



North East Library Federation

Minutes of a Meeting of the Board of Directors, the North East Library Federation held on September 19, 2017 beginning at 7:00 pm via Teleconference

Present: Gloria Millsap (Chetwynd Public Library) – Chairperson
Flora Clark (Fort Nelson Public Library)
Lenita Randolph (Fort St. John Public Library)
Wendy Doyle (Hudson’s Hope Public Library)
Cindy Blayney (Pouce Coupe Public Library)
Amanda White (Taylor Public Library)
Dave Price (Tumbler Ridge Public Library)

Also Present: Ana Peasgood (Chetwynd Public Library)
Fiona Bruce (Fort Nelson 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: Kerry France (Fort St. John Public Library)

The Chair called the meeting to order at 7:00 pm as quorum was present.

1. Approval of the Agenda

Moved by Lenita Randolph
Seconded by Flora Clark

“That the agenda be approved as circulated.”

Carried.

2. Consent Agenda

Moved by Dave Price
Seconded by Wendy Doyle

“That the consent agenda be approved.”

Carried.

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The Board reviewed the minutes of the June 11, 2017 meeting and the manager’s activity report to September 15, 2017.

3. Financial Reports

a. Year to Date Budget to Actuals to August 31, 2017

The manager provided an overview of the year to date budget to actuals to August 31, 2017. Draft Budget 2018

Moved by Flora Clark
Seconded by Lenita Randolph

“That the August 2017 Year-to-Date Financial Report be approved.”

Carried.

b. Draft 2018 Budget

The manager provided an overview of the draft 2018 budget, noting that it was for all intents and purposes a “status quo” budget.

Moved Lenita Randolph
Seconded by Dave Price

“That the draft 2018 Budget be approved as presented.”

Carried.

c. Signing Authorities and Acquiring a Corporate Credit Card – Update

The manager advised the Board that no steps had been yet taken to update the signing authorities or apply for a credit card. She suggested that the Board consider amending the motion dealing with signing authorities passed at the June 24, 2017 meeting and add Katherine Anderson, as having an additional signer would help ensure that the federation could pay its invoices in a timely manner.

MOVED by Lenita Randolph
Seconded by Amanda White

“That the NELF Board amend the motion dealing with signing authorities passed at the June 24, 2017 meeting and add Katherine Anderson.”

Carried.

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- d. Changing the Mileage rate from \$.53 to \$.54 per the Travel Expense Policy

NELF intends to ensure fair and equitable reimbursement of travel costs and other expenses incurred in connection with meetings, training events and other activities associated with our organization while promoting economy and efficiency. Maximum amounts for travel, meals and accommodation are at the rates paid by the BC Government or as determined by the Board. Rates are reviewed annually at January 1st.

The Manager noted that this review had not occurred this year. She also noted that the mileage rate paid by the BC Government had changed from \$.53 to \$.54 per kilometre since the NELF Board had last reviewed its rates.

MOVED by Lenita Randolph
Seconded by Amanda White

“That the Board approve an increase in the mileage rate from \$.53 to \$.54 retroactive to January 1, 2017.”

CARRIED

After discussion it was further agreed that it would be left to Library Directors to review travel expense claims and submit an invoice for the difference between the rate paid for mileage to date in 2017 and the new rate.

4. Report from the Chairperson

The Chairperson provided a verbal report. She noted that she'd met with former Chair, Flora Clark, to learn a bit more about the responsibilities of the Chair. She also mentioned that she has a copy of the new manager's contract.

5. Business Arising from Minutes

- a. 2017-2018 Implementation Plan – Update

The Manager provided an update on the 2017 key deliverables, noting where process was being made and suggesting deliverables that might best be deferred to 2018. There was general support for the direction being taken.

6. Libraries Branch Update

The manager reviewed highlights from Libraries Branch consultant Denise McGeachy's report to the Library Directors Advisory Group meeting on September 14. Changes in branch staffing and an update on current activities in response to the branch's strategic plan – notably the possible move to conduct a comprehensive survey of current public library connectivity and work being done with the BC Libraries Cooperative to gather information on the current state of group licensing –were noted.

At the meeting on September 14, members of the LDAG had expressed concern about the delay in the distribution of the final installment of provincial grants for libraries. It was suggested that libraries experiencing hardship as a result of this delay, communicate the impact on the library to Mari Martin at Libraries Branch.

7. Library Showcase

Board representatives and library directors took the opportunity to report on the current highlights from their libraries:

- Sherry reported that Taylor Public Library's 10th anniversary celebration held on September 8th had been a great success with approximately 60 people attending.
- Courtney was in the middle of planning or the 10th Annual Wine for Books fundraiser. Lego Club and Storytimes are also in full swing.
- Paula reported that they would soon be installing shelving that she'd purchased from the Invermere Public Library. It would be replacing older wooden shelving. She also noted that the library would be hosting the 10,000 Villages craft sale this November as a fundraiser for the library.
- Amber reported that Hudson's Hope Public Library had recently received a donation of Dell computers and a \$5,000 capital grant to make changes to the reading room. She also reported that the library will be using reserves to make changes to the library's storage area. Originally reserves were going to be used to make the reading room changes so the grant is very timely. Amber noted that she'd raised 89% of the money needed to make her YA programmer fulltime. The library is seeing a great result – the Teen Club is now seeing older tweens joining the club. This moving from summer reading club to teen club is the kind of success libraries are looking for – it means that more teens will continue to use the library as they move through high school and hopefully beyond.
- Lenita reported that the summer had been very busy at Fort St. John Public Library - Summer Reading Club had been very successful as had been teen programming. The Board had recently had a joint board meeting with City Council – the tone had been very positive and good information sharing had occurred. The library's budget had been approved – hours of service will remain the same; no reductions. Operationally, the library is looking to updating its

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automated check-out station and renovating several staff areas to improve efficiency.

- Fiona spoke about the successful upgrade to its computer systems, moving from a Linux to a Windows environment. On the programming side, she noted that 206 people had attended the CirqueWorks event in July and she was pleased to report that 60% of the teens registered for the Teen Reading Club this summer completed all five weeks of reading challenges.
- Ana reported that so far this year, 8,000 people had participated in 485 programs offered by the library. The Children's Coordinator position was now fulltime. The library board continues to work with the Peace River Regional District on a library space needs study with details regarding a community consultation process being finalized. The library board will also be approving a new strategic plan before the end of the year. One challenge that Ana noted was the pressure on the library's Internet stations as the community deals with an influx of temporary pipeline workers. The stations are at capacity and the library is looking at reviewing its Internet policy to see how it might better balance access and bandwidth consumption.

8. Next Meeting

It was agreed that the next meeting of the Board be set for the later part of April 2018 and that the meeting would be an in-person meeting. The manager was to follow-up with dates once she had secured a venue.

9. Adjournment

There being no further business, the meeting adjourned at 8:30 pm.