



North East Library Federation

Minutes of a Meeting of the Board of Directors, the North East Library Federation held on September 27, 2018 via teleconference beginning at 7:00 pm

Present: Gloria Millsap (Chetwynd Public Library) – Chairperson
Kim Elingski (Fort Nelson Public Library)
Lenita (Randolph) Choi (Fort St. John Public Library)
Cindy Blayney (Alternate - Pouce Coupe Public Library)
Amanda White (Taylor Public Library)
David Price (Tumbler Ridge Public Library)

Regrets: Tashana Winnicky (Hudson's Hope Public Library)

Also Present: Melissa Millsap (Chetwynd 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)
Denise McGeachy (Libraries Branch, Ministry of Education)

Regrets: Fiona Bruce (Fort Nelson Public Library)
Kerry France (Fort St. John Public Library)

The Chair called the meeting to order at 7:00 pm as quorum was present. A round of introductions followed.

1. Approval of the Agenda

Moved by Lenita Choi
Seconded by Dave Price

“That the agenda be approved as circulated.

Carried.

Minutes of the September 27, 2018 Meeting of the NELF Board of Directors

2. Consent Agenda

The Board reviewed the minutes of the May 6, 2018 meeting and the federation manager reviewed the highlights from her activity report for the period May to September 2018, noting her appreciation for the work of NELF Treasurer Amanda White and NCLF Treasurer Alan Idiens during the process of hiring a new bookkeeper.

Moved by Dave Price
Seconded by Kim Elingski

“That the consent agenda be approved.”

Carried

3. Report from the Chair

a. Revisions to the NELF Agreement

The Manager presented the draft of a new agreement which would bring the 2016 agreement into compliance with Libraries Branch requirements.

It was moved by Lenita Choi that notice be given that amendments to the NELF Agreement will be considered and discussed at a board teleconference meeting to be held thirty days from the date of the circulation of the minutes of this meeting and that a motion for adoption will be made.

The proposed NELF Agreement (Version 2018), clearly showing the proposed changes, will be distributed with the minutes of this meeting.

b. Refresh of the 2017-2018 Strategic Plan

It was agreed that the Board will spend the bulk of its spring annual meeting completing a refresh of the 2017-2018 Strategic Plan. To help manage costs, the session will be facilitated by the Manager.

4. Financial Reports

a. Motion Regarding the Appointment of Ana Peasgood as NELF Bookkeeper

Minutes of the September 27, 2018 Meeting of the NELF Board of Directors

Moved by Lenita Choi
Seconded by Cindy Blayney

“That it be read into the minutes of this meeting that Ana Peasgood was appointed as NELF Bookkeeper (contract position) effective October 1, 2018 by an electronic vote of the Board held between August 7 and August 11, 2018.”

Carried

Moved by Lenita Choi
Seconded by Dave Price

“That a letter be sent to Katherine Anderson, NELF Manager from 2014 – 2016 and Bookkeeper from 2016 – 2018, acknowledging her service to the federation.”

Carried.

b. Year to Date Budget to Actuals to August 31, 2018

The manager provided an overview of the year to date budget to actuals to August 31, 2018.

Moved by Amanda White
Seconded by David Price

“That the August 2018 Year-to-Date Financial Report be approved.”

Carried.

c. Draft 2019 Budget

The manager provided an overview of the draft 2019 budget, noting that the Online Learning Project would wrap up in 2019 and that 2020 would be a challenging budget year.

Moved by Amanda White
Seconded by Lenita Choi

“That the draft 2018 Budget be approved as presented.”

Carried.

Minutes of the September 27, 2018 Meeting of the NELF Board of Directors

5. New Business

There was no new business.

6. Libraries Branch Update

Denise McGeachy, the Libraries Branch Consultant responsible for the NELF, provided a branch update.

Denise spoke about the branch's strategic plan refresh, to integrate the new government's priorities into the strategic plan for BC public libraries, and to the four key Branch projects for 2018/2019: the Internet Connectivity Project; the Provincial Digital Resources Project; Data Renewal – Annual Survey Review; and Professional Learning Framework.

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 Board agreed that its next meeting would be held in Fort Nelson the weekend of May 4 and 5, 2019. The Manager will follow-up with the details once plans have been confirmed.

There being no further business, the meeting adjourned at 8:06 pm.