

~~LJ Lawson, Chair~~
Allison Fochuk
Derek Hughson

Kerry Kindermann, V. Chair
~~Gord Klassen~~
Stacey Nimmo

Jenny Pullen
Kristina Cavallari
Darryn Wellstead

Viva Wolf
Kerry France

1. **Call to order:** 6:09pm
2. **Adoption of the Agenda** - *MSC – V. Wolf / J. Pullen*
3. **Adoption of the minutes of November 25th, 2015 meeting** – *MSC – A. Fochuk / V. Wolf*
4. **Adoption of the Director’s Report** – *MSC – K. Cavallari / D. Wellstead*
5. **Adoption of the Treasurer’s Report** – *MSC – D. Hughson / V. Wolf*
6. **Old Business:**

6.1 Policies 3.0, 4.0, 5.0 and 8.0 – approval and acknowledgement of revisions

- 3.0 MSC with minor alterations – V. Wolf / S. Nimmo*
- 4.0 Alterations by Director acknowledged by Board*
- 5.0 Alterations by Director acknowledged by Board*
- 8.0 MSC with minor alterations – V. Wolf / D. Wellstead*

6.2 NPCC Lease

FSJPL received new copy of proposed lease, less Schedules A, containing no changes with the exception of correctly adjusted monthly lease amount due. Schedule B Cleaning Schedule accompanied the lease.

6.3 Network Upgrade

Deposit to ITNorth invoiced and paid in December 2015. Actual upgrade will be performed and completed in 2016. Board requests that SRBG allocate this total capital expense including deposit to 2016’s fiscal year.

7. New Business:

7.1 Committee Updates – *none at this time, though Budget Committee and Strat Planning Committee plan to meet in February.*

Next Meeting: Wednesday, February 24th, 2015 @ 6pm.

Adjourn: 7:40pm *MSC – V. Wolf / K. Cavalleri*

Present:

Derek Hughson, Chair
Allison Fochuk
Jenny Pullen
Kerry France

Darryn Wellstead, V. Chair
Gord Klassen
LJ Lawson

Stacey Nimmo, Treasurer
Kristina Cavallari
Viva Wolf

1. **Call to order:** 6:10pm
2. **Adoption of the Agenda** *V. Wolf / A. Fochuk - MSC*
3. **Adoption of the minutes of January 24th, 2016 meeting** *J. Pullen / K. Cavallari - MSC*
4. **Adoption of the Director's Report** *V. Wolf / D. Wellstead - MSC*
5. **Adoption of the Treasurer's Report** *K. Cavallari / V. Wolf - MSC*
6. **Old Business:**

6.1 BCLA Conference, Richmond BC

May 11 – 13th Trustees wishing to attend to contact Kerry.

7. New Business:

7.1 Correspondence – Provincial Grant

a. Ministry of Education, Libraries Branch released Library Operating Grant funding (\$90,499 for FSJPL based on population of 33,518) with further distribution of Resource Sharing, BC OneCard, and Literacy grants to follow in Spring.

b. District Librarian visited FSJPL April 18th and investigated the population discrepancy in operating grant from 2014. It was found that a typo in the 2013 Population column was made, and should have stated 2014.

7.2 Committee Updates

a. Budget

FSJPL to receive \$5,000 one-time funding from BC Hydro and the City's Community Measures Agreement. Budget committee to meet with Kerry to discuss budget options moving forward.

b. Strategic Planning

No update. New members of Committee to meet soon and view notes from Kerry Kindermann.

In Camera Session at 7:25pm

Next Meeting: Wednesday, May 25th, 2016

Adjourn: 7:58pm *V. Wolf / S. Nimmo MSC*

Present:

Derek Hughson, Chair
Allison Fochuk
Jenny Pullen
Kerry France

Darryn Wellstead, V. Chair
Gord Klassen
LJ Lawson

Stacey Nimmo, Treasurer
Kristina Cavallari
Viva Wolf

Guests in attendance: Amy von Stackelberg, Lenita Randolph, Debbie Hoza

1. **Call to order:** 6:04pm
2. **Adoption of the Agenda** *L. Lawson / G. Klassen - MSC*
3. **Adoption of the minutes of April 27th, 2016 meeting** *V. Wolf / L. Lawson MSC*
4. **Adoption of the Director's Report** *D. Wellstead / A. Fochuk - MSC*
5. **Adoption of the Treasurer's Report** *V. Wolf / L. Lawson - MSC*
6. **Old Business:**

6.1. Committee Updates

6.1.1. Budget *No report*

6.1.2. Strategic Planning

D. Wellstead presented a proposed plan and timeline for upcoming strategic planning process which included. K. France to forward resources on community outreach, staff, board, stakeholder and non-user surveys to committee.

