

Executive:

Andy Ackerman, Chair
Debbie Hoza, Vice Chair
Wouter de Klein, Treasurer

Appointed:

Gord Klassen, Municipal
Lenita Randolph, Area B

Trustees:

~~Darryn Wellstead~~
~~Faisal Rashid~~
LJ Lawson
Jennifer Moore
Stacey Nimmo

Director:

Kerry France

Guests: Donna Stolk, FOTL

1. Call to Order at 6:01pm

2. Adoption of the Agenda - L. Lawson / J. Moore – MSC Approved as is

3. Adoption of the minutes of November 22nd, 2017 meeting – W. de Klein / L. Lawson - MSC

4. Adoption of the Treasurer's Report – G. Klassen / S. Nimmo - MSC

5. Director's Report - D. Hoza / L. Randolph - MSC

6. Old Business:

6.1 Strategic Planning committee update

6.1.1 Stakeholder survey data

Board members reviewed survey responses.

Strategic Planning committee to review further, drawing areas of focus to help support the development of our strategic plan. Development process to be determined by committee.

6.2 Friends of the Library Update

6.2.1 Donna Stolk gave the board a brief update on the activity of the FOTL.

Maintaining the bookshelves continues, as the Society works to improve their computer skills. Donna stated they are open to fundraising event ideas.

(cont'd)

7. New Business:

7.1 100 Women Who Care grant opportunity

FSJPL has been nominated as a potential candidate for the grant. We have submitted the requested information. If we are chosen as one of the final three candidate organizations, we will present at the Lido on March 6th, where we will highlight our need for an updated circulation area in order to better serve our community.

7.2 CELA

Two board members brought up the topic of the Centre for Equitably Library Access, inquiring as to why we do not subscribe to it after learning that a friend was losing his access to the database due to changes in the organization. Director explained that we provide a similar service for our visually impaired patrons called NNELS – National Network of Equitable Library Service, which BC libraries receive for free through the BC Library Cooperative and that our ability to subscribe to CELA is directly related to its cost and our database budget. Discussion highlighted the possibility of seeking sponsorship from local optometrists and cataract surgery centres. Concerns with that would be sustainability year after year without service disruption. Director will inquire further.

Next Meeting: February 28th, 2018

Adjourn 7:20pm L. Lawson / L. Randolph - MSC

Executive:

Andy Ackerman, Chair
Debbie Hoza, Vice Chair
Wouter de Klein, Treasurer

Appointed:

~~Gord Klassen, Municipal~~
Lenita Randolph, Area B

Trustees:

~~Darryn Wellstead~~
Faisal Rashid
LJ Lawson
~~Jennifer Moore~~
Stacey Nimmo

Director:

Kerry France

Delegate: FOTL Member

1. Call to Order at 6:01pm

2. Adoption of the Agenda - L. Lawson / D. Hoza – MSC Approved as is

3. Adoption of the minutes of January 24th meeting – S. Nimmo / L. Randolph – MSC

4. Friend of the Library Report – Delegate was absent this month

4.1 Donna relayed to Kerry that they have set May 12th as tentative date for the next book sale.

4.2 LJ brought forward that the Lone Wolf Golf Course is hosting three large events this summer and are looking for a non-profit group to volunteer their time for each event to assist with set up/clean up; the non-profit org will receive \$250 per event. June 1 & 14, July 6. Kerry to relay this opportunity to the FOTL and they are to be in contact with LJ if interested.

5. Adoption of the Treasurer's Report – D. Hoza / F. Rashid - MSC

5.1 Kerry requested the budget committee meet in March to review drafts before presenting them to the board at the next meeting. Wouter & Kerry to meet to discuss budget prior to presenting to board.

5.2 Discussion around procedure for 2019 budget; Treasurer and Director to meet in Sept or Oct 2018 to review budget proposal, which can then be approved at the November meeting, and will be put in place January 1.

6. Director's Report - L. Randolph / L. Lawson – MSC

7.1 Kerry provided information on a TOP training session available May 5th in Chetwynd, facilitated by Andy. Another session will be available at the BCLA Conference in Vancouver. Lenita expressed interest, and will switch her enrollment from the one in PG this spring to the May 5th session which is concurrent with the NELF in-person meeting which she will attend also.

7. Old Business:

7.1 Strategic Planning committee update

7.1.1 Holding off on strategic planning meeting until after the AGM, when there may be a new committee formed.

7.2 FSJPL and 100 Women Who Care

7.2.1 Kerry relayed to board that FSJPL was one of three organizations drawn to present on the March 6th event. In addition to a conflict with the date – Kerry to be out of town for medical reasons, Morgan is unavailable as well. Another concern was the likelihood of being selected as a recipient may be very slim; the other two organizations drawn were the FSJ Firefighter's Society who is raising funds for a toddler to receive cancer treatment, and the BC SPCA. While presenting at the event could be approached as an opportunity to educate and promote the library's services regardless of winning, there was concern that even if a presentation could be developed for other staff to present – it would be a rushed presentation due to several other deadlines that week for Kerry. Kerry discussed these conflicts with Andy earlier in the week, and it was decided that FSJPL would graciously pass the opportunity onto another organization who would be drawn in our place.

