



**Minutes of a Meeting of the Board of Directors, the North East Library Federation
held Via Teleconference on May 5, 2020 beginning at 7:00 PM**

Present: Gloria Millsap (Chetwynd Public Library) – Chairperson
Flora Clark (Fort Nelson Public Library)
Debbie Hoza (Fort St. John Public Library)
Trent Ernst (Tumbler Ridge Public Library)

Regrets: Sarah Blake (Hudson’s Hope Public Library)
Ruby Freeman (Pouce Coupe Public Library)
Amanda White (Taylor Public Library)

Also Present: Melissa Millsap (Chetwynd Public Library)
Fiona Bruce (Fort Nelson Public Library)
Karlene Duncan (Fort St. John Public Library)
Amber Norton (Hudson’s Hope Public Library)
Sherry Murphy (Taylor Public Library)
Edel Toner-Rogala (Federation Manager and Secretary to the Board)

Regrets: Courtenay Cryne (Pouce Coupe Public Library)
Paula Coutts (Tumbler Ridge Public Library)

The Chair called the meeting to order at 7:03 pm as quorum was present.

1. Approval of the Agenda

Moved by Flora Clark
Seconded by Debbie Hoza

“That the agenda, with the addition of item 3.b Re-allocation of Conference Attendance Subsidy, be approved.”

Carried.

2. Consent Agenda

The Board reviewed the minutes of the November 20, 2019 meeting.

Moved by Flora Clark
Seconded by Debbie Hoza

“That the consent agenda be approved.”

Carried

3. Report from the Chair – Gloria Millsap
 - a. Recommendation to Postpone Elections to a Later Date

The Chair addressed the reasons for this recommendation.

Moved by Flora Clark
Seconded by Debbie Hoza

“That the NELF Board postpone the election of officers for 2020 to a later date.”

Carried.

- b. Re-allocation of NELF Funds Budgeted for Conference Attendance Subsidies

The Chair explained that she'd heard from the Manager that library directors at NELF member libraries are somewhat concerned about how their budgets will fare in the new Covid-19 and post Covid-19 reality. The NELF had budgeted \$7,000 for conference attendance subsidies but library conferences have been cancelled for 2020. If the federation were to reallocate \$7,000 from conference attendance subsidies, the federation could distribute \$1,000 to each federation member library for staff online training, e-book and other online resources or connectivity. That might allow member libraries to redeploy funds from these areas to other areas of their budgets.

Moved by Flora Clark
Seconded by Debbie Hoza

“That the board reallocate the \$7,000.00 budgeted in 2020 for conference attendance subsidies to online staff training and online resources/connectivity subsidies, \$1,000.00 to be distributed to each member library as soon as possible.”

Carried.

4. Financial Reports
 - a. 2019 Statement of Financial Information

The Manager provided an overview of the federation's 2019 Statement of Financial Information (SOFI).

Moved by Flora Clark
Seconded by Debbie Hoza

“That the 2019 Statement of Financial Information be adopted as presented.”

Carried.

b. First Quarter 2020 Budget-to-Actuals

The Manager provided an overview of the Budget-to-Actuals report for the first quarter of 2020.

Moved by Debbie Hoza
Seconded by Flora Clark

“That the First Quarter 2020 Budget-to-Actuals report be accepted as presented.”

Carried.

5. Date of Next Meeting

Given the evolving situation with regard to the State of Emergency due to Covid-19, the next meeting of the board will be held at the call of the Chair.

Prior to adjourning the meeting, those attending the meeting provided updates as to the current situation at their library.

There being no further business, the meeting adjourned at 7:46 pm.