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Board Teleconference minutes

November 24, 2015

Present: LJ Lawson(Chair, FSJPL); Caitlin Vince (HHPL); Laura Gallacher (ChPL); Flora Clark (FNPL); Betty Ponto (TaPL); Katherine Anderson

Call to order 7:00 pm

Review draft policy manual:

1.1: Contact information –dynamic, updates recurring.

1.3: Organizational Chart – leave both illustrations. Remove Vertical line between Board and LDAG, as LDAG does not report to the board. Kathy will forward for consideration the org. chart that Amber Norton developed.

1.6 Add to Policy Statement: “Chair may appoint substitutes as required for any committee member.”

3.1 Change policy to annual review by committee and remove note from 1.6.4 re: accountant review.

Katherine will request information on review by committee procedures from North Central LF.

3.2.2 Signing authority. Add that signers will be 2 board members and 2 library directors, form 2 communities in close proximity. Add that at least 1 signer must be a board member.

3.5 Reserve Funds Policy – not adopted at this meeting. Will be presentation for discussion, revision and approval at Spring 2015 board meeting.

3.6 Add statement: “NLEF is not liable for individual use of private vehicles while travelling for NELF purposes.”

Add statement: “ If accommodations cannot be secured at the maximum stated rate or less, pre-approval for higher costs may be requested form any NELF executive board member.”

Change accommodation rate to \$150, and remove low-season and high-season.

Change meal rates to: Breakfast \$15.00, Lunch \$20.00 and Dinner \$30.00 and only list the 3 meals.

4.7.3 Termination for cause add “...but not limited to:”

Motion to adopt the policy manual with the above changes, with the exception of 3.5 Reserve Funds Policy. B. Ponto/F. Clark. Carried.

Meeting adjourned 7:35 pm.