6.2. Network Upgrade report

K. France reported on the successful completion of the network upgrade. Aside from new server hardware and software, the project resulted in the separation of staff and public wifi connections as well as Office365 non-profit subscriptions for staff workstations. Staff report much quicker connections to web-based applications. The project was completed with an actual cost of \$24,157.

7. New Business:

7.1. Board Member recruiting

A new committee was formed for the organized recruitment of new board trustees. Committee members are: L. Lawson, A. Fochuk and V. Wolf.

7.2. BC Hydro's Community Measures Agreement Donation

Discussion surrounding the addition of the one-time funding of \$5,000 from BC Hydro's Community Measures Agreement to the 2016 budget. Ideas put forth included adding the donation to the Collection & Programming line item to restore this year's \$6,000 cut, or using the donation for a project or non-operational costs. Further discussion was deferred to June's meeting.

7.3. Operational challenges & potential adjustments discussion (Director)

K. France reported on current operational challenges and possible adjustments. Challenges include short staffed front end services in circulation and interlibrary loans department in response to recent increase in library traffic and use. K. France and the Board agree that identifying and implementing solutions are included in the Director's goals for 2016. Potential

adjustments to review include scheduling, operational hours, cross-training existing staff and job descriptions.

7.4. Municipal Grant – presentation and funding request

Discussion surrounding the Base Budget Grant request for 2017 included a brief review of past request amounts and outcomes. Application is due June 15, 2016; K. France to meet with D. Hughson to finalize request amount.

7.5. Lease – finalizing & proposal for additional space

Discussion surrounding FSJPL's lease with NPCC. K. France to submit use of additional space proposal to Board for June meeting.

In Camera Session at 7:24pm

Next Meeting: Wednesday, June 22nd, 2016 @ 6pm (final meeting until September)

Adjourn: 7:57pm V. Wolf / L. Lawson - MSC

Present:

Derek Hughson, Chair

~~Darryn Wellstead, V. Chair~~

Stacey Nimmo, Treasurer

Allison Fochuk

Gord Klassen

~~Kristina Cavallari~~

Jenny Pullen

LJ Lawson

Viva Wolf

Kerry France

Lenita Randolph

Guests in attendance: Amy von Stackelberg, Lorraine Brooks, Kate Mahler

1. **Call to order:** 6:04pm
2. **Adoption of the Agenda** L. Lawson / S. Nimmo – MSC with the addition of “Spectra support” to new business, and an in camera session following the meeting.
3. **Adoption of the minutes of May 25th, 2016 meeting** J. Pullen / S. Nimmo - MSC
4. **Adoption of the Director’s Report** L. Lawson / A. Fochuk - MSC
5. **Adoption of the Treasurer’s Report** L. Lawson / J. Pullen - MSC
6. **Old Business:**

6.1. Committee Updates

6.1.1. Budget No report

6.1.2. Strategic Planning

Seven responses from the staff survey. Kerry will compile all results and email to strategic planning committee.

6.1.3. Board Member Recruitment

Committee to design campaign for recruitment of particular skill sets, which will encourage potential members to “test drive” the meetings to see if they are a fit. It was suggested that the campaign would have personal accounts from each current member; “why I’m on the board” blurbs.

6.2. BC Hydro’s Community Measures Agreement donation

Further discussion regarding allocation of the \$5,000 donation resulted in the decision to place it in our Capital Reserve Fund. *****MOTION*** To direct the BC Hydro Community Measures Agreement donation of \$5,000 to the Capital Reserve Fund and update the budgeted revenue to reflect its placement in the reserve. D. Hughson / L. Lawson – MSC.**

6.3. Municipal Base Budget Grant update

The application has been submitted prior to deadline with a requested increase of \$24,000 for a total grant request of \$404,000. This increase is for the addition of 19 staff hours to ensure we continue to serve the public efficiently. Kerry will now begin working on the powerpoint presentation which will be expected to be submitted in August, with the appearance before council expected in early October.

6.4. Lease – proposal for additional space

Chair suggested that the next step would be to communicate board-to-board with the NPCC board of trustees and to submit a request for consideration regarding the requested use of the Multipurpose Room.

Cont’d

7. New Business:

7.1 New Members:

*****Motion*** to appoint Lenita Randoph as a FSJPLA Trustee of the board. D. Hughson / S. Nimmo - MSC**

7.2. Motion Required – NPSCU signing authority

*****Motion*** retain Kerry France, Jane Sheldon as signors on the FSJPLA accounts and add Derek Hughson as chair, and Stacey Nimmo as treasurer. L.J. Lawson will be removed as signor.**

7.3. Spectra Support

Kerry is to work with staff to determine two to three written proposals for projects which would require approximately \$10,000 in support from Spectra. The projects should focus on being a branded legacy contribution. L. Lawson also stated that Spectra also offers a Helping Hands program and that we may have the use of electricians, etc to help bring the project to completion.

