



**Minutes of the Annual General Meeting of the Board of Directors,
North Central Library Federation
held Thursday, April 28, 2022, via video conference beginning at 7:00pm**

Present: Darryl Polyk (Valemount Public Library), Chairperson
Jo Fiske (Fraser Lake Public Library), Treasurer
Maxime Evans (Fort St James Public Library)
Katie Lambert (Burns Lake Public Library)
Wendy Howe (McBride Public Library)
Arlene Stevens (Prince George Public Library) (left at 7:39 p.m.)
Kari Ephrom (Vanderhoof Public Library)
Wanda Davis (Cariboo Regional District Library)
Lora Hunsaker (Granisle Public Library)
Thomas Knutson (NCLF Director)

Also in Attendance:

Jennifer Brag (Library Director – Vanderhoof Public Library)
Wendy Cinnamon (Library Director – Valemount Public Library)
Audrey Fennema (Library Director – Fraser Lake Public Library)
Karli Fisher (Library Director – Fort St James Public Library)
Alice Pek (Library Director – Mackenzie Public Library)
Lisa Rees (Library Director - Granisle Public Library)

Call to Order

The Chairperson called the meeting to order at 7:04 p.m. and read the territorial acknowledgement.

1. Approval of the Agenda

MOVED by Kari Ephrom / Seconded by Jo Fiske

“That the agenda be adopted as circulated.”

CARRIED

2. Minutes of the November 25, 2021, Meeting

MOVED: by Maxime Evans / Seconded by Arlene Stevens

“That the minutes of the meeting held November 25, 2021, be approved as circulated.”

CARRIED

3. Report from the NCLF Director

Thom Knutson shared a few highlights from his activity report. There were no questions for the director.

4. Report of the Chairperson

Darryl Polyk noted that the main activities have been focused on completing the transition to the new NCLF director, including banking, signing authority, etc. There were no questions for the chairperson.

5. Financial Reports

Thom Knutson presented the 2021 NCLF Statement of Financial Information (SOFI). There were no questions.

MOVED by Wanda Davis / Seconded by Jo Fiske

“That the 2021 NCLF Statement of Financial Information (SOFI) be approved as distributed, and that Chairperson Darryl Polyk sign the statement as required.”

CARRIED

Jo Fiske presented the first quarter financial report to March 31, 2022. There were no questions.

MOVED: by Arlene Stevens / Seconded by Maxime Evans

“That the first quarter financials report be approved as distributed.”

CARRIED

6. New Business

a. Election of Officers

The Director conducted the elections.

Arlene Stevens nominated Darryl Polyk for the position of Chairperson, seconded by Jo Fiske. The nomination was accepted. As there were no further nominations, Darryl Polyk was acclaimed Chairperson.

Wanda Davis nominated Wendy Howe for the position of Vice-Chairperson, seconded by Arlene Stevens. The nomination was accepted. As there were no further nominations, Wendy Howe was acclaimed Vice-Chairperson.

Darryl Polyk nominated Jo Fiske for the position of Treasurer, seconded by Wanda Davis. The nomination was accepted. As there were no further nominations, Jo Fiske was acclaimed Treasurer.

b. Signing Officers

The current signing officers for the federation are Darryl Polyk, Paul Burry, Audrey Fennema and Thomas Knutson.

MOVED by Arlene Stevens / Seconded by Jo Fiske

“That the signing officers continue as they stand.”

CARRIED

c. Covid-19 Relief and Recovery Grant

Thom Knutson outlined the grant to the NCLF. He met with the other federation directors in early April, and will survey the LDAG members for their priorities and ideas. The federation directors will meet again in May to identify potential partnership and cooperation opportunities.

d. Strategic Planning

The Chairperson noted that the current strategic plan expires at the end of 2022, and the federation will need to develop a new plan this autumn. The session is normally held in conjunction with a full board meeting. The Director will continue to work with the executive in the coming months to plan the session (including in-person vs virtual depending on pandemic conditions); invitations will be sent in August.

7. Around the Federation

Board members reported on behalf of their libraries.

Maxime Evans asked two questions:

- a) What bylaws are libraries required to have? Darryl Polyk responded that there is language in the *Library Act* that addresses that question.
- b) What constitutes a ‘break’ when a board member has reached the maximum number of terms? Darryl Polyk suggested it was one year, and offered to consult the *Library Act* and respond to Maxime directly with clarification.

8. Next Meeting

The next meeting will take place sometime in mid to late September, in conjunction with the strategic planning session.

9. Adjournment

Adjournment was moved by Jo Fiske at 8:13 p.m.