



**Minutes of the Annual General Meeting of the Board of Trustees,
North Central Library Federation
Sunday, May 14, 2023, Prince George Conference Centre**

Present: Darryl Polyk (Valemount Public Library), Chairperson
Wendy Howe (McBride & District Public Library), Vice-Chairperson
Jo Fiske (Fraser Lake Public Library), Treasurer
Anton Dounts (Cariboo Regional District Library)
Maxime Evans (Fort St James Public Library)
Lora Hunsaker (Granisle Public Library)
Mikel Platt (Burns Lake Public Library)
Kirsten Thomson (Prince George Public Library)
Thomas Knutson (NCLF Director; Secretary to the Board)

Also in Attendance:

Jennifer Brag (Library Director – Vanderhoof Public Library)
Valerie Crowley (Library Director – Fort St James Public Library)
Wendy Cinnamon (Library Director – Valemount Public Library)
Audrey Fennema (Library Director – Fraser Lake Public Library)
Nikki Sauve (Library Director (incoming) – Fraser Lake Public Library)
Lisa Rees (Library Director - Granisle Public Library)

Call to Order

The chairperson called the meeting to order at 2:53 p.m. and read the territorial acknowledgement.

The chairperson welcomed Kirsten Thomson as the new alternate trustee for Prince George Public Library, Mikel Platt at the new trustee from Burns Lake Public Library, Nikki Sauve as the incoming director at Fraser Lake Public Library, and Valerie Crowley as the new director at Fort St James Public Library.

1. Approval of the Agenda

MOVED by Anton Dounts / Seconded by Lora Hunsaker

“That the agenda be adopted as circulated.”

CARRIED

2. Consent Agenda

a. Minutes of the October 24, 2022 Board Meeting

There were no changes or corrections to the October 24, 2022 Board meeting minutes as distributed.

b. NCLF Director's Report, October 2022-April 2023

As distributed. There were no questions for the director.

c. Chairperson's Report

As distributed. There were no questions for the chair.

MOVED: by Jo Fiske / Seconded by Wendy Howe

"That the consent agenda be approved."

CARRIED

3. Financial Reports

a. Thom Knutson presented the 2022 NCLF Income Statement and Balance Sheet to December 31, 2022.

MOVED by Jo Fiske / Seconded by Anton Dounts

"That the 2022 NCLF Income Statement and Balance Sheet to December 31, 2022 be approved as distributed."

CARRIED

b. Thom Knutson presented the 2022 NCLF Statement of Financial Information (SOFI).

MOVED by Wendy Howe / Seconded by Lora Hunsaker

"That the 2022 NCLF Statement of Financial Information (SOFI) be approved as distributed."

CARRIED

c. Thom Knutson presented the first quarter income statement to March 31, 2023.

MOVED by Jo Fiske / Seconded by Wendy Howe

"That the first quarter income statement to March 31, 2023 be approved as distributed."

CARRIED

d. Thom Knutson presented the first quarter balance sheet to March 31, 2023.

MOVED: by Anton Dounts / Seconded by Jo Fiske

“That the first quarter balance sheet to March 31, 2023 be approved as distributed.”

CARRIED

4. New Business

a. Election of Officers

The NCLF Director conducted the elections.

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

Mikel Platt nominated Wendy Howe for the position of Vice-Chairperson. The nomination was accepted. As there were no further nominations, Wendy Howe was acclaimed Vice-Chairperson.

Mikel Platt nominated Jo Fiske for the position of Treasurer. The nomination was accepted. As there were no further nominations, Jo Fiske was acclaimed Treasurer.

b. Motion to Appoint Signing Officers

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

MOVED by Anton Dounts / Seconded by Mikel Platt

“That Wendy Howe be added as an authorized signor, that Audrey Fennema be removed as an authorized signor, and that all other signors continue as they stand.”

CARRIED

c. Provincial Enhancement Grant and 3-Year Operational Funding

Thom Knutson outlined the details of the Enhancement Grant and 3-Year Funding Grant received by the NCLF from the Public Libraries Branch, Ministry of Municipal Affairs. Thom noted that the federations are seeking clarity on the annual operating grant at the end of the 3-year funding.

d. BCLTA Emergency Preparedness Presentation

The BCLTA is developing an emergency preparedness resource for public library boards. As the developers of the resource were unavailable, Thom Knutson presented the details, including information on a survey and upcoming focus groups.

5. Around the Federation

Board members reported on behalf of their libraries. Appendix A provides an overview of these reports.

On behalf of the board and the library directors, Darryl Polyk wished Audrey Fennema all the very best on her upcoming retirement, and thanked her for her many years of excellent service to her community. Everyone joined in congratulating Audrey.

6. Next Meeting

The next meeting will take place in autumn, 2023, the date and location at the call of the chairperson.

7. Adjournment

Adjournment was moved by Wendy Howe at 3:44 p.m.

APPENDIX A – AROUND THE FEDERATION

Valemount

Covid grant being spent in conjunction with Columbia Basin Trust funds on new HVAC, new roof, new checkout counter; \$5000 from Ledcor being used to install gazebo in front of library; first new staff hire in 15 years; 2 new trustees (have served previously).

Burns Lake

Municipal centennial celebration: August parade, vendors, etc.; not sure of library involvement yet; new staff; 3 new trustees; high staff turnover.

Cariboo

Using Covid grant on connectivity (2 Starlink dishes for community branches), and accessibility (fixing issues like steps); brainstorming ideas for enhancement grant (10-12% allocated to replacing all public computers, \$60,000).

Fraser Lake

Audrey thanked everyone as she retires, warm welcome; seed library up and running, getting planter boxes installed out front and picnic table public using internet after hours, planning for SRC, partnership with museums, sturgeon program, SRC summer student.

Fort St James

Maxime highlighted the work Val is doing, very impressed; budget – got significant increase from district of FSJ; ratified 2nd CUPE agreement, staff earning wage equity with district staff; learning curve for Val; new program – Northern Health alternating Thursdays (mental health, etc.); creating a more private space for outreach programs, working towards a multi-purpose room; Covid funds invested in GIC.

Granisle

Covid projects – OverDrive, directory of services & local volunteer groups (digital and print), STEAM kits; Enhancement grant to help with staffing (Lisa currently working alone).

McBride

Seedy Saturday, outdoor play area very popular; Dome Creek reading room; paramedic on site Wednesday afternoons to talk to people about their needs; one Tuesday/month - legal questions online for free.

Vanderhoof

Brand new board (all); all staff are under 5 years of service, still lots of learning; Covid grant – filters throughout library to help with heat and smoke days; added windows that open; wipeable furniture; MeeScan self-checkout; haven't done anything with enhancement grant yet.

Prince George

Getting ready for *Beyond Hope* conference; 3 new trustees; March retreat – focus on strategic plan, priorities; increase use – new gaming centre, events, seed library.

Anton Dounts (Cariboo) asked how others were using their Covid grant for emergency preparedness. Valemount put \$3000 in reserve for emergencies; Granisle used theirs for prevention measures: workshop, bookmarks with emergency prep information to go in books being checked out, 'grab and go' kit lists, industrial air cleaner, cases of water for heat days.