



North East Library Federation

**Minutes of a Meeting of the Board of Directors, the North East Library Federation
held on June 24, 2017 beginning at 10:54 am
at the Northern Grand Hotel in Fort St. John, BC**

Present: Flora Clark (Fort Nelson Public Library) – Chairperson
Gloria Millsap (Chetwynd Public Library) – via conference call
Lenita Randolph (Fort St. John Public Library)
Amanda White (Taylor Public Library)
Jerrilyn Schembri (Tumbler Ridge Public Library)

Regrets: Wendy Doyle (Hudson’s Hope Public Library)
Cindy Blayney (Pouce Coupe Public Library)

Also Present: Fiona Bruce (Fort Nelson Public Library)
Kerry France (Fort St. John Public Library)
Amber Norton (Hudson’s Hope Public Library)
Courtenay Johnston (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)

Regrets: Ana Peasgood (Chetwynd Public Library)

The Chair called the meeting to order at 10:54 am as quorum was present. A round of introductions followed.

1. Approval of the Agenda

Moved by Jerrilyn Schembri
Seconded by Amanda White

“That the agenda, with the addition of item 6.b Corporate Credit Card, be approved.”

Carried.

2. Consent Agenda

Moved by Amanda White
Seconded by Flora Clark

“That the consent agenda be approved.”

Carried.

Minutes of the June 24, 2017 Meeting of the NELF Board of Directors

The Board reviewed the minutes of the September 18, 2016 meeting and the new federation manager, Edel Toner-Rogala, gave a verbal update, noting that she had been in the position since May 1 and acknowledging the support and advice of the former manager, Katherine Anderson.

3. Financial Reports

a. 2016 Financial Report and 2016 NELF Financial Review

Treasurer Amanda White provided an overview of the 2016 Financial Report and the 2016 NELF Financial Review, noting that these had already been submitted with the federation's 2016 Statement of Financial Information (SOFI). The Board received both the report and the review as information.

b. May 2017 Year-to-Date Financial Report

The Manager spoke to the May 2017 year-to-date financial report, noting that now that the federation had received notice from Libraries Branch that funding would be released before the end of June, the federation's financial position was as expected, solid.

Moved by Flora Clark

Seconded by Jerrilyn Schembri

"That the May 2017 Year-to-Date Financial Report be approved."

Carried.

c. Motion to Amend the 2017 Budget

Moved by Jerrilyn Schembri

Seconded by Amanda White

"That the NELF 2017 budget be modified to add "Expenses: General & Administrative Expenses Financial Review" with a budgeted amount of \$500, and that this additional expense be offset by a matching amount of \$500 in the "Operating Budget: Revenue: Transfer from Reserves."

Carried.

4. Report from the Chairperson

a. The Chairperson provided a verbal report, noting the hiring of the new federation manager, a process that began in late 2016 and ended with Edel's hiring in March of 2017. The former manager, Katherine Anderson, is staying on as the federation's bookkeeper until at least March 31, 2018. The Chairperson acknowledged the participation of Ana Peasgood and Kerry France on the hiring committee.

5. Business Arising from Minutes

a. Bank Signing Authority

Discussion of this item was deferred until after the election of the executive.

b. Strategic Plan – Update

The Manager reported that the Library Directors' Advisory Group would complete a review of the strategic plan at its meeting later June 24. The goal was to have a preliminary action plan ready for the Board to review at its fall meeting.

6. New Business

a. Election of the Executive – Chairperson, Vice-Chairperson and Treasurer

Flora Clark nominated Gloria Milsap for the position of Chairperson. The nomination was accepted. As there were no other nominations, Gloria Milsap was acclaimed Chairperson.

Flora Clark nominated Lenita Randolph for the position of Vice-Chairperson. The nomination was accepted. As there were no other nominations, Lenita Randolph was acclaimed Vice-Chairperson.

Flora Clark nominated Amanda White for the position of Treasurer. The nomination was accepted. As there were no other nominations, Amanda White was acclaimed Treasurer.

Signing Authority

Moved by Flora Clark

Seconded by Amanda White

“To retain Amanda White, Kerry France and Sherry Murphy, remove Jenny Pullen, and add Lenita Randolph and Edel Toner-Rogala.”

Carried.

b. Corporate Credit Card

The new manager explained the background for this request – the former manager had a personal credit card that she had used solely for the purposes of paying for federation expenses. The new manager has only one credit card and she indicated that she was not comfortable using it for federation business. The former manager had said that she sometimes would have thousands owing on her personal credit card due to expenses she would have incurred on behalf of the federation. The new manager indicated that she was not in financial position, personally, to incur costs comfortably.

The bookkeeper had done some investigation regarding the options and the process for the acquiring a corporate credit card. It would be possible for the federation to apply for a credit card with no annual fee.

Payment approval would be handled in the same way as payment approval for other invoices so that there would be the appropriate checks and balances.

