



**Minutes of the Annual General Meeting of the Board of Directors,  
North Central Library Federation  
held Monday, October 24, 2022, via video conference beginning at 7:00pm**

Present: Darryl Polyk (Valemount Public Library), Chairperson  
Wendy Howe (McBride Public Library), Vice-Chairperson  
Jo Fiske (Fraser Lake Public Library), Treasurer  
Katie Lambert (Burns Lake Public Library)  
Arlene Stevens (Prince George Public Library)  
Kari Ephrom (Vanderhoof Public Library)  
Jane Gray (Vanderhoof Public Library)  
Anton Dounts (Cariboo Regional District Library)  
Lora Hunsaker (Granisle Public Library)  
Thomas Knutson (NCLF Director; Secretary to the Board)

Also in Attendance:

Jennifer Barg (Library Director – Vanderhoof Public Library)  
Monika Willner (Library Director – Burns Lake 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 7:06 p.m. and read the territorial acknowledgement.

**1. Approval of the Agenda**

There was one change to the agenda: Item #7 becomes Around the Federation, and Next Meeting and Adjournment renumbered to 8. and 9. Respectively.

**MOVED** by Jo Fiske / Seconded by Arlene Stevens

“That the agenda be adopted as amended.”

**CARRIED**

**2. Minutes of the April 28, 2002, Meeting**

**MOVED:** by Wendy Howe / Seconded by Anton Dounts

“That the minutes of the meeting held April 28, 2022, 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 board activity has been focused only on the budget due to the strategic planning session being rescheduled to 2023. There were no questions for the chairperson.

**5. Financial Reports**

Thom Knutson presented the third quarter balance sheet and income statement as at September 30, 2022. The NCLF continues to be in a secure position financially. There were two questions seeking clarification on specific budget lines.

Two budget lines – Conference Attendance, and Children’s Programming – are anticipated to be mostly unspent by year-end. The Library Directors Advisory Group put forward two recommendations to the NCLF Board for consideration as motions to re-allocate those funds by December 15.

**Motion #1:**

**MOVED** by Wendy Howe / Seconded by Arlene Stevens

“That the remaining funds in the Children’s Programming budget line as at October 31, 2022, be dispersed among member libraries for the purchase of children’s programming materials.

**CARRIED**

**Motion #2:**

**MOVED** by Jo Fiske / Seconded by Wendy Howe

“That each library receive its share of the Conference Attendance fund (\$1000 per library) less any claims submitted by October 31, 2022, to be used as each library sees fit.

**CARRIED**

There was no further discussion on the financial reports.

**MOVED** by Anton Dounts / Seconded by Wendy Howe

“That the third quarter financial reports to September 30, 2022, be approved as distributed.”

**CARRIED**

## **6. Draft 2023 NCLF Budget**

Thom Knutson presented the draft 2023 NCLF budget as distributed. Darryl Polyk explained that no board approval is required to spend unused funds from the 2022 budget in the next fiscal year. The LDAG expressed an interest in the unspent \$5000 in the 2022 Adult Programming line being spent on the OverDrive Advantage Collection (OAC) in 2023. Thom Knutson increased the Transfer from Reserves line by \$5000 and the Consortium Purchasing line by \$5000, with a note to allocate the funds to the OAC.

Anton Dounts asked for clarification on the Rent budget line. There were no other questions.

**MOVED** by Anton Dounts / Seconded by Wendy Howe

“That the draft 2023 NCLF budget be approved as amended.”

**CARRIED**

## **7. Around the Federation**

Thom Knutson noted that he will provide a written summary of updates from member libraries in a separate document to accompany the board minutes. However, there have been several changes in personnel that the board would like to acknowledge:

- Wanda Davis retired as the library manager and board representative for Cariboo Regional Library District. Anton Dounts has moved into Wanda’s position. Welcome Anton!
- Kari Ephrom is stepping down as the trustee from Vanderhoof Public Library to focus her time on the local Search & Rescue organization. The NCLF Board thanked Kari for all her contributions, and welcomed Jane Gray as the new representative from Vanderhoof.
- Karli Fisher is leaving her position as director at Fort St James Public Library to take on a new role at Winnipeg Public Library. The Board wished Karli well and thanked her for her commitment to library service in Fort St James.

## **8. Next Meeting**

The next meeting will take place in spring, 2023, likely in conjunction with the Beyond Hope library conference (dates to be determined).

**9. Adjournment**

There being no further business, adjournment was moved by Anton Dounts at 8:19 p.m.

DRAFT