

**Minutes of the Annual General Meeting of the  
North East Library Federation  
held on Thursday, May 5, 2022 beginning at 7:00 p.m. (MST) via video conference**

**Present:** Flora Clark (Fort Nelson Public Library), Chairperson  
Amanda White (Taylor Public Library), Treasurer  
Debbie Hoza (Fort St John Public Library)  
Doug Old (Hudson's Hope Public Library)  
Ruby Freeman (Pouce Coupe Public Library)  
Trent Ernst (Tumbler Ridge Public Library)  
Thomas Knutson (NELF Director; Board Secretary)

**Also in Attendance**

Melissa Millsap (Library Director, Chetwynd Public Library)  
Courtenay Cryne (Library Director, Pouce Coupe Public Library)  
Sherry Murphy (Library Director, Taylor Public Library)

The Chairperson called the meeting to order at 7 p.m.

**1. Approval of Agenda**

Thomas Knutson requested two additions to the agenda, under New Business: 3c) Covid-19 Relief & Recovery Grant; 3d) Strategic Planning

**Moved by: Trent Ernst**

Seconded by: Debbie Hoza

"That the agenda be approved as amended."

**Carried**

**2. Consent Agenda**

**a. Approval of the Minutes from February 15, 2022**

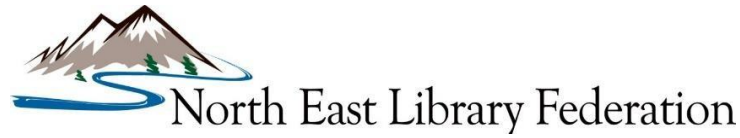
There were no changes or corrections to the minutes of February 15, 2022.

**b. Director's Activity Report, November 2021 to March 2022**

There were no questions for the director.

**c. Chairperson's Report**

There were no questions for the chairperson.



**Moved by: Amanda White**

Seconded by: Debbie Hoza

“That the Consent Agenda be approved as presented.”

**Carried**

**3. New Business**

**a. Election of Officers**

NELF Director Thomas Knutson conducted the elections.

**Chairperson**

Flora Clark agreed to allow her name to stand for Chairperson. As there were no other nominations, Flora Clark was acclaimed as Chairperson.

**Vice-Chairperson**

Flora Clark nominated Debbie Hoza for Vice-Chairperson. Debbie accepted the nomination. As there were no further nominations, Debbie Hoza was acclaimed Vice-Chairperson.

**Treasurer**

Flora Clark nominated Amanda White for Treasurer. Amanda accepted the nomination. As there were no further nominations, Amanda White was acclaimed Treasurer.

**b. Motion to Appoint Signing Officers**

The current signing officers are Thomas Knutson, Amanda White, Sherry Murphy, Amber Norton, and Matthew Rankin.

**Moved by: Flora Clark**

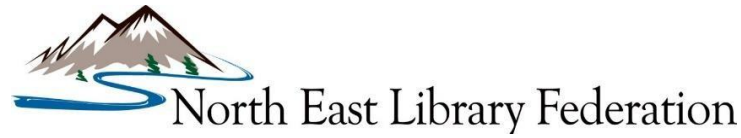
Seconded by: Debbie Hoza

“That the current signing officers continue as they stand.”

**Carried**

**c. Covid-19 Relief & Recovery Grant**

Thomas Knutson reviewed the grant letter, and indicated that the federation directors had met to start planning how to use the \$35,500. A survey has been sent to all NELF library directors for input. There is general interest by the Public Libraries Branch (PLB) for partnerships and cooperative initiatives. The federation directors meet again on May 19 to share survey responses and identify places of alignment. An interim report is due to PLB by August 15, but there is no hard deadline by which the funds must be expended.



**d. Strategic Planning**

Thomas noted that the current strategic plan expires at the end of this year. Two questions arise at this point: do we plan for an in-person session, and what date? Flora expressed an interest in in-person. Thomas suggested he could plan for in-person, but also develop a back-up plan to held via video conferencing. Sherry Murphy and Courtenay Cryne both indicated the previous planning process went well, and Thomas noted the same format could be used this year.

Thomas directed board members to the current plan which is housed on the website at nelf.ca.

It was generally accepted that September 10 would be the preferred date over September 17. Thomas will meet with the executive to confirm the date.

Trent Ernst noted that the last meeting location pre-pandemic was Tumbler Ridge. Thomas will contact Paula Coutts to see if the library is able to accommodate the planning session.

**4. Financial Reports**

**a. Income Statement and Balance Sheet to December 31, 2021 (for information)**

Thomas presented the 2021 year-end financials on behalf of the treasurer. There were no questions.

**b. 2021 Statement of Financial Information (SOFI) (for approval)**

Thomas presented the SOFI on behalf of the treasurer. There were no questions.

**Moved by: Flora Clark**

Seconded by: Debbie Hoza

“That the Statement of Financial Information be approved as distributed, and that Chairperson sign the Statement as required.”

**Carried**

Once the document is signed, Thomas will submit it to the PLB by the May 15 deadline.

**c. First Quarter Income Statement/Actuals to Budget Jan 1-Mar 31, 2022 (for approval)**

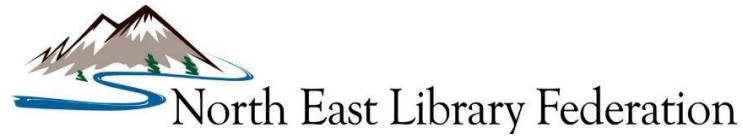
Thomas presented the first quarter financials. There were no questions.

**Moved by: Debbie Hoza**

Seconded by: Amanda White

“That the first quarter financial report be approved as distributed.”

**Carried**



**5. Around the Federation – Updates and Notes of Events from Member Libraries**

Board members and library directors highlighted activities from their libraries. One common theme was how much patron traffic has increased significantly since the end of health mandates.

**6. Next Meeting**

The next meeting is at the call of the Chairperson, tentatively for September 10 in conjunction with the strategic planning session. The location is tentatively set for Tumbler Ridge, to be confirmed.

**7. Adjournment**

Flora Clark moved adjournment at 7:51 p.m.