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Board Meeting Minutes
April 23, 2016
Prince George BC

Present: Darryl Polyk, Wendy Cinnamon (ValPL); Keith Lytle, Audrey Fennema (FLPL); Ginny Springer, Jane Gray (VanPL); Michael Riis-Christianson, Sashka Macievich (BLPL); Elizabeth MacRitchie, Janet Marren (PGPL); Wanda Davis (CRDL); Craig Clarke, Anna Babluck, Amanda Mjolsness (MackPL); Sherry Smith (GrPL); Crystal Taugher, Larry Stamm (McBPL); Alison Leach, Wayne Briscoe (FSJPL); Denise McGeachy (Libraries Branch); Katherine Anderson

Agenda

1. Call to Order 1:04 pm
2. **Moved by M. Riis-Christianson, seconded by G. Springer** to approve the agenda. Carried.
3. **Moved by C. Taugher, seconded by E. MacRitchie** to Adopt Minutes: October 3, 2015 Board Meeting. Carried.
4. Correspondence – 2016 Operating Grant Conveyance Letter – received.
5. Report from the Chair – Daryl Polyk, verbal:
 - a. Governance review completed by committee struck at Fall 2015 meeting; agreement and policies recommended to board
 - b. Strategic planning, 2016: goals to achieve funding deliverables and to support the libraries to provide services.
6. Financial Report – Keith Lytle
 - a. **Moved by M. Riis-Christianson, seconded by C. Clarke** to adopt the 2015/16 Financial Statements. Carried.
7. Activity Report – Katherine Anderson – attached.
8. Report from LAG – Audrey Fennema, verbal.
9. Libraries Branch Update – Denise McGeachy, verbal.
 - a. Provincial Strategic Plan; visioning session May 11th 9:00 -3:00; invitations to Library Directors next week; hybrid approach with other engagement activities; grant allocation review to follow strategic plan
10. Business Arising from Minutes
 - a. Strategic Plan update, Katherine Anderson, verbal. Completion by November 2016.

- b. **Moved by M. Riis-Christianson, seconded by G. Springer** to adopt proposed Agreement with amendments and change of fiscal year from April - March to January – December (effective April 1 – December 31, 2016) Carried.
 - i. Amend D. Meetings of the Board k. to read “The appointed board member or alternate from each library will attend the meetings.”
 - ii. Amend D. Meetings of the Board m. to read “Except for in-camera sessions, Board meetings are open to the public. Librarians attendance at in-camera sessions is at the discretion of the board.”
 - c. **Moved by A. Leach, seconded by G. Springer** to adopt the Reserve Funds Policy (effective date March 31, 2016). Carried.
 - d. **Moved by E. MacRitchie, seconded by A. Leach** to re-open the discussion on 2016 financial statements. Carried.
 - e. **Moved by A. Leach, seconded b K. Lytle** to amend the accepted 2015-2016 financial statements to include the established reserve funds. Carried.
 - f. **Moved by K. Lytle, seconded by W. Davis** to adopt the Travel Expense policy with amendments. Carried.
 - i. Amendment Policy background to read ... “The current rates are appended to this policy as Schedule 1. Rates will be reviewed annually at the first meeting after April 1st .”
11. New Business
- a. **Moved by M. Riis-Christianson, seconded by A. Leach** to adopt the 2016 budget of \$93,336.83. Carried.
 - i. Remove Shared Collections, add Book Club Sets of \$3,000; remove Books for Babies and Reading without Rules, add Literacy of \$12,000.
 - b. Signing authority
 - i. **Moved by A. Leach, seconded by W. Davis** to retain Audrey Fennema and Danita Heise, remove Elaine Wiebe and Maria Sandberg, add Keith Lytle, Jane Gray and Corinne Kostinoff as bank signers. Carried.
 - ii. **Audrey Fennema will contact bank and implement changes to signers.**
12. Next meeting – Weekend of October 1, 2016 in Prince George. (will include Strategic Planning day)
13. **Moved by A. Leach, seconded by E. MacRitchie** to adjourn the meeting at 3:00 pm.

Darryl Polyk, Chairperson

Katherine Anderson, Manager (Secretary)