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**Minutes of a meeting of the Board of Directors, the North Central Library Federation
held Sunday, April 22, 2018 beginning at 3:45 pm
in Room 208, Prince George Conference and Civic Centre, Prince George, BC**

Present: Darryl Polyk (Valemount Public Library) - Chairperson
Hilda Earl (Burns Lake Public Library)
Wanda Davis (Cariboo Regional District Library)
Maxime Evans (Fort St. James Public Library)
Dave Christie (Fraser Lake Public Library)
Muriel McNeill (Granisle Public Library)
Crystal Taugher (McBride & District Public Library)
Alan Idiens (Prince George Public Library)
Lorna Ephron (Vanderhoof Public Library)

Also Present: Elizabeth MacRitchie (Prince George Public Library)

Regrets: Craig Clarke (MacKenzie Public Library)

Also Present: Susan Schienbein (Burns Lake Public Library)
Ken Sawdon (Fort St James Public Library)
Audrey Fennema (Fraser Lake Public Library)
Sherry Smith (Granisle 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 – incoming Chief Librarian)
Jane Gray (Vanderhoof Public Library – outgoing Chief Librarian)
Edel Toner-Rogala (Federation Manager and Secretary to the Board)

Other Regrets: Anna Babluck (Mackenzie Public Library)

The Chairperson called the meeting to order at 4:40 pm as all expected to attention the meeting had arrived and a round of introductions followed.

1. Approval of the Agenda

MOVED by Hilda Earl

“That the agenda, with addition of item 10.b Bookkeeping Position be adopted.”

Seconded by Dave Christie

CARRIED

2. Minutes of the September 24, 2017 Meeting

MOVED by Dave Christie

“That the minutes of the meeting held September 24, 2017 be approved as circulated.”

Seconded by Maxime Evans

CARRIED

3. Business Arising from the Minutes

a. Strategic Plan – Update

The Manager walked through the implementation plan update, outlining the progress being made in each of the strategic priority areas.

b. Signing Authority – Update

The Chairperson reported that after a somewhat lengthy process, the updating of the federation’s signing authorities had been completed.

c. Credit Card – Update

The Chairperson spoke to the matter and provided the following background. The manager has been advised by RBC that as there are no owners of the society, the bank requires cash security in an amount equal to the credit limit. They would like to take \$10,000 out of NCLF’s current cashable GIC and put it into another GIC which they will secure/restrain for the credit card. RBC will make it \$10,000, with interest to be paid at maturity.

There is \$53,727.43 in the cashable GIC which the federation has with RBC and that is sufficient to cover the federation’s current reserves of \$48,871.29. In addition, at the beginning of the year, there was approximately \$93,000 in the federation’s current savings account. The manager and the bookkeeper are recommending that the \$10,000 come from that account.

A board motion is required giving the manager the authority to advise RBC that the bank is to move \$10,000 from the savings account to a GIC (interest paid at maturity) which RBC will use as security for the credit card.

MOVED by Alan Idiens

“That the Board authorize the federation manager to advise RBC that the bank is to move \$10,000 from the NCLF’s savings account to a GIC (interest paid at maturity) which RBC will use as security for the federation’s credit card.”

Seconded by Dave Christie

CARRIED

4. **Report of the Chairperson**

The Chairperson highlighted two items in his report:

- Changes made to the initial NCLF “Federation Agreement” were filed with Victoria for ministerial approval, after learning about requirement to do so; and
- A change was made in manager’s pay frequency to monthly to accommodate the Bookkeeper.

5. **Financial Report**

a. 2017 Year End Financial Statements

The Treasurer, Alan Idiens, provided an overview of the 2017 Year End Financial Statements.

MOVED by Wanda Davis

“That the 2017 Year End Financial Statements be adopted.”

Seconded by Hilda Earl

CARRIED

b. 2017 Statement of Financial Information

The Manager provided an overview of the 2017 Statement of Financial Information.

MOVED by Maxime Evans

“ That the 2017 Statement of Financial Information be adopted as presented.”

Seconded by Hilda Earl

CARRIED

c. 2018 Year-to-Date Financial Statements

The Treasurer provided an overview of the 2018 Year-to-Date Financial Statements

MOVED by Alan Idiens

“That the 2018 Year-to-Date Financial Statements be adopted.”

Seconded by Maxime Evans

CARRIED

6. Manager's Activity Report

The Manager reviewed her activity report for the period November 2017 to April 2018, noting the Bookkeeper's decision to resign effective September 30, 2018

7. Presentation – NCLF Board Orientation

The Manager walked the Board through a PowerPoint presentation which could be used by member boards and library directors to explain the origins of the federation, its governance model and budgeting process as well as clarify the benefits of membership.

She will incorporate the feedback received and circulate the revised version to NCLF Board members and library directors. She also indicated that she would be pleased to visit member libraries to present to member library boards as well as library staff.

8. Report from the Librarians' Advisory Group (LAG)

Audrey Fennema, in her capacity as LAG Chair, reported several highlights from the LAG meeting held earlier in the day. She noted that the LAG was recommending that the position of bookkeeper be kept separate from the manager's position. She also took the opportunity to acknowledge Jane Gray, Library Director for Vanderhoof Public Library, and Sherry Smith, Library Director for Granisle Public Library, who will be retiring this year, both after 30 years of service to their respective communities.

9. Libraries Branch Update

The Manager reported on the Digital Resources Consultation Group, a group established under the auspices of the BC Libraries Cooperative, looking into the possibility of a core collection of digital resources for BC public libraries.

An announcement should be coming shortly regarding improving connectivity in rural BC communities.

10. New Business

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

As the Chairperson was not standing for re-election, he conducted the elections.

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

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

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

Incoming Board Chairperson Dave Christie presented outgoing Chairperson Darryl Polyk with a card and gift on behalf of the federation board, in appreciation for his leadership as Board Chairperson since 2014.

It was agreed by the members present that Darryl Polyk would retain the chair until the end of the meeting.

b. Bookkeeper's Position

The Chairperson noted that as previously mentioned in the Manager's Activity Report, Katherine Anderson has given notice that she is resigning from her position as bookkeeper effective September 30, 2018. He further noted that the Manager as well as the Librarian's Advisory Group are recommending that the position remain separate from the Manager position.

MOVED by Alan Idiens

"That the bookkeeping position be kept separate and the cost of such not exceed the \$3,000 per year currently set aside in the annual budget for that purpose."

Seconded by Dave Christie

CARRIED

The NELF Board will be meeting on May 6. As the two federations are currently sharing a bookkeeper, the manager will be discussing this matter with that board. NCLF would prefer to maintain that arrangement.

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

Board members reported on behalf of their library.

12. Next Meeting

The next meeting of the Board of the NCLF will be held in Prince George on Sunday, September 30. Specific time and meeting venue to be determined.

13. Adjournment

MOVED by Maxime Evans

"That the meeting be adjourned."

Seconded by Wanda Davis

CARRIED

The meeting adjourned at 5:40pm.