



**Minutes of a meeting of the Board of Directors, the North Central Library Federation  
held Thursday, November 29, 2018 via teleconference beginning at 7:09pm**

Present: Dave Christie (Fraser Lake Public Library) - Chairperson  
Hilda Earl (Burns Lake Public Library)  
Michèle Waite (Mackenzie Public Library)  
Crystal Taugher (McBride & District Public Library)  
Alan Idiens (Prince George Public Library)  
Marion Farquharson (Valemount Public Library)

Also Present: Audrey Fennema (Fraser Lake Public Library)  
Naomi Balla-Boudreau (McBride & District Public Library)  
Janet Marren (Prince George Public Library)  
Edel Toner-Rogala (Federation Manager and Secretary to the Board)

The Chairperson called the meeting to order at 7:09 pm as quorum was present. A round of introductions followed.

**1. Approval of the Agenda**

**MOVED** by Hilda Earl/Seconded by Michèle Waite

“That the agenda be adopted as circulated.”

**CARRIED**

**2. Minutes of the Minutes of the September 30, 2018 Meeting**

**MOVED** by Alan Idiens/ Seconded by Marion Farquharson

“That the minutes of the meeting held September 30, 2018 be approved as circulated.”

**CARRIED**

**3. Business Arising from the Minutes**

a. Signing Authorities

**MOVED** by Alan Idiens/ Seconded by Marion Farquharson

“That Darryl Polyk be removed as a signing authority.”

**CARRIED**

As per the decision at the September 30 meeting, Dave Christie, Alan Idiens, Audrey Fennema and Edel Toner-Rogala will continue to have signing authority.

b. Revisions to the NCLF Agreement

It was confirmed that the draft of the agreement distributed with the agenda package for this meeting was the version agreed upon at the September 30 NCLF Board meeting.

**MOVED** by Hilda Earl/ Seconded by Alan Idiens

“That the Board approve the 2018 proposed draft of the NCLF Agreement as presented and that the Manager be directed to submit the document for ministerial approval.”

**CARRIED**

**4. New Business**

a. Canada Revenue Agency – Authorized Representatives

The Chairperson drew people’s attention to the memo from the Manager included with the agenda package for this meeting explaining the background to this matter.

**MOVED** by Michèle Waite/ Seconded by Alan Idiens

“That the Board approve Edel Toner-Rogala as an authorized representative for the North Central Library Federation to the Canada Revenue Agency, effective immediately.”

**CARRIED**

**MOVED** by Crystal Taugher/ Seconded by Hilda Earl

“That the Board approve Ana Peasgood as an authorized representative for the North Central Library Federation to the Canada Revenue Agency, effective immediately.”

**CARRIED**

The Board directed the Manager to prepare a letter informing CRA that, effective immediately, Edel Toner-Rogala and Ana Peasgood are the authorized representatives for NCLF. She will also complete the two Form RC59 as required by CRA. Both the letter and the two forms will be signed by the Board Chairperson prior to being submitted to the CRA.

**5. Next Meeting**

The next meeting of the Board of the NCLF will be held in Prince George on Sunday, June 2, 2019. Specific time and meeting venue to be determined.

**6. Adjournment**

**MOVED** by Alan Idiens/Seconded by Hilda Earl

“That the meeting be adjourned.”

**CARRIED**

The meeting adjourned at 7:15 pm.