



**Minutes of a meeting of the Board of Directors, the North Central Library Federation
held Thursday, December 5, 2019 beginning at 3:30 pm
via teleconference**

Present: Dave Christie (Fraser Lake Public Library) - Chairperson
Muriel McNeill (Granisle Public Library)
Crystal Taugher (McBride & District Public Library)
Erin Wyllie (Mackenzie Public Library)
Alan Idiens (Prince George Public Library)
Darryl Polyk (Valemount Public Library)
Kari Ephron (Vanderhoof Public Library)

Regrets: Mindy Vandenberg (Burns Lake Public Library)
Wanda Davis (Cariboo Regional District Library)
Maxime Evans (Fort St. James Public Library)

Also Present: Karli Fisher (Fort St James Public Library)
Audrey Fennema (Fraser Lake Public Library)
Naomi Balla-Boudreau (McBride & District Public Library)
Paul Burry (Prince George Public Library)
Jennifer Barg (Vanderhoof Public Library)
Edel Toner-Rogala (Federation Manager and Secretary to the Board)

The Chairperson called the meeting to order at 3:37 pm as everyone expected to attend the meeting was present.

1. Approval of the Agenda

MOVED by Muriel McNeill
Seconded by Alan Idiens

“That the agenda be approved as circulated.”

CARRIED

2. Minutes of the October 20, 2019 Meeting

MOVED by Erin Wyllie

“That the minutes of the meeting held October 20, 2019 be approved as circulated.”

Seconded by Crystal Taugher

CARRIED

2. Report of the Chairperson

a. Draft NCLF Strategic Plan – 2020-2022

The federation manager pointed out how the draft Strategic Plan circulated with the agenda differed from the version presented at the October 20 meeting. Specifically:

- the change in the name of the Trustee Orientation Program to the BCLTA Governance Workshops which became effective on November 7;
- feedback from the Librarians Advisory Group regarding the action to initiate a peer support program – the LAG believes that there is already a good support network among library staff at the member libraries. What is needed is a contact list to help making connections easier;
- feedback from the LAG regarding the action to expand the options for consortium purchases to include furniture and IT hardware/software. The LAG was if the view that this might not be practical, given the differing requirements and standards and that it might be better to look to licensing more databases and offer more products used by libraries beyond labels and library cards; and
- feedback from the LAG regarding the action to hold one face-to-face meeting per year outside of Prince George. The LAG believes that it is not practical given the distance people would have to travel and the risk of effecting attendance.

Discussion followed. There was general agreement with the points raised by the LAG. A suggestion was made that rather than using teleconferencing for those meetings falling outside of the spring and fall, the federation move to using only video conferencing. Other suggestions were to ensure that there is an annual professional development session for both board and library directors at either the spring or fall face-to-face meetings and rather than holding a board meeting outside of Prince George, encouraging member libraries to hold joint board meetings among neighbouring libraries by offering financial support for travel to and from those meetings.

MOVED by Alan Idiens

“That the NCLF Board approve in principle the amended Strategic Plan 2020-2022, pending circulation of the final version of the document.”

Seconded by Muriel McNeill

3. Financial Report

a. Draft Budget 2020

The federation manager pointed out how the draft Budget 2020 circulated with the agenda differed from the version presented at the October 20 board meeting. Specifically:

- based on feedback from the NCLF Executive and the Board, adding back into the budget the \$3,000.00 for bookkeeping as a placeholder should the federation need to outsource this function again;
- based on feedback from the LAG, confirming a reduction in the amount in the Budget for in staff professional development and transferring those funds to the conference attendance line; and
- based on feedback from the Board, including projected amounts for consortium purchases and library contributions to consortium purchases with the projections being based on a three-year average (2017-2019) in order to show a continuing intent to undertake that work.

MOVED by Alan Idiens
Seconded by Muriel McNeill

“That the 2020 Budget be approved as presented.”

Carried

4. **Other Business**

There was no other business.

5. **Next Meeting**

The next in-person meeting of the NCLF Board will be held in Prince George on April 25, 2020 beginning at 3:15 pm. Meeting venue is yet to be determined.

6. **Adjournment**

MOVED by Alan Idiens
Seconded by Kari Ephrom

“That the meeting be adjourned.”

CARRIED

The meeting adjourned at 4:00 pm.