



North East Library Federation

MINUTES

April 19 2015

AGM

Present: Amber Norton, Caitlin Vince, Mike Nichols (HHPL); Fay Asleson, Margaret Movold (ChPL); Joan Davidson, Flora Clark (FNPL); Courtenay Johnston (PCPL); Sherry Taylor, Dave Lueneberg (TaPL); Kerry France, LJ Lawson (FSJPL); Mari Martin (LB); Katherine Anderson.

Via Teleconference: Paula Coutts, Laura Steckly (TRPL)

Call to Order 9:50 am

1. **Motion** to approve the Agenda with addition: New Business g. Governance.
C. Vince/F. Clark. Carried.
2. **Motion** to approve the Consent Agenda
 - a. Approval of Minutes – May 24, 2014 AGM minutes, September 29, 2014 Teleconference notes, and November 24, 2014 teleconference minutes
 - b. Correspondence – 2015 Grant Conveyance letter from Libraries Branch, Ministry of Education
 - c. Report from Chair – LJ Lawson - verbal
 - d. Manager's Report – Katherine Anderson**M. Movold/F. Clark. Carried.**
3. Libraries Branch Update and Presentation: Shared Services Project
4. **Motion** to approve the:
 - i. 2014 Financial Statements
 - ii. 2015 Year-to-date Financial Report**F. Clark/D. Lueneberg. Carried.**
5. Election of Executive:
 - a. Chairperson: Flora Clark acclaimed
 - b. Vice-Chairperson: Caitlin Vince acclaimed
 - c. Treasurer: Dave Lueneberg acclaimed
6. Business Arising from Minutes
 - a. Policy Manual – Reserve Fund Policy – discussion and recommendation to establish an operating reserve with



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- i. a level set to at least \$25,000
- ii. Changes to the reserve amount require board approval
- iii. Authority to spend to include a notification to the Executive Committee
- iv. No capital asset reserve

Referred to the Treasurer and Manager to develop policy for presentation to board for approval.

- b. Manager's performance review - completed

7. New Business

- a. **Motions** to amend bank signing authority:

- i. Remove Betty Ponto. **F. Clark/M. Movold. Carried**
- ii. Add Dave Lueneberg. **M. Movold/F. Clark. Carried**
- iii. Retain all other signers: Kerry France, Laura Jane Lawson, and Sherry Murphy.

D. Lueneberg/F. Clark. Carried.

- b. Cataloguing Position (partner with KLF) – Discussion: concerns that scope is too big for 22 hrs/week; should this be part of Sitka support; should best practices policy be in place first; this is a pilot project of Kootenay and North East LFs.

Motion that NELF contribute \$10,500 (one-time expenditure) to the project contingent on KLF approval of \$25,500 funding and that KLF and NELF have direction and oversight of the project.

C. Vince/M. Movold. Carried.

- c. Training Plan – adopted by LDAG for 6 months. Information only.
- d. Marketing Project. Information only.
- e. Community Consultation/Strategic Planning project. Information only.
- f. Online Training funding grant. Information only
- g. Governance – Discussion re: structure of NELF board made up of Library Directors rather than trustees. Watch for InterLINK governance review. Bring forward to next meeting.

8. Library Showcase

- a. Fort St. John – Spring Break program for ages 6-18 with Spectra Energy sponsorship; Library & Beyond project with School District and Settlement Workers in Schools; 3rd employee for SRC from Settlement Workers in Schools; Teddy Anderson, hoop dancer, partnership with S.D. Aboriginal Education for cost of theater rental (will also showcase children).
- b. Taylor – Computer skills training for adults and seniors
- c. Pouce Coupe – Storytime on Mondays; Reading Challenge – bike donated as prize; Welcome to Kindergarten, Pokemon and Magic Card Clubs



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- d. Fort Nelson – Teen Night, 1/month, up to 30 participants; Senior Mornings; Circulation Clerk hired; open hours increased; Lego Night; Juvenile collection circulation is up 50% over 2 years; historical photo archive project.
 - e. Chetwynd – Seniors 1/month program has led to bus tours; computer outreach for seniors; Baby Breakfast – 33 babies and 80 total participants; Community Walking Challenge with HEAL grant from Northern Health: purchased B.P. machines, 370 individuals including school of 250, increased usage of rec centre; I Read program partnership with S.S. for children with reading challenges/difficulties; renovation to the outside of the library building; 26th annual yard sale fundraiser.
 - f. Tumbler Ridge – 70% unemployment, partnering with Job Skills & Training and WorkNow BC; lots of programs for kids; Resume creation support and other computer assistance for adults; Service Canada in-service for staff; Inter Agency group; meditation group – 16 participants including teenage boys; community kitchen project
 - g. Hudson’s Hope – St. Patrick’s Day fundraiser; Senior’s computer program, 3 sessions/month, progressive; Library Club Snack program funded by the North Peace Savings and Credit Union; Renovation completed – accessibility focus, funded partially by New Horizons for Seniors.
9. Next Meeting: To be scheduled for Fall 2015 via teleconference
 10. **Motion** to adjourn – 1:54 pm. **M. Movold.**