**Minutes of the Annual General Meeting of the  
North East Library Federation  
Saturday, May 6, 2023, Tumbler Ridge Public Library**

**Present:** Flora Clark (Fort Nelson Public Library), Chairperson

Debbie Hoza (Fort St John Public Library), Vice-Chairperson

Doug Old (Hudson’s Hope Public Library)

Ruby Freeman (Pouce Coupe Public Library)

Trent Ernst (Tumbler Ridge Public Library)

Kelly Wilson (Chetwynd 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)

Matthew Rankin (Library Director, Fort St John Public Library)

Paula Coutts (Library Director, Tumbler Ridge Public Library)

The Chairperson called the meeting to order at 2:45 p.m.

1. **Approval of Agenda**

**Moved by: Debbie Hoza**Seconded by: Kelly Wilson

“That the agenda be approved as distributed.”

**Carried**

1. **Consent Agenda**
   1. **Approval of the Minutes from November 21, 2022**There were no changes or corrections to the minutes of November 21, 2022.
   2. **Director’s Activity Report, November 2022 – April 2023**There were no questions for the director.
   3. **Chairperson’s Report**There were no questions for the chairperson.

**Moved by: Debbie Hoza**

Seconded by: Ruby Freeman

“That the Consent Agenda be approved as presented.”

**Carried**

**3. Financial Reports**

**a. Income Statement and Balance Sheet to December 31, 2021 (for information)**Thomas Knutson presented the 2022 year-end financials on behalf of the treasurer. There were no questions.

**b. 2022 Statement of Financial Information (SOFI)**Thomas Knutson presented the SOFI on behalf of the treasurer. There were no questions.

**c. 2023 First Quarter Actuals to Budget**

Thomas Knutson presented the 2023 Q1 financial reports on behalf of the treasurer. There were no questions.

**Moved by: Debbie Hoza**

Seconded by: Trent Ernst

“That the financial statements be approved as presented.”

**Carried**

**4. 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 Ruby Freeman for Treasurer. Ruby accepted the nomination. As there were no further nominations, Ruby Freeman was acclaimed Treasurer.

**b. Motion to Appoint Signing Officers**

Moved: Kelly Wilson  
Seconded: Debbie Hoza

“That Amanda White be removed as a signor, that Ruby Freeman be added as a signor, and that all other signors (Matthew Rankin; Sherry Murphy; Amber Norton; Thomas Knutson) continue as they stand.”

**Carried**

**c. Motion to Appoint CRA Account Owner**

Moved: Kelly Wilson

Seconded: Debbie Hoza

“That Kathy Anderson be removed as the owner of the North East Library Federation’s Canada Revenue Agency account, and that NELF Director Thomas Knutson be appointed owner of the account.”

**Carried**

**d. Enhancement Grant and Operations Funding**Thomas Knutson provided an overview of the enhancement grant and three years of operations funding received by the North East Library Federation from the Public Libraries Branch, Ministry of Municipal Affairs. There were no questions.

**e. BCLTA Presentation: Emergency Preparedness Package Survey**On behalf of the BC Library Trustees Association, Thomas Knutson presented details about upcoming surveys and focus groups being held by the BCLTA to assist in preparation of an emergency preparedness resource package for library boards.

**5. Around the Federation – Updates and Notes of Events from Member Libraries**Board members and library directors highlighted activities from their libraries.

**6. Next Meeting**The next meeting is in autumn, 2023, at the call of the Chairperson.

**7. Adjournment**

Flora Clark moved adjournment at 3:53 p.m.