



**Minutes of a Meeting of the Board of Directors, the North East Library Federation  
held Via Teleconference on May 6, 2021 beginning at 7:00 PM**

Present: Flora Clark (Fort Nelson Public Library) – Chairperson  
Debbie Hoza (Fort St. John Public Library)  
Betty Ponto (Taylor Public Library)  
Trent Ernst (Tumbler Ridge Public Library)

Also Present: Matthew Rankin (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)

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

**1. Approval of the Agenda**

**Moved** by Debbie Hoza  
Seconded by Betty Ponto

“That the agenda be approved as circulated.”

**Carried.**

**2. Consent Agenda**

The Board reviewed the minutes of the October 21, 2020 and the December 3, 2020 meetings.

It was noted that the Manager’s Activity Report had not been distributed with the agenda package. The Manager apologized and said that she would send it out immediately after the meeting. She then highlighted that success to date of the NELF Overdrive Advantage Collection.

**Moved** by Betty Ponto  
Seconded by Debbie Hoza

“That the consent agenda be approved.”

**Carried**

**3. New Business**

a. Election of Officers

Flora Clark offered to serve as Chairperson for a one-year term. There being no other nominations, Flora was acclaimed as Chairperson.

There were no accepted nominations for the position of Vice-Chairperson. The position was left unfilled.

## Minutes of the May 6, 2021 Meeting of the NELF Board of Directors – page 2

Betty Ponto volunteered to take on the role of Treasurer. There being no other nominations, Betty was acclaimed Treasurer for a one-year term.

### b. Motion to Appoint Signing Officers

It was noted that as Amanda White was no longer Taylor Public Library Board's appointee to the NELF Board, it would be appropriate to remove her as a signing authority and as Karlene Duncan was no longer Director of Library Services at the Fort St. John Public Library, she should also be removed as a signing authority.

**Moved** by Flora Clark

Seconded by Debbie Hoza

"That Amanda White and Karlene Duncan be removed as signing authorities. That Sherry Murphy and Edel Toner-Rogala be retained, and that Matthew Rankin, Amber Norton and Betty Ponto be appointed as signing authorities."

**Carried.**

### c. Updating the Canada Revenue Agency – Authorized Representatives

The Manager explained that to Canada Revenue updating the NELF's information regarding current board members, executive officers and authorized representatives to the Canada Revenue Agency.

Moved by Flora Clark

Seconded by Debbie Hoza

"That the Manager prepare a letter to Canada Revenue Agency for the Board Chairperson to sign, confirming Edel Toner-Rogala as an authorized representative for the North East Library Federation to the Canada Revenue Agency with Level 3 authority (the ability to delegate authority, update and view) and TBJLLP (Group ID G3JM63) as an authorized representative for the North East Library Federation to the Canada Revenue Agency, with Level 2 authority (the ability to update and view.)"

**Carried**

## 4. **Financial Reports**

### a. Financial Statements for 2020

The Manager provided an overview of the 2020 Year End Financial Statements contained in the 2020 Statement of Financial Information.

### b. 2020 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 2020 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 2021.

**Moved** by Betty Ponto  
Seconded by Flora Clark

“That the First Quarter 2021 Budget-to-Actuals Report be accepted as presented.”

**Carried.**

**5. Date of Next Meeting**

The next meeting of the board will be held towards the end of September or at the call of the Chair.

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