



**Minutes of the Annual General Meeting of the Board of Directors,  
North Central Library Federation  
held Monday, October 21, 2024, via video conference beginning at 7:00pm**

Present: Darryl Polyk (Valemount Public Library), Chairperson  
Jo Fiske (Fraser Lake Public Library), Treasurer  
Randy Packer (McBride Public Library)  
Ellie Jones (Burns Lake Public Library)  
Vash Ebbadi-Cook (Prince George Public Library)  
Evelyn Daniels (Fraser Lake Public Library)  
Anton Dounts (Cariboo Regional District Library)  
Jacqueline Soles (Fort St. James)  
Thomas Knutson (Outgoing NCLF Director; Secretary to the Board)  
Abigail Ward (Incoming NCLF Director)

Also in Attendance:

Jennifer Barg (Library Director – Vanderhoof Public Library)  
Nikki Sauve (Library Director – Fraser Lake Public Library)  
Paul Burry (Library Director – Prince George Public Library)

**Call to Order**

The Chairperson called the meeting to order at 7:05 p.m. and read the territorial acknowledgement, followed by a roundtable of introductions.

**1. Approval of the Agenda**

**MOVED** by Anton Dounts / Seconded by Jo Fiske

“That the agenda be adopted as distributed.”

**CARRIED**

**2. Consent Agenda**

- a. Minutes of the April 28, 2024, Board Meeting
- b. Director’s Report

**MOVED:** by Jo Fiske / Seconded by Anton Dounts

“That the consent agenda be approved.”

**CARRIED**

**3. Financial Reports**

- a. **Third Quarter Balance Sheet and Statement of Revenues and Expenses (for information)**  
Darryl Polyk presented the third quarter balance sheet and income statement as at September 23, 2024. The NCLF continues to be in a secure position financially. There were two questions seeking clarification on specific budget lines.
- b. **2025 Draft Budget**  
Darryl Polyk and Thom Knutson presented the 2025 budget. There were no questions.

**MOVED** by Anton Dounts / Seconded by Jo Fiske

“That the 2025 Draft Budget be adopted as presented.”

**CARRIED**

**4. New Business**

- a. **Update Signing Authorities and CRA Account Ownership**

**MOVED** by Randy Packer / Seconded by Vash Ebbadi-Cook

“That Abigail Ward be added as an authorized signer, that Thomas Knutson be removed as an authorized signer, and that all other signers continue as they stand.

“That Abigail Ward be appointed owner of the North Central Library Federation’s Canada Revenue Agency account, and that Thomas Knutson and Audrey Fennema be removed as the owners of the same account.”

**CARRIED**

- b. **New Policy**

**MOVED** by Randy Packer / Seconded by Jo Fiske

“That the new NCLF Records Management Policy be adopted as presented.”

**CARRIED**

- c. **New NCLF Logo**

**MOVED** by Jo Fiske / Seconded by Vash Ebbadi-Cook

“That the North Central Library Federation adopt the new logo as recommended by the Library Directors Advisory Group.”

**CARRIED**

- d. **Board Insurance**

McBride, Vanderhoof and Prince George Public Libraries all carry board insurance. Darryl

Polyk noted the higher 'duty of care' for those board members with specialized training/knowledge in specific areas. Darryl will gather additional information in preparation for the spring board meeting.

**e. BC Public Library Professional Development Coalition Framework**

Darryl Polyk and Thom Knutson presented background information on the Professional Development Coalition, and the need for planning and coordination of professional development in the public library sector.

**MOVED** by Anton Dounts / Seconded by Jo Fiske

"That the North Central Library Federation endorse participation in the new Professional Development Coalition."

**CARRIED**

**5. Around the Federation**

A summary of activities at member libraries is presented in the appendix to the meeting.

Darryl Polyk thanked outgoing director Thom Knutson for all his work over the past three years, and wished him well in his new role.

**6. Next Meeting**

The next meeting will take place in spring, 2025, likely in conjunction with the Beyond Hope library conference (June 9/10, 2025).

**7. Adjournment**

There being no further business, adjournment was moved by Anton Dounts at 7:58 p.m.