

# 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.

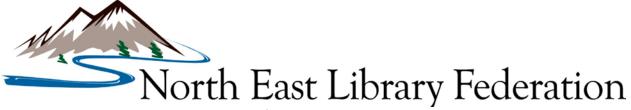
- 2. Motion to approve the Consent Agenda
  - a. Approval of Minutes May 24, 2014 AGM minutes, September 29, 2014 Teleconference notes, and November 24, 2014 teleconference minutes
  - b. Correspondence 2015 Grant Conveyance letter from Libraries Branch, Ministry of Education
  - c. Report from Chair 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



- 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.

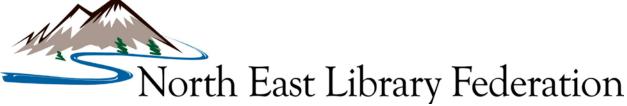
**Motion** that NELF contribute \$10,500 (one-time expenditure) to the project contingent on KLF approval of \$25,500 funding and that KLF and NELF have direction and oversight of the project.

#### 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; 3<sup>rd</sup> 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



- 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; 26<sup>th</sup> 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.