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Board Meeting

Date: October 3, 2015

Minutes

Present: Darryl Polyk – Chair, Wendy Cinnamon (Val); Kanchan Dhahan, Janet Marren (PGPL); Wanda Davis (CarRDL); Craig Clarke - Vice-Chair, Anna Babluck (MackPL); Gloria Maughan, Sherry Smith (GrPL); Audrey Fennema (FLPL); Crystal Taugher, Naomi Balla-Boudreau (McBPL); Maria Sandberg, Elaine Wiebe (BLPL); Ginny Springer, Jane Gray (VanPL); Katherine Anderson, Manager

Regrets: Keith Lytle – Secretary/Treasurer (FLPL); Wayne Briscoe (FSJPL)

1. Call to order at 9:57 am
2. Motion to approve Agenda – Move strategic Plan to New Business; add Report from LAG to New Business. Maria Sandberg/Wanda Davis. Carried.
3. Motion to adopt Minutes: May 31, 2015 Board Meeting. Crystal Taugher/Maria Sandberg. Carried.
4. Report from the Chair – Darryl Polyk, verbal. Report on Brand Reboot brainstorming sessions – 2 days; bootstrap marketing introduction; new identity for libraries; how to identify, implement and market ideas based on user needs and wants; 4 initiatives to be piloted on some libraries.
5. Motion to accept the Financial Report – presented by Darryl Polyk for Keith Lytle. Kanchan Dhahan/Crystal Taugher. Carried. **\*Katherine Anderson and Darryl Polyk will talk to Libraries Branch re: expected funding date for 2016.**
6. Activity Report – Katherine Anderson presented.
7. Libraries Branch update – no update.
8. Election of Executive
  - a. Craig Clarke nominated Darryl Polyk for the position of Chairperson. Nomination accepted. No other nominations. Darryl Polyk acclaimed Chairperson
  - b. Darryl Polyk nominated Craig Clarke for the position of Vice-Chairperson. Nomination accepted. No other nominations. Craig Clarke acclaimed Vice-Chairperson
  - c. Darryl Polyk nominated Keith Lytle for the position of Secretary/Treasurer. Nomination accepted (previously through email correspondence). No other nominations. Keith Lytle acclaimed Secretary/Treasurer
9. Business Arising from Minutes

- a. Trustee Orientation Program support – 2015; 5 libraries; 14 trustees supported for \$2,340.50 (Information only) \*Katherine Anderson will reach out to libraries re: TOP at the end of February 2016.

10. New Business

- a. Report from LAG - Audrey Fennema.
  - i. Audrey Fennema was elected LAG Chairperson and Janet Marren elected LAG Vice-Chairperson;
  - ii. discussion among LAG members on relationship with Manager: items noted included strong organizational skills; implementation of bigger projects; project management skills; developing new partnerships for NCLF, overall high satisfaction with Katherine's performance.
- b. Strategic Plan –
  - i. LAG recommends we submit a request for quote for strategic planning services to the BC Libraries Cooperative first; and if BCLC not able to work with NCLF, then to other consultants
  - ii. Process will include consultation with NCLF stakeholders and in-person strategic planning day with LAG and board in Spring 2016.
- c. Governance review –
  - i. Ad hoc committee formed consisting of Audrey Fennema, Darryl Polyk, Craig Clarke, Janet Marren and Katherine Anderson.
  - ii. Main purpose will be to review and recommend changes to designation of NCLF board members from NCLF member libraries
  - iii. Will also review policies re: travel expenses & creation of reserve funds
  - iv. Timeline: first draft mid-December; final draft end of January.
- d. NCLF Meeting Expense Reimbursement
  - i. Motion that NCLF adopt, at a minimum, the Provincial Government rates for mileage and per diem, or rates as established by the board with rates to be reviewed annually. Wanda Davis/Maria Sandberg. Carried.

11. Next meeting – April 22 & 23, 2016. Prince George. Will consist of Outcomes Evaluation workshop, Strategic Planning, LAG meeting and board meeting.

12. Adjournment 12:50 pm