



**Minutes of a Meeting of the Board of Directors, the North Central Library Federation  
held Thursday, October 21, 2021, via video conference beginning at 7:00pm**

Present: Darryl Polyk (Valemount Public Library), Chair  
Jo Fiske (Fraser Lake Public Library), Treasurer  
Wanda Davis (Cariboo Regional District Library)  
Maxime Evans (Fort St James Public Library)  
Lora Hunsaker (Granisle Public Library)  
Crystal Taugher (McBride Public Library)  
Arlene Stevens (Prince George Public Library)  
Kari Ephrom (Vanderhoof Public Library)

Also Present: Nik Logan (Prince George Public Library – Alternate)

Regrets: Paul Davidson (Burns Lake Public Library)

Also in Attendance:

Karli Fisher (Library Director - Fort St James Public Library)  
Audrey Fennema (Library Director - Fraser Lake Public Library)  
Lisa Rees (Library Director - Granisle Public Library)  
Wendy Cinnamon (Library Director – Valemount Public Library)  
Jennifer Brag (Library Director – Vanderhoof Public Library)  
Edel Toner-Rogala (outgoing NCLF Manager)  
Thomas Knutson (incoming NCLF Director)

**Call to Order**

The Chairperson called the meeting to order at 7:02 p.m.

The Chairperson read the territorial acknowledgement.

The Chairperson welcomed the new NCLF Director, and a round of introductions followed.

**1. Approval of the Agenda**

**MOVED** by Jo Fiske / Seconded by Wanda Davis

“That the agenda be adopted as circulated.”

**CARRIED**

**2. Minutes of the April 29, 2021, Meeting**

**MOVED:** by Maxime Evans / Seconded by Crystal Taugher

“That the minutes of the meeting held April 29, 2021, be approved as circulated.”

**CARRIED**

**3. Report of the NCLF Manager (Edel Toner-Rogala, outgoing NCLF Manager)**

**a) Update to the LAG Group Name**

The Manager reported that the Librarian Advisory Group name has been changed to the Library Directors Advisory Group (LDAG) to reflect the change in title from ‘Chief Librarian’ to ‘Library Director.’ Maxime Evans indicated that Jennifer Brag and Audrey Fennema are the last two chief librarians among Federation members to use the former title; they will take up the task of having their titles aligned with the rest of the library directors.

**b) Overdrive Advantage Collection (OAC) Evaluation Report, January 1-August 31, 2021**

The Manager provided an overview of the collection, including why it exists and how it was built. Most titles are now leased as publishers are moving towards metered access. This arrangement leads to a self-curating collection that doesn’t require the Federation to weed it. Additional copies are purchased as needed. The collection is fairly balanced between e-books (53%) and audiobooks (47%). NCLF patrons place holds through the provincial collection, but the system then allocates a copy from the OAC collection, which can reduce the wait time significantly.

At its December 14, 2020, meeting, the NCLF Board approve the expenditure of no more than \$11,000.00 in 2020 to launch that collection and a further expenditure of \$4,000 to July 2021. A further investment of up to \$4,000 to December 2021 was also approved pending an evaluation of the service at the end of June 2021. To August 31, 2021, the NCLF has spent on the collection \$14,126.66 of the \$15,000.00 approved.

Based on the finding from this first evaluation of the NCLF Overdrive Advantage Collection, four recommendations have emerged:

- That the collection continue to be built using the number of holds placed on a title by NCLF member library patrons;
- That the holds needed to trigger the purchase of a title for the collection remain at seven;
- That the format purchased for the collection be balanced as closely as possible to 50% e-book and 50% audio book; and
- That the Director provide an updated title list posted to the NCLF website whenever new titles are added to the collection.

\$5000 will be flagged for the 2022 budget.

There were no questions for the Manager on the report.

