



North East Library Federation

**Minutes of a Meeting of the Board of Directors, the North East Library Federation,
held on Saturday, September 7, 2019 beginning at 3:30 pm
at the Fort Nelson Public Library, 5319 – 50th Avenue S., Fort Nelson, BC**

Present: Gloria Millsap (Chetwynd Public Library) Chairperson
Flora Clark (Fort Nelson Public Library)
Stacey Nimmo (Fort St. John Public Library – alternate)
Ruby Freeman (Pouce Coupe Public Library)
Amanda White (Taylor Public Library)
Trent Ernst (Tumbler Ridge Public Library – alternate)

Regrets: Sarah Blake (Hudson's Hope Public Library)

Also Present: Melissa Millsap (Chetwynd Public Library)
Fiona Bruce (Fort Nelson Public Library)
Amber Norton (Hudson's Hope Public Library)
Courtenay Cryne (Pouce Coupe Public Library)
Sherry Murphy (Taylor Public Library)
Paula Coutts (Tumbler Ridge Public Library)
Edel Toner-Rogala (Federation Manager and Secretary to the Board)

Regrets: Karlene Duncan (Fort St. John Public Library)

The Chair called the meeting to order at 3:30pm as quorum was present. A round of introductions followed.

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 Chair's Position, be approved.”

Carried.

2. Consent Agenda

The Board reviewed the minutes of the April 25, 2019 meeting and the federation manager reviewed the highlights from her activity report for the period May 2019 through August 2019.

Moved by Amanda White
Seconded by Flora Clark

“That the consent agenda be approved.”

Carried

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3. Report from the Chairperson

The Chairperson gave a brief verbal report, noting that federation operations continue to work smoothly. She also thanked everyone for attending and participating in the NELF Strategic Planning session held earlier in the day and acknowledged Fort Nelson Public Library for hosting the session and the board meeting – in particular, Fiona and Flora.

4. Financial Report

a. June 2019 Year-to-Date Financial Report

The Manager reviewed the Budget to Actuals for June 2019.

Moved by Flora Clark
Seconded by Amanda White

“That the Budget to Actuals for June 2019 be approved as presented.”

Carried

b. Budget 2020 – Update

The Manager explained that the draft Budget 2020 had not yet been completed due to ongoing challenges with the existing bookkeeper and due to her decision to wait for the completion of the Strategic Plan 2020 – 2022 in case there were new direction that would need to be considered when developing the 2020 Budget. Budget 2020 will be available for the Board to review at a teleconference meeting to be held later this fall.

She then explained some of the challenges involving the new bookkeeper – specifically the higher than anticipated bills for performing the bookkeeping function given that monthly financials were not being prepared in a timely manner, that there were issues with posting of payables and receivables to the General Ledger, and some difficulty in submitting remittances to CRA. She noted that she would be having a meeting with the bookkeeper on September 19 to explore the issues and seek solutions however, there was a strong likelihood that the federation would be seeking a new bookkeeper following that meeting. She would keep the Board advised.

5. New Business

a. Chair Position

The Chair reported that as she would be away from September 21 through November 17, 2019. Discussion followed and it was agreed that she would speak with the Vice-Chair, Lenita Choi, about being available during the Chair's absence, should the Manager need advice or direction

6. Libraries Branch Update

The Chair noted that the Branch Update had been presented earlier in the day as part of NELF Strategic Planning session.

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7. Library Showcase

The library directors and board members took the opportunity to report on the current highlights from their libraries.

8. Date of Next Meeting

The next meeting of the NELF Board will be via teleconference during the week of November 18 through 23 – the specific date to be determined. The Board Chair noted that she would not be available November 23.

The Board agreed that its next face-to-face meeting would be held May 2nd, 2020 in Tumbler Ridge. More details to follow closer to the date.

There being no further business, the meeting adjourned at 4:45pm.