



AGENDA
FSJPLA Board Meeting
January 23rd, 2019
Room 119 at Northern Lights College
6pm

Call in phone number: 1-877-385-4099

Participant Code: 9632825#

Host Code: 1335790#

Executive:

Andy Ackerman – Chair
Lenita Choi – Vice Chair
Vacant - Treasurer

Trustees:

Debbie Hoza
Jennifer Moore
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

Delegates:

Guests:

Appointed:

Gord Klassen – Municipal
Lenita Choi – Area B
Vacant – Area C

1. Call to order

2. Adoption of the Agenda

3. Adoption of the Consent Agenda:

3.1. Minutes of the November 28th 2018 meeting

4. Delegate: Friends of the Library

5. Adoption of the Financial Report

6. Old Business:

6.1 Library Hours of Operation

7. New Business:

- 7.1. Calendar for Board Meetings for 2019
- 7.2. Proposed 2019 Budget
- 7.3. BCLA Conference Attendees
- 7.4. Policies and Procedures Letter
- 7.5. Set up dates in June for bargaining with BCGEU
- 7.6. Treasurer's position
- 7.7. Moving meetings to FSJPL for rest of 2019

Next Meeting: February 27th, 2019

Adjourn:



AGENDA
FSJPLA Board Meeting
February 27th, @ 6pm
Fort St. John Public Library
Call in phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Executive:

Andy Ackerman – Chair
Lenita Choi – Vice Chair
Vacant – Treasurer

Trustees:

Debbie Hoza
Jennifer Moore
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

Appointed:

Gord Klassen – Municipal
Lenita Choi – Area B
Vacant – Area C

Guests:

Delegates:

- 1. Call to order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the January 23rd 2019 meeting
 - 3.2 Director's Report
- 4. Delegate: Friends of the Library**
- 5. Adoption of the Financial Report**
- 6. Old Business**
 - 6.1 Social Media ad is ready for Board approval for Treasurer's position
- 7. New Business**
 - 7.1 Stacey is confirmed to attend the BCLA conference in Vancouver May 8-10th. We have two rooms booked; still space for one more Board Member; please use the following link to access further information <https://bclaconnect.ca/2019-conference/>
 - 7.2 Review March 20th, 2019 meeting minutes between NPCC and FSJPLA
 - 7.3 Discuss 'Transfer from Reserves' on Financial Statement
 - 7.4 2018 Provincial Grant Report review for Board approval

Next Meeting: March 27th, 2019

Adjourn:



AGENDA
FSJPLA Board Meeting
March 27th, @ 6pm
Fort St. John Public Library
Call in phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Executive:

Andy Ackerman – Chair
Lenita Choi – Vice Chair
Nick Zhang – Treasurer

Trustees:

Debbie Hoza
Jennifer Moore
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

Appointed:

Gord Klassen – Municipal
Lenita Choi – Area B
Vacant – Area C

Delegates:

Guests:

1. Call to order

2. Adoption of the Agenda

3. Adoption of the Consent Agenda *as presented:*

- 3.1 Minutes of the February 27th meeting
- 3.2 Director's Report

4. Delegate: Friends of the Library

5. Adoption of the Financial Report

6. Old Business

6.1 Transfer of Reserves amount: will be determined by SandersRoseBoneGrindle in Year End

7. New Business

- 7.1 Welcome to Nick Zhang; New Treasurer
- 7.2 Policy changes to Section 14.0 Respectful Workplace Environment
- 7.3 Morgan Churchill (Children's Services and Program Coordinator) hours of work per week
- 7.4 Karlene applied for Irving K. Barber award and received it for BCLA conference support (\$400).
- 7.5 For the AGM we will be also having the Strategic Plan Mixer
- 7.6 Example of reference question that can come in online/in person/by phone for staff and Director (Karlene will provide submission)

Next Meeting: April 24th, 2019 *AGM*

Adjourn:



