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Board Meeting - Minutes

November 2, 2014

Present: Jane Gray , Geraldine Pritchard(VanPL); Audrey Fennema , Keith Lytle (FLPL); Naomi Bala-Boudreau, Wendy Howe (McBPL); Anna Babluck, Craig Clarke (MacKPL); Janet Marren, Anne George (PGPL); Sherry Smith, Gloria Maugham (GPL); Elaine Wiebe, Maria Sandberg (BLPL); Hollie Blanchette, Darryl Polyk (ValPL ); Wanda Davis (CRDL); Wayne Briscoe (FSJPL); Katherine Anderson

1. Call to Order – 11:05 am
2. **Motion** to approve agenda: M. Sandberg/G. Pritchard. Carried.
3. **Motion** to adopt the minutes of the May 3, 2014 Board Meeting: D. Polyk/A. George. Carried.
4. Report from the Chair – Wendy Howe; attached.
5. **Motion** to accept the financial reports (attached) to September 30, 2014. D. Polyk/W. Davis. Carried.
6. Activity Report – Katherine Anderson; attached.
7. Business Arising from Minutes
  - a. Bank Signing Authority
    - i. **Motion** to pay the Fraser Lake Public Library a fee of \$50 per month for financial/administrative support. A. George/D. Polyk. Carried.
    - ii. **Motion** that the following 4 people have bank signing authority: Danite Heise (FLPL board chair), Audrey Fennema (FLPL library director), Maria Sandberg (BLPL trustee), Elaine Wiebe (BLPL library director) and to remove Bonny Remple and Art Blomquist as signers effective Nov. 2, 2014. K. Lytle/G. Maugham. Carried.
  - b. Personnel Committee Report - verbal
    - i. Job description reviewed and amended
    - ii. Position posted on NCLF website, sent to all member libraries and posted to the Partnership job board
    - iii. 7 qualified applicants
    - iv. Skype interviews with 4 applicants
    - v. Katherine Anderson selected
  - c. PPR License
    - i. License purchased with 5 participating libraries. NCLF contribution \$250 – information only.

- d. Needs Assessment Surveys/Workshops
    - i. Proposal received from Community Development Institute, UNBC.
    - ii. Library Directors approved having CDI develop survey and focus group templates for customization and use by individual libraries – information only.
  - e. Library Branch direction – information only:
    - i. training program – Library directors have approved development and deployment of a Training Needs Assessment survey for the member libraries
    - ii. service plan update – current strategic plan expires in 2015
    - iii. Interlibrary Connect - on hold for planning discussions with federations, Sitka, BCLA and Libraries Branch
8. New Business
- a. Election of Executive
    - i. Maria Sandberg Nominated Darryl Polyk to the position of Chairperson. Nomination accepted. No other nominations. Darryl Polyk elected as Chairperson by acclamation.
    - ii. Wendy Howe nominated Craig Clarke to the position of Vice Chairperson. Nomination accepted. No other nominations. Craig Clarke elected as Vice Chairperson by acclamation.
    - iii. Wendy Howe nominated Keith Lytle to the position of Secretary/Treasurer. Nomination accepted. No other nominations. Keith Lytle elected as Secretary/Treasurer by acclamation.
  - b. Employment Contract, Katherine Anderson
    - i. Probationary period to December 31, 2015
    - ii. Compensation - \$25/hour plus 10% in lieu of benefits
    - iii. Hours – 15 hours per week (average)
    - iv. **Katherine Anderson will send the draft employment contract to Darryl Polyk for approval and signature.**
  - c. 2014-15 Budget – Katherine Anderson
    - i. **Motion** to approve the 2014/15 budget with an additional \$250 for admin support and corresponding increase to Transfer from Reserves. W. Davis/A. George. Carried.
  - d. Banking options
    - i. **Motion** to authorize the executive committee to make changes to financial institution and accounts, if necessary, in the best interests of the federation based on Katherine Anderson’s research and recommendations. K. Lytle/A. George. Carried.
  - e. Beyond Hope – Janet Marren, verbal report
    - i. May 31 – June 2, 2015
    - ii. “Libraries are Forever” theme
9. Next meeting – May 31, 2105, Prince George
10. Motion to adjourn at 1:25 pm. G. Maugham/M. Sandberg. Carried.