



**Minutes of a Meeting of the Board of Directors, the North Central Library Federation
held Wednesday, May 6, 2020 via video conference beginning at 7:00pm**

Present: Dave Christie (Fraser Lake Public Library) - Chairperson
Wanda Davis (Cariboo Regional District Library)
Muriel McNeill (Granisle Public Library)
Crystal Taugher (McBride and District Public Library)
Erin Wyllie (Mackenzie Public Library)
Arlene Stevens (Prince George Public Library)
Darryl Polyk (Valemount Public Library)
Kari Ephrom (Vanderhoof Public Library)

Also Present: Karli Fisher (Fort St. James Public Library)
Paul Burry (Prince George Public Library)
Wendy Cinnamon (Valemount Public Library)
Edel Toner-Rogala (Federation Manager and Secretary to the Board)

The Chairperson called the meeting to order at 7:02 pm as quorum was present. He acknowledged that while the meeting was being held via video conference, those participating live and learn on the traditional territory of several First Nations, including the Stellat'en and Nadleh Whut'en First Nation in Fraser Lake. The Chairperson thanked for all who attended and gave special thanks to those who are involved in operating the libraries during the Covid-19 pandemic.

1. Approval of the Agenda

MOVED by Wanda Davis/Seconded by Darryl Polyk

"That the agenda be adopted as circulated."

CARRIED

2. Minutes of the Minutes of the December 5, 2019 Meeting

MOVED by Erin Wyllie/ Seconded by Arlene Stevens

"That the minutes of the meeting held December 5, 2019 be approved as circulated."

CARRIED

3. Report of the Chair

a. Recommendation to Postpone Board Elections to a Later Date

The Board Chairperson noted that he had spoken with other members of the current executive about this and explained that reason for suggesting postponing board elections to a later date was primarily one of operations – changes in the executive will mean changes in signing authorities which will involve the federation’s bank and given the current Covid-19 situation, that would be challenging. The Premier’s announcements earlier today (May 6) regarding the phased restart for British Columbia suggest that a board meeting to be held in late June to elect a new executive would be feasible.

4. New Business

a. 2019 Statement of Financial Information

The Manager reviewed the NCLF 2019 Statement of Financial Information and responded to questions.

MOVED by Muriel McNeill / Seconded by Crystal Taugher

“That the NCLF 2019 Statement of Financial Information be approved as presented.”

CARRIED

b. First Quarter Budget-to-Actuals for 2020

The Manager reviewed the Budget-to-Actuals Statement for the first quarter of 2020.

MOVED by Darryl Polyk/ Seconded by Muriel McNeil

“That the First Quarter Budget-to-Actuals Statement for 2020 be accepted as presented.”

CARRIED

There was a discussion about reallocating the funding set aside in 2020 for conference attendance subsidies and meeting expenses to online staff training subsidies and subsidies to help member libraries with e-resources and connectivity. The NCLF has budgeted \$15,000 for conference attendance subsidies and \$15,000 for board meeting expenses. If the federation were to reallocate \$15,000 from conference attendance subsidies and \$7,500 from board meeting expenses (in expectation that we will be able to have a face-to-face meeting in the fall), the federation could distribute \$2,250 to each federation member library for either staff online training, e-book and other online resources and/or connectivity. That might allow member libraries to redeploy funds from these areas to other areas of their budgets for reopening, PPE, etc.

The Chairperson reported that Libraries Branch had been given a heads-up that the Board would be considering this suggestion at its May 6 meeting and the Branch had indicated that it had no concerns.

Members of the Librarians Advisory Group (LAG) in attendance voiced support for this direction.

MOVED by Muriel McNeil/ seconded by Erin Wyllie

“That the NCLF reallocate the \$15,000 budgeted in 2020 for conference attendance subsidies and \$7,500 of the \$15,000 budgeted in 2020 for federation board meetings to subsidies for staff online training, e-book and other online resources and/or connectivity, \$2,250 to be distributed to each member library as soon as possible.”

Carried.

4. Next Meeting

The next meeting of the NCLF Board will be held via video conference during the last week of June or at the call of the Chairperson.

5. Adjournment

There was no further business, the meeting adjourned at 7:34 pm.