AGENDA *AGM*

FSJPLA Board Meeting

April 24th , @ 6pm

Fort St. John Public Library

Call in phone number: 1-877-385-4099

Participation Code: 9632825#

Host Code:1335790#

Executive:

Andy Ackerman – Chair
Lenita Choi – Vice Chair
Vacant – Treasurer

Trustees:

Debbie Hoza
Jennifer Moore
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

Appointed:

Gord Klassen – Municipal
Lenita Choi – Area B
Vacant – Area C

Delegates:

Guests:

1.Call to order

2.Adoption of the Agenda

3.Adoption of the Consent Agenda *as presented:*

- 3.1 Minutes of the March 27th, 2019 Board Meeting
- 3.2 Director's Report

4.Delegate: Friends of the Library

5.Adoption of the Financial Report

- 5.1 Review of Year End Financial Report from SRBG**

6.Old Business

7.New Business

- 7.1 Election of Trustee: Anisa Ishak

Next Meeting: May 22nd, 2019

Adjourn:



AGENDA
FSJPLA Board Meeting
May 22nd, @ 6pm
Fort St. John Public Library
Call in phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Executive:

Andy Ackerman – Chair
Lenita Choi – Vice Chair
Nick Zhang – Treasurer

Trustees:

Debbie Hoza
Anisa Ishak
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

Appointed:

Gord Klassen – Municipal
Lenita Choi – Area B
Vacant – Area C

Delegates:

Guests:

1. Call to order

2. Adoption of the Agenda

3. Adoption of the Consent Agenda *as presented:*

- 3.1 Minutes of the April 27th, 2019
- 3.2 Director's Report

4. Delegate: Friends of the Library

5. Adoption of the Financial Report

6. Old Business

- 6.1 Year End Financial Report from SRBG

7. New Business

- 7.1 Changes to Policies and Procedure Manual; Section 8.0
- 7.2 BCLA Conference notes
- 7.3 FSJPLA meeting with NPCC regarding Multi-Purpose Room
- 7.4. Stronger Together Attendance by Staff Member: Thinking about a community action team; asked staff member for her feedback how to engage other libraries

In Camera Session

Next Meeting: June 26th, 2019

Adjourn:



AGENDA
FSJPLA Board Meeting
June 12th 2019 @ 6pm
Fort St. John Public Library
Call in phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Executive:

Andy Ackerman – Chair
Lenita Choi – Vice Chair
Nick Zhang – Treasurer

Trustees:

Debbie Hoza
Anisa Ishak
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

Appointed:

Gord Klassen – Municipal
Lenita Choi – Area B
Vacant – Area C

Delegates:

Guests:

1. Call to order

2. Adoption of the Agenda

3. Adoption of the Consent Agenda *as presented:*

3.1 Minutes of the May 22nd, 2019

3.2 Director's Report

4. Delegate: Friends of the Library

5. Adoption of the Financial Report

6. Old Business

7. New Business

7.1 Year End Financial Package Presentation by Dale Rose of Sanders Rose Bone Grindle

In Camera Session

Next Meeting: September 25th, 2019

Adjourn:



AGENDA
FSJPLA Board Meeting
Wednesday

October 2nd, 2019 at 6:00pm

NPCC: Meeting Room

Call in phone number: 1-877-385-4099

Participation Code: 9632825#

Host Code:1335790#

Executive:

Andy Ackerman – Chair
Lenita Choi – Vice Chair
Nick Zhang – Treasurer

Trustees:

Debbie Hoza
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

Appointed:

Gord Klassen – Municipal
Lenita Choi – Area B
Vacant – Area C

Delegates:

Guests:

1. Call to order

2. Adoption of the Agenda

3. Adoption of the Consent Agenda *as presented:*

- 3.1 Minutes of the June 12th, 2019
- 3.2 Director's Report for September 2019

4. Delegate: Friends of the Library

- 4.1 Coles Fundraiser and Book Sale on September 21, 2019
- 4.2 List of sponsored items; Bubbles to showcase

