



**Minutes of a meeting of the Board of Directors, the North Central Library Federation
held Sunday, June 11, 2017 beginning at 4:35pm
in the Keith Gordon Room, Bob Harkins Branch, Prince George Public Library, Prince George, BC**

Present: Darryl Polyk (Valemount Public Library) - Chairperson
Wanda Davis (Cariboo Regional District Library)
Maxime Evans (Fort St. James Public Library)
Crystal Taugher (McBride & District Public Library)
Craig Clarke (MacKenzie Public Library)
Alan Idiens (Prince George Public Library)
Lorna Ephron (Vanderhoof Public Library)

Regrets: Hilda Earl (Burns Lake Public Library)
Dave Christie (Fraser Lake Public Library)
Gloria Maugham (Granisle Public Library)

Also Present: Audrey Fennama (Fraser Lake Public Library)
Sherry Smith (Granisle Public Library);
Naomi Balla-Boudreau (McBride & District Public Library)
Anna Babluck (Mackenzie Public Library)
Janet Marren (Prince George Public Library)
Jane Gray (Vanderhoof Public Library)
Edel Toner-Rogala (Federation Manager and Secretary to the Board)

Other Regrets: Sashka Macievich (Burns Lake Public Library)
Wendy Cinnamon (Valemount Public Library)

Guests: Mari Martin (Libraries Branch – Director)
Denise McGeachy (Libraries Branch – Consultant)
Ignacio Albarracin (Prince George Public Library – Public Service Manager)

The Chairperson called the meeting to order at 4:35pm and a round of introductions followed.

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1. Approval of the Agenda

MOVED by Alan Idiens

“That the agenda, with addition of item 9.b Corporate Credit Card, be adopted.”

Seconded by Wanda Davis

CARRIED

2. Minutes of the October 2, 2016 Meeting

MOVED by Crystal Taugher

“That the minutes of the meeting held October 2, 2016 be adopted as circulated.”

Seconded by Wanda Davis

CARRIED

3. Report from Chair

The Chairperson reported on the past year’s activities, particularly the work that had gone into the hiring of a new manager for the federation, a process that began in the fall of 2016 and ended in Edel’s hiring in March of 2017. As with the former North Central Library Federation (NCLF) Manager, Kathy Anderson, the NCLF and the North East Library Federation (NELF) had agreed to share a manager and that Edel was the new manager for the NELF as well, with approximately 15 hours per week being directed to the managing of each federation. He noted that there had been 12 applications received and four individuals interviewed. The Chairperson thanked Janet Marren and Anna Babluck for representing the federation’s library directors on the hiring panel.

4. Financial Report

a. 2016 Year End Financial Statements

The Chairperson provided an overview of the 2016 Year End Financial Statements. He reminded that Board that the federation’s fiscal year for 2016 had been April 1 – December 31, as the federation board had made the decision to move its fiscal year from April 1 – March 31 to January 1 – December 31. Shortening the 2016 fiscal year allowed for the full implementation of this decision in 2017.

MOVED by Alan Idiens

“That the 2016 Year End Financial Statements be adopted.”

Seconded by Crystal Taugher

CARRIED

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b. 2017 Year-to-Date Financial Statements

The Chairperson provided an overview of the 2017 Year-to-Date Financial Statements

MOVED by Alan Idiens
Seconded by Craig Clarke

“That the 2017 Year-to-Date Financial Statements be adopted.”

CARRIED

5. Manager’s Activity Report

The new Manager, Edel Toner-Rogala, provided a verbal report, noting that she had been in her position since May 1, 2017 and acknowledging the support and advice of the former manager, Katherine Anderson.

6. Report from the Librarians’ Advisory Group (LAG)

Audrey Fennema, in her capacity as LAG Chair, reported out several highlights from the LAG meeting held earlier in the day. She noted that it had been a productive meeting covering a range of topics including the upcoming CirqueWorks tour in conjunction with Summer Reading Club 2017 and possible professional development options.

Audrey also reported that the LAG had begun work developing a draft implementation plan in support of the Federation’s Strategic Plan for 2017-2019, noting that this had been first time since the plan was developed that the group had had the opportunity to discuss the plan together. Audrey indicated that more work still needed to be done on the implementation plan and there would be an update for the Board’s fall meeting with a more complete plan for the Board’s review in early 2018.

7. Libraries Branch Update

Denise McGeachy, the Libraries Branch consultant responsible for the NCLF, provided an update on the provincial Libraries Branch. Her presentation touched on the accountability framework – library grant reports, the annual survey and SOFI submissions – and the highlights from those reports from the branch’s perspective; the new vision and action document developed by the branch with the participant of public libraries and stakeholders; and the expectations from the Ministry regarding the branch’s accountabilities. Denise then provided a brief government update and touched on the potential timing for the releasing of the provincial grants.

Mari Martin, Director of the Libraries Branch, was also on hand and offered her perspective.

8. Business Arising from the Minutes

a. Strategic Plan – Update

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This item was addressed under the report of the Librarians' Advisory Group

b. Signing Authority – Update

This item was deferred until after the election of new table officers.

9. New Business

a. Election of the Executive – Chairperson, Vice-Chairperson and Treasurer

Wanda Davis nominated Darryl Polyk for the position of Chairperson. The nomination was accepted. As there were no other nominations, Darryl Polyk was acclaimed Chairperson.

Darryl Polyk nominated Alan Idiens for the position of Vice-Chairperson. The nomination was accepted. As there were no other nominations, Alan Idiens was acclaimed Vice-Chairperson.

As there were not nominations for the position of Treasurer, Audrey Fennema the library director at Fraser Lake Public Library, volunteered to speak with Dave Christie, her library's representative to the NCLF Board, to see if he would be willing to take on the responsibilities of Treasurer. The Board agreed to wait to hear if Mr. Christie was willing to serve in this capacity.

Signing Authority

MOVED by Craig Clarke

“To retain Darryl Polyk and Audrey Fennema, add Alan Idiens and remove Craig Clarke, Michael Riis-Christianson and Katherine Anderson as signing authorities.”

Seconded by Wanda Davis

CARRIED

b. Corporate Credit Card

The new manager explained the background for this request – the former manager had a personal credit card that she had used solely for the purposes of paying for federation expenses. The new manager has only the one credit card and she indicated that she was not that comfortable using it for federation business. The former manger had said that she sometimes would have thousands owing on her personal credit card due to expenses she would have incurred on behalf of the federation. The new manager indicated that she was not in the financial position, personally, to incur such costs comfortably.

The former manager, now federation bookkeeper, had done some investigation regarding the options and the process for acquiring a corporate credit card. She had found out that it would be possible for the federation to apply for a cash back credit card with no annual fee.

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Payment approval would be handled in the same way as payment approval for other invoices so there would be the appropriate checks and balances.

The Chairperson spoke in support of the request.

MOVED by Alan Idiens “That the North Central Library Federation approve the recommendation of the federation manager that the federation acquire a corporate credit card, with a credit limit not to exceed \$10,000, and the M. Edel Toner-Rogala be assigned responsibility for the credit card.”

Seconded by Crystal Taugher

CARRIED

10. Next Meeting

The next meeting of the Board of the NCLF will be held in Prince George in the fall of 2017, prior to the Thanksgiving weekend, with the specific date to be determined.

11. Adjournment

MOVED by Maxime Evans “That the meeting be adjourned.”
Seconded by Wanda Davis

CARRIED

The meeting adjourned at 6:00pm.