clarified that her expenses for 2018, for which she had been reimbursed by the federation, included a payment in the amount of \$4,096.68, for the purchase of the 2018 Books for BC Babies book bags made on her personal credit card. Her expenses also included the \$50 per month that the federation pays her, by contract, for having the federation office her in home. Leaving \$1,834.72 in expenses for office supplies, conference attendance and travel.

Moved by Amanda White
Seconded by Lenita Choi

“That the 2018 Statement of Financial Information be adopted as presented.”

Carried.

b. March 2019 Year-to-Date Financial Report

The Manager reported that as the new bookkeeper had only taken over at the end of March, the priority had been completing the 2018 Statement of Financial Information. Year-to-date financials to the end of April will be circulated as soon as they are available. The bookkeeper understands that they should be her next priority.

4. Report from the Chairperson

The Chairperson gave a brief verbal report, noting that federation operations are working smoothly. It was suggested that as the 2019-2020 Operating Grant had been received early this year, a thank you letter to the Minister of Education would be appropriate. The Manager will draft a letter for the Chairperson to sign.

5. Business Arising from Minutes

a. Planning for the Strategic Plan Refresh Session set for September 7 and 8 in Fort Nelson

The Board discussed plans for meeting in Fort Nelson. It was agreed that those people who wanted to could meet up in Fort St. John the afternoon of September 6 for the drive to Fort Nelson and that all would gather that evening at the Golf Club for dinner. The planning session would be all day on September 7 with a short business meeting the morning of September 8. People travelling to the meeting would be home by the end of the day September 8.

Lenita, Karlene and Edel will work on the agenda for the planning session and Gloria, Kim, Fiona and Edel would work on the logistics. Information will be distributed to all participants as it available. Edel will send out a save the date e-mail as soon as possible so that everyone has the dates in their calendars.

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6. New Business

a. Election of the Executive – Chairperson, Vice-Chairperson and Treasurer

Lenita Choi nominated Gloria Millsap for the position of Chairperson. The nomination was accepted. As there were no other nominations, Gloria Millsap was acclaimed Chairperson.

Amanda White nominated Lenita Choi for the position of Vice-Chairperson. The nomination was accepted. As there were no other nominations, Lenita Randolph was acclaimed Vice-Chairperson.

Kim Elingski nominated Amanda White for the position of Treasurer. The nomination was accepted. As there were no other nominations, Amanda White was acclaimed Treasurer.

b. Changing the Mileage rate from \$0.54 to \$0.55 per the Travel Expense Policy

NELF intends to ensure fair and equitable reimbursement of travel costs and other expenses incurred in connection with meetings, training events and other activities associated with our organization while promoting economy and efficiency. Maximum amounts for travel, meals and accommodation are at the rates paid by the BC Government or as determined by the Board.

The Manager noted that the mileage rate paid by the BC Government had changed from \$0.54 to \$0.55 per kilometre effective April 12, 2019.

Moved by Kim Elingski
Seconded by Amanda White

“That the Board approve an increase in the mileage rate from \$0.54 to \$0.55 per kilometre effective April 25, 2019.”

Carried

c. Updating of Signing Authorities

It was noted that as Kim Elingski is now the Fort Nelson Public Library Board’s alternate to the NELF Board, it would be appropriate to remove her as a signing authority.

Moved by Lenita Choi
Seconded by Amanda White

“To retain Amanda White, Karlene Duncan, Sherry Murphy, Lenita Choi and Edel Toner-Rogala as signing authorities and delete Kim Elingski.”

Carried.

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d. Canada Revenue Agency – Authorized Representatives

The Manager explained that recent changes to the bookkeeping function had resulted in the need to update the list of authorized representatives to the Canada Revenue Agency and to designate Level 3 authority (the ability to delegate authority, update and view) for Edel Toner-Rogala.

Moved by Kim Elingski
Seconded by Amanda White

“That the Board remove Ana Peasgood as an authorized representative for the North East Library Federation to the Canada Revenue Agency, effective immediately.”

Carried

Moved by Lenita Choi
Seconded by Amanda White

“That the Board approve TBJLLP (Group ID G3JM63) as an authorized representative for the North East Library Federation to the Canada Revenue Agency, effective immediately with Level 2 authority (the ability to update and view).”

Carried

Moved by Kim Elingski
Seconded by Lenita Choi

“That the Board approve for Edel Toner-Rogala, already an authorized representative for the North East Library Federation to the Canada Revenue Agency, Level 3 authority, effective immediately.”

Carried

The Board directed the Manager to prepare a letter for the Chairperson’s signature, informing CRA that, effective immediately, Edel Toner-Rogala is assigned Level 3 authority, TBJLLP is assigned Level 2 authority and Ana Peasgood is no longer an authorized representative for the NELF.

7. **Date of Next Meeting**

The Board agreed that its next meeting would be held September 7 and 8 in Fort Nelson, the specific time to be determined.

There being no further business, the meeting adjourned at 7:55 pm.