5. Adoption of the Financial Report

- 5.1 Comparative Income Statement: September 2019

6. Old Business

7. New Business

- 7.1 Board Member Positions
- 7.2 Annual Grant Request Presentation for City Council is on October 21st at 3pm
- 7.3 New Committee (Matt, Nick, Karlene) to look at Feasibility Study for FSJPLA's governance model/fundraising opportunities/strategic plan
- 7.4 Vancouver Foundation – Community Development Institute/Forge meetings
- 7.5 Difficult patrons: Share Security Binder
- 7.6 North East Library Federation meeting in Fort Nelson (Karlene & Stacey attended)

- 7.7 Computer orientations and training (Contacted Mastec)
- 7.8 Seniors and Pre-School Class: First Thursday of each month (Strategic Plan goal)
- 7.9 Collective Agreement & Benefits & RRSP
- 7.10 Staff: Welcome to New Staff Members; Leave of Absences; Current list
- 7.11 Staff Coverage of Access Services while away
- 7.13 Gifts for Board Members

In Camera Session

Next Meeting: October 23rd, 2019.

Adjourn:



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Host Code:1335790#

Executive:

Andy Ackerman – Chair
Lenita Choi – Vice Chair
Nick Zhang – Treasurer

Trustees:

Debbie Hoza
Jessica Kalman
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

Appointed:

Gord Klassen – Municipal
Lenita Choi – Area B
Vacant – Area C

Delegates:

Guests:

1. Call to order

2. Adoption of the Agenda

3. Adoption of the Consent Agenda *as presented:*

- 3.1 Minutes of the October 2nd, 2019
- 3.2 Director's Report for October 2019

4. Delegate: Friends of the Library

5. Adoption of the Financial Report

- 5.1 Comparative Income Statement: October 2019

6. Old Business

7. New Business

7.1 Welcome to Board Member Jessica Kalman, Executive Director of the Fort St. John Literacy Society

7.2 Annual Grant Request Presentation for City Council was on October 21st at 3pm

7.3 New Committee (Matt, Jessica, Andy, Karlene) met to discuss fundraising opportunities
- please see minutes from previous email

7.4 Discussion regarding library governance model

In Camera Session

Next Meeting: November 27th 2019.

Adjourn:



AGENDA
FSJPLA Board Meeting
Wednesday

November 27, 2019 at 6:00pm

NPCC: Meeting Room

Call in phone number: 1-877-385-4099

Participation Code: 9632825#

Host Code:1335790#

Executive:

Andy Ackerman – Chair
Lenita Choi – Vice Chair
Nick Zhang – Treasurer

Trustees:

Debbie Hoza
Stacey Nimmo
Matt Preprost
Jessica Kalman

Director:

Karlene Duncan

Appointed:

Gord Klassen – Municipal
Lenita Choi – Area B
Michael Bourcet – Area C

Delegates:

Guests:

1. Call to order

2. Adoption of the Agenda

3. Adoption of the Consent Agenda *as presented:*

3.1 Minutes of the October 23, 2019

3.2 Director's Report for November

4. Delegate: Friends of the Library

5. Adoption of the Financial Report

5.1 Comparative Income Statement: November 2019

6. Old Business

6.1 Annual Grant Request Presentation for City Council

7. New Business

7.1 Board Member Position: Welcome to Michael Bourcet Area C

7.2 Partnering with N.E.N.A.N.

7.3 Vancouver Foundation – Community Development Institute/Forge meetings

7.4 Board Meeting Schedule Approval for 2020

7.5 Year in Review: Library Director's Report & Strategic Plan Review

7.6 70th year anniversary for FSJPL

7.7 Anniversary Service Awards for Board Members

7.8 January's meeting adoption of the 2020 Budget

7.9 Venue for meetings at office in Charlie Lake

In Camera Session

Next Meeting: January 22nd, 2020

Adjourn: