



**Minutes of the Annual General Meeting of the Board of Directors,
North Central Library Federation
held Monday, October 23, 2023, via video conference beginning at 7:00pm**

Present: Darryl Polyk (Valemount Public Library), Chairperson
Wendy Howe (McBride Public Library), Vice-Chairperson
Maxime Evans (Fort St James Public Library)
Mikel Platt (Burns Lake Public Library)
Kirsten Thomson (Prince George 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)
Nikki Sauve (Library Director – Fraser Lake Public Library)
Lisa Rees (Library Director - Granisle Public Library)
Lynn Blackmore (Guest trustee – Mackenzie Public Library)

Call to Order

Chairperson Darryl Polyk called the meeting to order at 7:02 p.m. and read the territorial acknowledgement. Darryl welcomed Mackenzie Public Library trustee Lynn Blackmore as a guest observer to the meeting.

1. Approval of the Agenda

MOVED by Anton Dounts / Seconded by Wendy Howe

“That the agenda be adopted as distributed.”

CARRIED

2. Consent Agenda

- a. **Approval of the Minutes of the May 14, 2023, board meeting**
- b. **Report of the NCLF Director, April 2023 to October 2023**
- c. **Report of the NCLF Chairperson**

MOVED: by Mikel Platt / Seconded by Maxime Evans

“That the consent agenda be approved.”

CARRIED

3. Financial Reports

a. Third Quarter Balance Sheet and Statement of Revenues and Expenditures

Thom Knutson presented the third quarter balance sheet and statement of revenues and expenditures as at September 30, 2023. The NCLF continues to be in a secure position financially. There were no questions for the director or chairperson.

MOVED: by Anton Dounts / Seconded by Mikel Platt

“That the Third Quarter Balance Sheet and Statement of Revenues and Expenditures for 2023 be approved as distributed.”

CARRIED

b. 2024 Draft Budget

Thom Knutson presented the draft 2024 NCLF budget as distributed. There were no questions for the director or the chairperson.

MOVED: by Maxime Evans / Seconded by Wendy Howe

“That the 2024 Draft NCLF Budget be approved as distributed.”

CARRIED

c. LDAG Recommendation – Remaining Subsidy Dispersal

As the annual subsidy amounts available to member libraries will be underspent in 2023, the Library Directors Advisory Committee recommends that the board pay out the remaining amounts.

MOVED: by Wendy Howe / Seconded by Kirsten Thomson

“That all remaining subsidy funds as at November 1st, 2023, be paid out to member libraries using the existing 2023 allocations, to be used as each member library sees fit. This includes the subsidy categories of trustee training, online training, conference attendance grant, adult programming, and literacy.”

CARRIED

4. New Business

a. Draft 2024-2026 NCLF Strategic Plan

Thom Knutson highlighted several key initiatives in the draft that reflect the needs of member libraries while aligning with the priorities of NCLF’s principal funder.

Thom thanked everyone who contributed to the strategic planning process for the excellent input on which to develop the draft plan.

MOVED: by Kirsten Thomson / Seconded by Maxime Evans

“That the Draft 2024-2026 NCLF Strategic Plan be adopted as distributed.”

CARRIED

b. NCLF/NELF Merger

Darryl Polyk outlined the circumstances for a discussion on the idea of the NCLF merging with the NELF. Thom Knutson added the specific text from the Public Library Branch’s grant letter of March 31, 2023, that the “NCLF is also expected to: Explore merging and/or further collaboration with the North East Library Federation”. Board members posed a variety of questions and scenarios to consider.

As the NELF will discuss the idea at its fall 2023 board meeting, any further NCLF discussions will take place in 2024.

5. Around the Federation

Trustees and library directors provided updates to events at their respective libraries. See Appendix A.

6. Next Meeting

The next meeting will take place in-person in spring 2024 (likely early May), the date and location at the call of the Chairperson.

7. Adjournment

There being no further business, adjournment was moved by Kirsten Thomson at 8:34 p.m.