



# North East Library Federation

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**Minutes of a Meeting of the Board of Directors, the North East Library Federation  
held on May 6, 2018 beginning at 10:00 am  
at the Chetwynd Public Library, 5012 46th Street, Chetwynd, BC**

Present: Gloria Millsap (Chetwynd Public Library) – Chairperson  
Lenita Randolph (Fort St. John Public Library)  
Bridgette Willems (Pouce Coupe Public Library)  
Amanda White (Taylor Public Library)  
David Price (Tumbler Ridge Public Library)

Regrets: Kim Elingski (Fort Nelson Public Library)  
Tashana Winnicky (Hudson’s Hope Public Library)

Also Present: Ana Peasgood (Chetwynd Public Library)  
Fiona Bruce (Fort Nelson Public Library)  
Amber Norton (Hudson’s Hope Public Library)  
Courtenay Cryne (Pouce Coupe Public Library)  
Sherry Murphy (Taylor Public Library)  
Edel Toner-Rogala (Federation Manager and Secretary to the Board)  
Denise McGeachy (Libraries Branch, Ministry of Education)

Regrets: Kerry France (Fort St. John Public Library)  
Paula Coutts (Tumbler Ridge Public Library)

The Chair called the meeting to order at 10:00 am as quorum was present. A round of introductions followed.

1. Approval of the Agenda

**Moved** by Amanda White  
Seconded by Lenita Randolph

“That the agenda, with the addition of items 4.a Orientation Package Overview, 4.b Agreement, and 4.c Bookkeeping Position under the Chairperson's Report, be approved.”

**Carried.**

2. Consent Agenda

The Board reviewed the minutes of the September 19, 2017 meeting and the federation manager reviewed the highlights from her activity report for the period November 2017 through April 2018.

**Moved** by Lenita Randolph  
Seconded by David Price

“That the consent agenda be approved.”

**Carried**

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3. Financial Reports

a. 2017 Financial Report

The Manager provided an overview of the 2017 Year End Financial Statements.

**Moved** by Amanda White  
Seconded by Bridgette Willems

“That the 2017 Financial Report be approved.”

**Carried.**

b. 2017 Statement of Financial Information

The Manager provided an overview of the federation’s 2017 Statement of Financial Information (SOFI).

**Moved** by Lenita Randolph  
Seconded by Amanda White

“That the 2017 Statement of Financial Information be adopted as presented.”

**Carried.**

c. March 2018 Year-to-Date Financial Report

The Manager provided an overview of the March 2018 year-to-date financial report.

**Moved** by Amanda White  
Seconded by Lenita Randolph

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

**Carried.**

4. Report from the Chairperson

a. Board Orientation

The Manger walked the Board through a PowerPoint presentation which could be used by member board and library directors to explain the federation, the role and responsibilities of federation board members, the federation's strategic priorities and budgeting process as well as clarify the benefits of membership.

She will incorporate the feedback received and circulate the revised version to NELF Board members and library directors. She also indicated that she would be pleased to visit member libraries to present to member library boards well as library staff.

b. Agreement

In response to recent correspondence from Libraries Branch regarding the 2016 Revised Agreement, the Board reviewed the agreement and discussed possible changes which would bring it into compliance with Libraries Branch's requirements.

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The Manager will prepare a draft of a new agreement and share that out with the Board and Libraries Branch, with the possibility of there being a board meeting via teleconference in late June.

c. **Bookkeeping Position**

As noted in her report, the Manager spoke to Katherine Anderson's giving notice that she is resigning from her position as bookkeeper for both the NCLF and NELF effective September 30, 2018. The Manager also reported that the NCLF had opted to keep the bookkeeping position separate from the manager position and that the NCLF Board had indicated a preference for maintaining the current arrangement by which the federations share that position as they share the Manager position.

**Moved** by Amanda White

Seconded by Lenita Randolph

"That the bookkeeping position be kept separate from the manager position and that cost of such not exceed the \$3,000 per year currently set aside in the annual budget for that purpose."

**Carried.**

5. Business Arising from Minutes

a. **Signing Authorities and Federation Credit Card - Update**

The Manager reported that changes to signing authorities had been completed and that the federation credit card had been obtained.

b. **Strategic Plan – Update**

The Manager reviewed the current implementation plan update, noting where process had been made.

6. New Business

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

Lenita Randolph nominated Gloria Millsap for the position of Chairperson. The nomination was accepted. As there were no other nominations, Gloria Millsap was acclaimed Chairperson.

Amanda White 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.

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

As the executive remains the same for 2018, no changes to signing authorities are required.

7. Libraries Branch Update

Denise McGeachy, the Libraries Branch Consultant responsible for the NELF, provided a branch update.

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She highlighted the branch's key accomplishments in 2016/2017 and noted the branch's key projects for 2018/2019 - internet connectivity, provincial digital resources project, date renewal - the annual survey review, and professional learning framework.

Denise also spoke about the branch's vision and plan refresh in 2018, to integrate the new government's priorities into the strategic plan for BC public libraries. She touched on the key questions the branch would like feedback on:

- What is the most important element the vision statement should convey?
- Which strategies should be emphasized as we move forward?
- Which actions are critical to move forward?
- Which pieces/statements/themes are most meaningful parts of the current plan?

Denise indicated that the timeline for receiving feedback on the key questions was end of May.

8. Library Showcase

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

- Ana reported that Chetwynd Public had just launched its "library of things" based on the Terrace Public Library model and that work continues planning for a new facility. She also noted that she would be leaving her position as Library Director effective the end of May.
- Lenita spoke about the increase in rural area funding, the ramping up to SRC 2018 at Fort St. John Public, success with pop-up libraries around the community, Mother Goose programming, celebrating staff with 15 and 20 years of service, recent efforts to provide job search and employment support as well as help with income tax, and renovations in the ILL and Circulation Desk area.
- Amber noted that Hudson's Hope Public has been working on a service agreement and will be seeing an increase in funding from its Regional District - 1% per year for the next three years, an increase in children moving into teen programming, and efforts to start an adult Book Club.
- Fiona reported that the much-needed upgrade to the computer systems at Fort Nelson Public and moving from a Linux to a Windows environment had gone very well. She also mentioned the "Messy Play" program the library is hosting for preschoolers.
- Dave spoke about the current funding challenges Tumbler Ridge Public is having with its municipality despite the recognition the library has received for its snack program, a unique response to the impact on mine closures on the residents of his community. He also mentioned the library's new 3D printer, the Passionate Reader Book Club, youth programming and resume writing and other employment support provided by the library.
- Courtenay spoke about the success of Pouce Coupe Public Library's Lego Club and the recent "Wine with Books" fundraiser.
- Sherry noted the success of Lego Club and board game events at Taylor and District Public and spoke about the work her library is doing in support of financial literacy.

9. Date of Next Meeting

The Board agreed that its next meeting would be held via teleconference on Thursday, September 27, 2018 beginning at 7:00pm.

There being no further business, the meeting adjourned at 2:20pm.