



**Minutes of a meeting of the Board of Directors, the North Central Library Federation  
held Sunday, September 30, 2018 beginning at 3:30 pm  
in the Fraser Room, Marriott Courtyard Hotel, Prince George, BC**

Present: Dave Christie (Fraser Lake Public Library) - Chairperson  
Hilda Earl (Burns Lake Public Library)  
Wanda Davis (Cariboo Regional District Library)  
Maxime Evans (Fort St. James Public Library)  
Muriel McNeill (Granisle Public Library)  
Michèle Waite (Mackenzie Public Library)  
Wendy Howe (McBride & District Public Library)  
Alan Idiens (Prince George Public Library)  
Marion Farquharson (Valemount Public Library)  
Lorna Ephron (Vanderhoof Public Library)

Also Present: Monika Willner and Sharlene Turner (Burns Lake Public Library)  
Ken Sawdon (Fort St James Public Library)  
Audrey Fennema (Fraser Lake Public Library)  
Anna Babluck (Mackenzie Public Library)  
Naomi Balla-Boudreau (McBride & District Public Library)  
Janet Marren (Prince George Public Library)  
Wendy Cinnamon (Valemount Public Library)  
Jennifer Barg (Vanderhoof Public Library)  
Edel Toner-Rogala (Federation Manager and Secretary to the Board)

**1. Call to Order**

The Chairperson called the meeting to order at 3:30 pm and a round of introductions followed.

**2. Approval of the Agenda**

**MOVED** by Hilda Earl

“That the agenda be adopted as circulated.”

Seconded by Muriel McNeill

**CARRIED**

### **3. Minutes of the Minutes of the April 22, 2018 Meeting**

**MOVED** by Wanda Davis

“That the minutes of the meeting held April 22, 2018 be approved as circulated.”

Seconded by Alan Idiens

**CARRIED**

### **4. Report of the Board Chairperson – Dave Christie**

#### a. Revisions to the NCLF Agreement

The Manager presented the draft of the new agreement which would bring the 2016 agreement into compliance with Libraries Branch requirements.

It was moved by Dave Christie that notice of motion be given that amendments to the NCLF agreement will be considered and discussed at a board teleconference meeting to be held 30 days from the date of the circulation of the minutes of this meeting and that the motion for adoption will be made.

The proposed NCLF Agreement (Version 2018) clearly showing the proposed changes, will be distributed with the minutes of this meeting.

#### b. Refresh of the 2017-2018 Strategic Plan

It was agreed that the Board would spend the bulk of its spring annual meeting completing a refresh of the 2017-2018 Strategic Plan. To help manage costs, the session will be facilitated by the Manager. A planning group made up of Dave Christie, Hilda Earl, Janet Marren and Jennifer Barg will work with the Manager to plan the session.

#### c. Thank You to Minister Fleming

The Chairperson noted that a thank you letter, had been sent to Minister Fleming, acknowledging the provincial government’s ongoing financial support for the NCLF. The Chairperson also spoke to the importance of sending these letters.

### **5. Financial Update – Alan Idiens**

#### a. Motion regarding the Appointment of Ana Peasgood as NCLF Bookkeeper

**MOVED** by Hilda Earl

“That it be read into the minutes of this meeting that Ana Peasgood was appointed as NCLF Bookkeeper (contract position) effective October 1, 2018 by an electronic vote of the Board held between August 7 and August 11, 2018.”

Seconded by Maxime Evans

**CARRIED**

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b. Motion of Appreciation – Katherine Anderson

**MOVED** by Alan Idiens            “That a letter be sent to Katherine Anderson, NCLF Manager from November 2014 to April 2016 and NCLF Bookkeeper from May 2016 to September 2018, expressing the Board’s thanks for her service to the federation.”

Seconded by Maxime Evans

**CARRIED**

c. 2018 Year to Date Budget to Actuals

The Treasurer spoke to the details of the Budget to Actuals to August 31, 2018.

**MOVED** by Alan Idiens            “That the 2018 Year to Date Budget to Actuals to August 31, 2018 be adopted as presented.”

Seconded by Wanda Davis

**CARRIED**

d. Draft 2019 Budget

The Treasurer and the Manager provided the context for the draft 2019 Budget.

**MOVED** by Alan Idiens            “That the draft 2019 Budget be adopted as presented.”

Seconded by Muriel McNeill

**CARRIED**

e. Signing Authorities

**MOVED** by Alan Idiens            “That Kathy Anderson be removed as a signing authority and Dave Christie be added.”

Seconded by Wanda Davis

**CARRIED**

Alan Idiens, Audrey Fennema and Edel Toner-Rogala will continue to have signing authority.

**6. Manager’s Activity Report**

The Manager reviewed her activity report for the period April 24 through September 5, 2018, noting her appreciation for the work of NCLF Treasurer Alan Idiens and NELF Treasurer Amanda White during the process of hiring the new bookkeeper.

**7. Report from the Librarians’ Advisory Group (LAG)**

Janet Marren, the newly elected chair of the Librarians Advisory Group, reported several highlights from the LAG meeting held earlier in the day.

**8. Libraries Branch Update**

The Manager shared an update provided by Denise McGeachy, the Libraries Branch Consultant responsible for the NCLF. The update covered information about the branch’s strategic plan refresh meant to integrate the new government’s priorities into the strategic plan for BC public libraries and provided details about the Branch’s four key projects for 2018-2019: the Internet Connectivity Project; the Provincial Digital Resources Project; Data Renewal – Annual Survey Review; and Professional Learning Framework Consultation Group.

**9. New Business**

There being no new business, the Chair proceeded to the next item on the agenda.

**10. Around the Federation – Updates and Events of Note from Member Libraries**

Board members reported on behalf of their library.

**11. 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.

**12. Adjournment**

**MOVED** by Maxime Evans  
Seconded by Wanda Davis

“That the meeting be adjourned.”

**CARRIED**

The meeting adjourned at 4:53 pm.