In Camera Session at 7:02pm

Next Meeting: Wednesday, September 28th, 2016 @ 6pm

Adjourn: 7:38pm J. Pullen / L. Lawson - MSC

In Attendance:

Derek Hughson, Chair

Allison Fochuk

Jenny Pullen

LJ Lawson (until 6:30pm)

Guests in Attendance:

Darryn Wellstead, V. Chair

Debbie Hoza

Kristina Cavallari

Viva Wolf

Amy von Stackelberg

Stacey Nimmo, Treasurer

Gord Klassen

Lenita Randolph

Kerry France

1. Call to order: 6:05pm

2. Adoption of the Agenda *L. Lawson / D. Wellstead – MSC with the addition of an in camera session and “NELF update” to new business*

3. In Camera session

4. Adoption of the minutes of June 22nd, 2016 meeting *J. Pullen / K. Cavallari - MSC*

5. Adoption of the Director’s Report *S. Nimmo / D. Wellstead - MSC*

6. Adoption of the Treasurer’s Report *D. Wellstead / J. Pullen - MSC*

7. Old Business:

6.1. Municipal Base Budget Grant update

Chair D. Hughson highlighted our presentation to City Council. Director to follow up with City re: dialogue. Director to email the slides to Trustees.

6.2. Strategic Planning Update

D. Wellstead gave highlights of the seven survey results from staff regarding mission and vision, and explained next steps as being to conduct a stakeholder survey.

6.3. Lease Agreement Update

Director highlighted points of interest within proposed agreement. D. Hughson to initiate board-to-board communication with the NPCC board of trustees. Kerry to follow up re: insurance liability coverage.

8. New Business:

7.1 Job Description Review

Trustees reviewed proposed job descriptions and position name changes presented by Director.

7.2. Correspondence from Patron

Trustees reviewed correspondence from Patron. Vice Chair D. Wellstead to develop written response to Patron on behalf of Board.

7.3. NELF Update

NELF Representative J. Pullen gave Trustees an update on the Northeast Library Federation Strategic Planning and Board Meeting which took place September 17th and 18th in Fort St John.

7.4. New Member

*****Motion*** to appoint Debbie Hoza as an FSJPLA Trustee of the board. *D. Hughson / J. Pullen - MSC***

Next Meeting: Wednesday, October 26th, 2016 @ 6pm

Adjourn: 7:21pm *J. Pullen / S. Nimmo - MSC*

In Attendance:

Derek Hughson, Chair
Allison Fochuk
Jenny Pullen
LJ Lawson

Darryn Wellstead, V. Chair
Debbie Hoza
Kristina Cavallari
~~Viva Wolf~~

~~Stacey Nimmo, Treasurer~~
Gord Klassen
Lenita Randolph
Kerry France

Guests in Attendance:

Amy von Stackelberg, Jane Sheldon, Jill Baccante

1. Call to order: 6:05pm

2. Adoption of the Agenda *L. Lawson / D. Wellstead – MSC with the addition of Holiday Hours to 7.3, and shifting December bonuses to in camera session.*

3. Adoption of the minutes of September 28th, 2016 meeting (no quorum Oct 26th) *D. Hoza / J. Pullen - MSC*

4. Adoption of the Director's Report *K. Cavallari / L. Lawson - MSC*

5. Adoption of the Treasurer's Report *J. Pullen / L. Lawson – MSC*

6. Old Business:

6.1. Lease Agreement update

Director informed Board that we are awaiting a response to our proposal from NPCC

6.2. Base Budget Grant request update – G. Klassen

G. Klassen discussed the latest information from the municipality re: our request. We expect to hear further in January or February of 2017

7. New Business:

7.1. BC Ministry of Education, Libraries Branch renewed vision and strategic plan

Director highlighted the document, which trustees received the week prior.

7.2. Staff, Board and Volunteer Appreciation Brunch

Director reminded trustees of the Brunch held at Whole Wheat & Honey, Dec 4th from 11am – 1pm

7.3. Holiday Hours

Library will close on Dec 24th if NPCC is open to the public less than 4 hours. FSJPL will open if NPCC is open to public for 4 hours or more. Maintenance to library floors will occur during Dec 25th – Jan 2nd closure, reopening to the public January 3rd, 2017.

In camera session

Next Meeting: Wednesday, January 25th, 2017 @ 6pm

Adjourn: 7:18pm *J. Pullen / L. Randolph - MSC*