



# North East Library Federation

## Minutes of a Meeting of the North East Library Federation Board held September 18, 2016 in Fort St. John

Present: Flora Clark, Fiona Bruce, Julia Stidolph (FNPL); Jenny Pullen, Kerry France (FSJPL); Amanda White, Sherry Murphy (TaPL); Sara Hoehn, via telephone, Ana Peasgood (ChPL); Amber Norton (HHPL), Courtenay Johnston (PCPL)

Absent: Jerrilyn Schembri, Paula Coutts (TRPL)

Call to Order 12:45 pm

1. Motion to approve the agenda. A White/S. Hoehn. Carried.
2. Motion to approve the consent agenda. A. White, S. Hoehn. Carried.
  - a. Approval of Minutes – May 19. 2016 teleconference.
  - b. Activity Report – Katherine Anderson
3. Motion to approve the financial reports. J. Pullen/A. White. Carried.
  - i. 2016 Year-to-date Financial Report
4. Report from the Chair – Flora Clark:
  - a. Verbal report – NELF currently has a full executive. The governance review has been completed. Thanks to Sherry Murphy, Courtenay Johnston and Sara Hoehn.
5. Business Arising from Minutes
  - a. Governance review – draft revised agreement and notice of motion sent to board members
    - i. Add definition of general meeting
    - ii. Amend 9.4 to state that all board members may attend meetings of the executive/officers.
    - iii. Redistribute after amendments to board members and LDAG.
    - iv. Approval/adoption will be done via electronic vote
  - b. Bank Signing Authority; changes approved at the spring meeting have not yet been done. Kerry France sent information to the NPSCU in June 2016, but they have not responded. Kerry will follow-up.
  - c. Strategic plan session
    - i. Generally a good, productive session; we are on the right track with Professional Development a priority. Draft to be distributed in October.



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## 6. New Business

- a. 2017 budget - postponed until after strategic plan has been adopted. We will maintain a budget based on the operating grant with a concurrent budget for use of surplus.

## 7. Library Showcase

### a. Fort St John

- i. Self-checkout implemented 1 week with financial support from NPSCU, can transition to RFID, patrons initially apprehensive, no staff displacement.
- ii. Bibliocommons implemented 3 weeks, social media aspect, patrons liking it
- iii. Summer Reading Club a success, 2 students hired but difficult to accommodate additional staff
- iv. BC Hydro Go Fun application for \$10,000 submitted for CLICK program
- v. Transitioning OPACs from computers to tablets
- vi. Transforming library entrance
- vii. New Friends of the Library formed.

### b. Taylor

- i. Reorganizing the library, deleted 50% of the non-fiction, moved YA materials, developed teen area, removed shelving from children's area to create programming space
- ii. Wednesday Summer Club successful with Lego, colouring, puppets; not a structured Summer Reading Club

### c. Pouce Coupe

- i. Doodle Bugs Story Time started, attracting people from Dawson Creek
- ii. Weekly Lego Club
- iii. Summer Reading Club had 65 kids
- iv. MakerMobile – kids loved it
- v. New adult book club started
- vi. October 1 – Wine for Books fundraiser



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## d. Hudson's Hope

- i. New Children's programmer due to resignation
- ii. New position – Teen/YA programmer
  1. Tween Tuesday
  2. Teen drop – in; excellent response, may need to split into 2 groups
- iii. Reconfiguring the library to accommodate the increased Book Club Sets collection, moved Y/A books to increase children's programming area
- iv. 2 trustees resigned, so only 3 current trustees. Board meeting on Monday with hopes to have new board members to bring board back to legal status

## e. Chetwynd

- i. Summer Reading Club – 7 weeks with 11 sessions/week
- ii. Program registration was held on Int'l. Literacy Day; will offer 13 programs/week (with full registration) plus 4 special programs each month
- iii. Reconfigured library space to allow for children's program in the library
- iv. Developing a teen space
- v. Undergoing facility review with a view to a new library
- vi. Friends of the Library now being established

## f. Fort Nelson

- i. Fiona Bruce, library director, appointed in June 2016
- ii. Increased attendance in children's Summer Reading Club
- iii. Added an Adult Summer Reading Club in 2016
- iv. Pokémon – now tracking Pokémon caught in library
- v. New book clubs, adult board game club, crafting club
- vi. Looking at reconfiguring the circulation area
- vii. Weeding has been done; discovered some shelving was not anchored – plans to correct

8. Next Meeting: Spring 2017 – date and location TBD

9. Adjourn 2:11 pm