**4. Report of the Chairperson**

a. The Chairperson thanked Paul Burry (PGPL) for his work on the joint hiring committee for the new NCLF/NELF director, and noted the expertise that he brought to the committee.

b. Old Business

i) Motion to Read into the Minutes the changes to the new NCLF Director's employment contract. (Original motion moved by Jo Fiske / Seconded by Paul Davidson; Carried)

"That the NCLF change the employment contract for the NCLF Director such that Item 15 becomes: 'The employee will be entitled to three weeks of vacation each year during the term of this Agreement, or as entitled by law, whichever is greater.'"

ii. Reallocation of Funds

In the 2021 budget, \$10,000 was allocated for Beyond Hope, and \$7500 allocated for NCLF in-person meetings, both of which were unused due to the pandemic. The LDAG met on October 20, 2021, and came up with the following three recommendations:

- Reallocate \$5000 towards Cognitive Care Kits through the partnership with Northern Health (NH). The kits support caregivers and those experiencing dementia loss by providing meaningful activities; NH will provide a number of kits to libraries (Prince George PL and Burns Lake PL are already using them), and the \$5000 would go towards building the new kits. Libraries would start with 3 kits each that have similar themes, and NH would work with each library to build new or more uniquely local kits. The kits also help libraries connect to local organizations in the community supporting those with dementia.
- Reallocate \$10,000: \$1000 to each library to use as they see fit (the funds may be attached to their surplus in some cases, but some libraries are under pressure for Budget 2022, so it might help (this was done at the end of 2020 as well)).
- Carry forward \$2500, which could be used towards the Overdrive Advantage Collection

**Moved by Jo Fiske** / Seconded by Maxime Evans

"That the \$10,000 as originally budgeted for the Beyond Hope conference be reallocated as follows: \$1000 to each member library to use as they see fit."

**CARRIED**

**Moved by Jo Fiske** / Seconded by Maxime Evans

“That \$5000 of the \$7500 originally budgeted for in-person meetings be reallocated to the Cognitive Care Kits.”

**CARRIED**

**Moved by Jo Fiske** / Seconded by Maxime Evans

“That the remaining \$2500 from the \$7500 originally budget for in-person meetings be carried forward to the 2022 budget for the Overdrive Advantage Collection.”

**CARRIED**

**5. Third Quarter Financial Statements**

The third quarter financial statements were not available for this meeting. A follow-up meeting will be called for November.

**6. New Business**

- a. Election of the Executive – Vice Chair

There were no candidates for the Vice Chair position. Darryl Polyk (Chair) and Jo Fiske (Treasurer) will continue to act as the Executive.

- b. Motion to appoint signing authority

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

“That Edel Toner-Rogala be removed as a signing officer, and that Thomas Knutson be approved as signing officer, effective November 1, 2021.”

**CARRIED**

**MOVED by Jo Fiske** / Seconded by Maxime Evans

“That the Board approve Thomas Knutson as the authorized representative for the North Central Library Federation to the Canada Revenue Agency effective November 1, 2021.”

**CARRIED**

**MOVED by Jo Fiske** / Seconded by Kari Ephrom

“That the Board advise the Canada Revenue Agency that Edel Toner-Rogala is no longer the

authorized representative of the North Central Library Federation to the Canada Revenue Agency, effective November 1, 2021.”

**CARRIED**

The Board directed Director Knutson to prepare a letter informing the Canada Revenue Agency (CRA) that, effective November 1, 2021, Thomas Knutson is the authorized representative for the North Central Library Federation. He will also complete a Form RC59 as required by CRA. Both the letter and the form will be signed by the Board Chairperson prior to being submitted to the CRA.

Thomas will advise TBJ Bookkeeping, and they will disconnect themselves from that role with CRA.

Maxime asked about the title change from Manager to Director. Darryl explained that it brings the title in line with the other federations’ terminology, and also aligns with the shift from Chief Librarian to Library Director.

Darryl highlighted a Rotary program called Write to Read, which seeks to increase literacy in Indigenous communities. The program currently has 20 reading centres around BC. Thom will look into the organization as a potential partner for member libraries. Cariboo currently has one contact with a reading centre south of Riske Creek.

**7. Around the Federation - Updates**

Board members and library directors reported on behalf of their libraries.

**8. Next Meeting**

The next meeting is likely November 18 via videoconference to address the third-quarter financials and the 2022 budget.

Darryl thanked Edel for her excellent service over the past four years. Edel thanked everyone for working with them. Maxime noted that it was Edel’s birthday, and everyone serenaded her with a chorus of ‘Happy Birthday, which she appreciated!

**9. Adjournment**

There was no further business. The meeting adjourned at 8:16 p.m.