



**Minutes of a Meeting of the Board of Directors, the North East Library Federation
held Via Teleconference on October 21, 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)
Doug Old (Hudson’s Hope Public Library)
Trent Ernst (Tumbler Ridge Public Library)
Amanda White (Taylor Public Library)

Regrets: Ruby Freeman (Pouce Coupe Public Library)

Also Present: Amber Norton (Hudson’s Hope Public Library)
Edel Toner-Rogala (Federation Manager and Secretary to the Board)

In the absence of the Chair, Flora Clark called the meeting to order at 7:08 pm as quorum was present.

1. Approval of the Agenda

Moved by Debbie Hoza
Seconded by Amanda White

“That the agenda be approved as circulated.”

Carried.

2. Consent Agenda

The Board reviewed the minutes of the May 5, 2020 meeting. The Manager spoke briefly to the highlights from her report.

Moved by Debbie Hoza
Seconded by Amanda White

“That the consent agenda be approved.”

Carried

3. Financial Reports

a. Third Quarter Actuals-to-Budget 2020 and Projections to Year End
(The Chair Gloria Millsap joined us at this time)

The Manager provided an overview of the third quarter Actuals-to-Budget 2020 and projections to year end.

Moved by Flora Clark
Seconded by Debbie Hoza

“That the Third Quarter Actuals-to-Budget and Projections to Year-End be accepted as presented.”

Carried.

The Manager then shared information with the Board regarding the possibility of funding an Overdrive Advantage e-book and audio book collection using the \$5,000 in surplus currently showing at year-end 2020. The collection would be made up of those titles for which NELF member libraries' patrons had placed a significant number of holds in the provincial Overdrive Consortium collection.

The Library Directors Advisory Group (LDAG) met the beginning of October and there was interest from the members of the LDAG in establishing this type of collection for the exclusive use of NELF member libraries' patrons to help address the holds queues for e-book and audio book titles held within the provincial Overdrive Consortium collection. NELF member libraries patrons would be able to access both the provincial collection and the NELF collection.

Amber Norton shared information about the number of holds on specific items in the Consortium collection and pointed out that patrons from NELF member libraries were waiting an average of 50 days for their holds to be filled.

The Manager is waiting on a response from Overdrive as to how many titles \$5,000 would purchase and whether those titles would be owned by the federation or leased for a period of time – leasing being less expensive than owning and with certain popular titles that are time sensitive (this year's best sellers for example which wouldn't be that must in demand in a year or so), leasing may be the better option. Overdrive will also be providing information on the impact starting this collection would have on NELF member libraries patrons holds.

The Manager will meet with the LDAG once she hears back from Overdrive and if the LDAG recommends that the NELF proceed with establishing a collection, she will advise the board. The Chair recommended that a meeting of the Board be called to further discuss this matter at that time as it would have budgetary implications for 2020, 2021 and ongoing.

b. Draft 2021 Budget

The Manager provided an overview of the draft 2021 Budget, noting that, as recommended by the LDAG, it was a status quo budget.

Moved by Flora Clark
Seconded by Amanda White

“That the draft 2021 Budget be approved as presented.”

Carried.

4. Strategic Plan 2020- 2022 – Update

The Manager reported that the LDAG had reviewed the Implementation Plan and she provided highlights from the key area – professional development. She will include a copy of the Implementation Plan with the minutes of this meeting.

5. Around the Federation

Member Board representatives provided an update from their library regarding the challenges they were facing, had their library re-opened and to what extent.

6. Date of Next Meeting

Given the evolving situation with regard to Covid-19, the next meeting of the board will be held by video conference at the call of the Chair.

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