**Minutes of a meeting of the  
North East Library Federation Board  
Monday, November 20, 2023 via Zoom**

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

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

Trent Ernst (Tumbler Ridge Public Library)

Jaclyn Jones (Taylor Public Library)

Julie Roach-Burns (Taylor Public Library, alt.)

Thomas Knutson (NELF Director; Board Secretary)

**Also in Attendance:**

Melissa Millsap (Library Director, Chetwynd Public Library)

Sherry Murphy (Library Director, Taylor Public Library)

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

Amber Norton (Hudson’s Hope Public Library)

The Chairperson called the meeting to order at 7:01 p.m.

1. **Approval of Agenda**

**Moved by: Debbie Hoza**Seconded by: Trent Ernst

“That the agenda be approved as distributed.”

**Carried**

1. **Consent Agenda**
   1. **Approval of the Minutes from the AGM, May 6, 2023**There were no changes or corrections to the minutes of May 6, 2023.
   2. **Director’s Activity Report, April 2023-October 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: Trent Ernst

“That the Consent Agenda be approved as presented.”

**Carried**

**3. Financial Reports**

**a. Third Quarter Balance Sheet and Income Statement to September 30, 2023 (for information)**Thomas Knutson presented the third quarter financials on behalf of the treasurer. There were no questions.

**b. 2024 Draft Budget**Thomas Knutson presented the 2024 draft budget on behalf of the treasurer, and answered questions.

**Moved by: Flora Clark**

Seconded by: Debbie Hoza

“That the 2024 Draft Budget be approved as presented.”

**Carried**

**4. New Business**

**a. 2024-2026 Draft Strategic Plan**NELF Director Thomas Knutson presented the 2024-2026 Draft Strategic Plan and answered questions.

**Moved by: Debbie Hoza**Seconded by: Trent Ernst

“That the 2024-2026 Draft Strategic Plan be approved as presented.”

**Carried**

**b. Request for Membership: Dawson Creek Municipal Public Library**

Thomas Knutson highlighted the key points in the briefing note distributed with the meeting agenda, including potential benefits and risks. Discussion.

**Moved: Flora Clark**  
Seconded: Julie Roach-Burns

“That the North East Library Federation grant membership to Dawson Creek Municipal Public Library for the period of January 1, 2024 to December 31, 2026, with continued membership subject to a funding review and appropriate funding from the Public Libraries Branch.”

**Carried**

**c. NCLF/NELF Merger**

Thomas Knutson outlined the Public Library Branch’s expectations that NELF explore merging and/or further collaboration with NCLF, using funds from the enhancement grant. Discussion.

**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-person, spring 2024, at the call of the Chairperson.

**7. Adjournment**

Flora Clark moved adjournment at 8:26 p.m.