



**Minutes of a Meeting of the Board of Directors, the North East Library Federation,  
held on Wednesday, November 20, 2019 beginning at 7:00 pm via Teleconference**

Present: Gloria Millsap (Chetwynd Public Library) Chairperson  
Flora Clark (Fort Nelson Public Library)  
Lenita Choi (Fort St. John Public Library)  
Sarah Blake (Hudson's Hope Public Library)  
Amanda White (Taylor Public Library)  
Trent Ernst (Tumbler Ridge Public Library)

Regrets: Ruby Freeman (Pouce Coupe Public Library)

Also Present: Fiona Bruce (Library Director - Fort Nelson Public Library)  
Karlene Duncan (Library Director - Fort St. John Public Library)  
Amber Norton (Library Director - Hudson's Hope Public Library)  
Sherry Murphy (Library Director - Taylor Public Library)  
Edel Toner-Rogala (Federation Manager and Secretary to the Board)

Regrets: Melissa Millsap (Library Director - Chetwynd Public Library)  
Courtenay Cryne (Library Director - Pouce Coupe Public Library)  
Paula Coutts (Library Director - Tumbler Ridge Public Library)

The Chair called the meeting to order at 7:01 pm as quorum was present.

1. Approval of the Agenda

**Moved** by Amanda White  
Seconded by Flora Clark

"That the agenda, with the addition of item under New Business, 5.a. Next Meeting and 5.b. Bookkeeping Update, be approved."

**Carried.**

2. Consent Agenda

The Board reviewed the minutes of the September 7, 2019 meeting.

**Moved** by Lenita Choi  
Seconded by Amanda White

"That the minutes of the September 7, 2019 NELF Board meeting be approved as circulated."

**Carried**

3. Report from the Chairperson

The Chairperson gave a brief verbal report, noting that federation operations continue to work smoothly.

a. Review of the Draft Strategic Plan – 2020-2022

The Manager provided a brief overview of the draft and received feedback from board members. Several typos were noted, to be corrected in the final version.

**Moved** by Flora Clark  
Seconded by Lenita Choi

“That the Strategic Plan 2020-2022, with minor corrections to address typos and grammar, be approved.

**Carried**

Now that the Strategic Plan has been approved, the Manager reported that she will begin work on the Implementation Plan. That document will be reviewed by the Library Directors Advisory Group and shared with the Board, along with a status update, the Board at the Spring meeting.

4. Financial Report

a. Draft Budget 2020

The Manager presented the draft 2020 Budget. Suggested changes included increasing meeting expenses to \$4,000 to allow for the Spring meeting in Tumbler Ridge and providing a projection for consortium purchasing (on both the revenue and expenditure sides) based on a three-year average.

**Moved** by Lenita Choi  
Seconded by Flora Clark

“That the draft Budget 2020 be approved as amended.”

**Carried**

5. New Business

a. Next Meeting

**The Board confirmed that its next face-to-face meeting would be held May 2<sup>nd</sup>, 2020 in Tumbler Ridge.** The Chair also noted that if the Tumbler Ridge Public Library needed any assistance in planning for that meeting, the Board was prepared to help. The Manager will reach out to the Tumbler Ridge Library Director in early February to sort out logistics – meeting room space, catering, etc., and will canvas board members and library directors to see whether hotel rooms will be required.

b. Bookkeeping Update

The Manager reported that she had taken on the bookkeeping duties effective the beginning of November.

There being no further business, the meeting adjourned at 7:37 pm.