Moved by Flora Clark

Seconded by Amanda White

“That the North East Library Federation Board resolve that:

WHEREAS it is in the interest of the North East Library Federation to enter into arrangements for the provision of a borrowing relationship with The Toronto-Dominion Bank operating a division as CUETS Financial (“CUETS Financial”), and, if required, to provide security and agreements therefore;

BE IT RESOLVED THAT:

1. The Federation Board is authorized to:
 - (a) open, maintain and operate one or more credit card accounts with CUETS Financial and to do all things in relation thereto;
 - (b) enter into credit agreements from time to time with CUETS Financial using CUETS Financial's standard forms and to borrow money from CUETS Financial pursuant to the credit facilities described in such agreements; and
 - (c) enter into further arrangements for the provision of other financial services with CUETS Financial.
2. The Federation Board is authorized and directed to create, execute and deliver in favour of CUETS Financial:
 - (a) CUETS Financial's standard documentation for the opening and operation of one or more credit card accounts;
 - (b) the credit agreements referred to above and any additional agreements described in such credit agreements; and
 - (c) such further instruments and agreements as may be reasonably required to carry out the agreements described herein; and by doing so, to bind the Federation and create the security set out in such agreements.
3. Any one individual listed as an "Account Administrator" is authorized for and on behalf of the Federation Board from time to time to:
 - (a) execute and deliver all the documents and instruments described in paragraph 2 above;
 - (b) execute and deliver any other documents and instruments that may be reasonably required from time to time to carry out the transactions contemplated by this Resolution, subject to such amendments as the Account Administrator may approve, such approval to be conclusively evidenced by the execution of the said documents or instruments;
 - (c) give CUETS Financial instructions and perform transactions on behalf of the Federation in connection to the ongoing operation of the credit card account(s), credit facilities and/or other financial services contemplated by this Resolution;
 - (d) authorize any person or persons (each, an "Authorized User") to access, from time to time, credit available under the credit card account(s) established by CUETS Financial for the Federation;
 - (e) establish and, from time to time, change the amount of credit that each individual Authorized User may access under the credit card account(s) established by CUETS Financial for the Federation; and
 - (f) settle the Federation's credit card account(s) with CUETS Financial and receive from CUETS Financial, and provide receipt of, statements and any other items or correspondence from and to CUETS Financial in connection to the Federation's credit card account(s).
4. CUETS Financial is entitled to rely on such documents, instruments, instructions and transactions as duly and validly authorized and binding on the Association. CUETS Financial does not need to make any further inquiry into the authority of any Account Administrator to bind the Association.
5. CUETS Financial be provided with a copy of this Resolution together with a certified list of the names of the current officers and directors of the Association and, from time to time, be provided with any changes to such list.

Carried.

Moved by Flora Clark
Seconded by Amanda White

“That the credit line on the corporate credit card, not exceed \$5,000.”

Carried.

7. Libraries Branch Update

Denise McGeachy, the Libraries Branch Consultant responsible for the NELF, sent her regrets at being unable to attend the meeting but did forward a written report.

The report reminded everyone of mandate and core responsibilities of the Libraries Branch.

Her report also spoke to the *Vision and Strategic Goals – Inspiring Libraries, Connecting Communities* document released in October 2016 and included a snapshot of the BC public library landscape and noted highlights from around the province.

She thanked public libraries for their patience regarding their provincial grants, noting that the BC Government is going through an unrepresented time of change as a result of the 2017 general election. These changes have resulted in an altered timeline for grant allocation. She reported that libraries can expect to receive their Per Capita Operating Grant before the end of the first quarter (June 2017) and their Resource Sharing Grant, OneCard Grant and Equity/Literacy Grant sometime during the second quarter.

8. Library Showcase

The library directors took the opportunity to report on the current highlights from their libraries:

- Sherry reminded everyone that Taylor Public Library would be celebrating its 10th anniversary on September 8th with a scavenger hunt and trivia contest. She also noted that bingo nights and board game afternoons continue to be very popular.
- Amber noted that Hudson’s Hope Public Library had celebrated its 50th year of service and 40th year in its current building during 2016 – marking those events with an open house to celebrate and ensuring that all in attendance when home with a prize.
- Fiona spoke about the upcoming renovations at Fort Nelson Public Library, including creating an enclosed study area and teen space as well as a much-needed upgrade to its computer systems, moving from a Linux to a Windows environment. She also mentioned a successful “How to Adult” program.
- Paula mentioned the 35% increase in physical circulations at the Tumbler Ridge Public Library. She noted the success of the library’s snack program, a unique response to the impact on mine closures on the residents of her community. She also spoke about a recent donation of a 3D printer to the library and impact of that on her staff.
- Courtenay spoke about the success of Pouce Coupe Public Library’s Doodle Bug story times, Lego Club and X-Box event. She also mentioned the excitement being generated by the Stuffed Animal Sleepover, part of her library’s summer reading club programming.
- Kerry noted that Fort St. John Public Library is ramping up for Summer Reading Club and about a recent renovation that created a dedicated space for students. She mentioned a highly successful program on plants, delivered for the library by the Royal BC Museum. Attendance was so high, over 60 people, that it had to be moved into the theatre. The library’s “Burger, Board Games and a Brew” events have been very successful.
- Gloria reported that this year the library has had success with pop-up libraries and a community fitness challenge and registration for SRC2017 has also been brisk. Plans for 2017 include an “inspiring book club” for adults. The library has applied for funding from Hydro BC for a 3D

Minutes of the June 24, 2017 Meeting of the NELF Board of Directors

printer. The library has also undergone some changes as the YA collection has been moved out of Children's and there is now a seating area for teens. All this activity is pointing to the need for a feasibility study to determine whether the community would support a new, larger facility and that is on the board's radar. The Friends of the Chetwynd Public Library are also very successful – friends' members have taken over the library's laundry, washed, painted and planted on the exterior and are planning a major fundraising event later in the year, "A Festival of Trees".

9. Date of Next Meeting

The Board agreed that its next meeting would be held via teleconference on Tuesday, September 19, 2017 beginning at 7:00pm.

10. Adjournment

There being no further business, the meeting adjourned at 12:09pm.