8. New Business:

8.1 BC Library Conference in Vancouver

May 9th through 11th this year, held at the Sheraton Vancouver Airport Hotel in Richmond. Early bird registration ends April 4th. Any trustees interested in attending this annual and informative event may contact Kerry directly. Debbie Hoza expressed interest in attending. Kerry to contact her in March.

Discussion surrounding date of the AGM resulted in the date of next meeting changing to April 4th to ensure maximum attendance. There will be no meeting on March 28th.

Next Meeting: April 4th, 2018 - AGM followed by regular meeting

Adjourn 6:34pm F. Rashid / L. Randolph - MSC

MINUTES

FSJPLA Board Meeting

April 4th, 2018 immediately following AGM (in place of March meeting)

Present:

Andy Ackerman
Wouter de Klein

Kerry France
Debbie Hoza
Gord Klassen

Stacey Nimmo
Matt Preprost
Lenita Randolph

Delegates:

Donna Stolk, FOTL

Guests:

Amy von Stackelberg

Regrets:

Jennifer Moore
Faisal Rashid

1. Called to order at 6:48pm**2. Adoption of the Agenda** *without changes D. Hoza / S. Nimmo - MSC***3. Adoption of the minutes of February 28th, 2018 meeting** *without changes L. Randolph / S Nimmo - MSC***4. Elections of Executive**

4.1. Chairperson

Andy Ackerman is elected by acclamation as the Chairperson of the Board of Trustees

4.2. Vice Chairperson

Lenita Randolph is elected by acclamation as the Vice Chairperson of the Board of Trustees

4.3. Treasurer

Wouter de Klein is elected by acclamation as the Treasurer of the Board of Trustees

5. Adoption of the Director's Report *as presented by Kerry France, D. Hoza / W. de Klein - MSC***6. Friends of the Library Report – FOTL Delegate** *Booksale fundraiser set for May 12th.***7. Adoption of the 2018 Budget**

Motion: that the 2018 Budget with alterations to operational hours of business, as proposed by Kerry France, be approved. – W. de Klein.

Second: L. Randolph

Carried

8. Adoption of the Financial Report *as presented D. Hoza / W. de Klein - MSC***9. Old Business:**

9.1. FSJPLA & NPCC Board-to-Board meeting

*Scheduled for 7pm, April 24th, 2018 held at the NPCC.
Agenda provided by NPCC.*

9.2. BC Library Conference Attendees

Debbie Hoza to attend in Richmond, BC May 10th & 11th

9.3. TOP Training Attendees

*Debbie Hoza and Lenita Randolph to attend in Chetwynd, BC May 5th
Matt Preprost was invited to attend, as new Trustee*

10. New Business:

10.1. Committee Designations

10.1.1. Finance Committee was identified as:

*Andy Ackerman, ex officio
Wouter de Klein
Kerry France, ex officio
Debbie Hoza*

10.1.2. Strategic Planning Committee was identified as:

*Andy Ackerman, ex officio
Wouter de Klein
Kerry France, ex officio
Jennifer Moore
Matt Preprost*

Next Meeting: April 25th, 2018

Adjourned at 7:32pm

Present:

Andy Ackerman, Chair
Wouter de Klein, Treasurer

Kerry France
Gord Klassen
Jennifer Moore

Stacey Nimmo
Matt Preprost
Lenita Randolph, Vice Chair

Delegates:

None

Guests:

None

Regrets:

Debbie Hoza

1. **Called to order at 6:07pm**
2. **Adoption of the Agenda** as presented **Moved:** J. Moore **Seconded:** L. Randolph – **Carried**
3. **Adoption of the minutes of April 4th, 2018 meeting** as presented **Moved:** S. Nimmo **Seconded:** L. Randolph – **Carried**
4. **Delegate: None**
5. **Director's Report**
6. **Adoption of the Financial Report** as presented **Moved:** W. de Klein **Seconded:** L. Randolph – **Carried**
7. **Old Business:**

7.1. FSJPLA & NPCC Board-to-Board Meeting

- 7.1.1. *Andy summarized the meeting to those who were unable to attend. Kerry is in contact with NPCC Board Chair regarding launch date for operational hours change.*

7.2. Strategic Planning committee update

- 7.2.1. *Andy, Wouter, Jennifer and Matt met earlier in the week. Plans are to hire a facilitator for the process which would ideally happen before the end of June. Andy projects a completed plan by September or October of this year.*

7.3. NELF update – Lenita Randolph

- 7.3.1. *VC Randolph provided an update of the NELF AGM held in Chetwynd in early May. She is now Vice Chair on the NELF Board; policy states that we identify an alternate NELF representative from our Board, to serve in Lenita's absence. She will email requests for an alternate before our next meeting in June. NELF's strategic planning has begun and is on track for an adopted plan by spring of 2019. Denise McGeachy, our area representative from the BC Ministry of Education, Libraries Branch attended the meeting and gave a summary of the Branch's strategic plan, which is requested to be kept in mind during individual libraries' strat planning.*

8. New Business:

8.1. BCLA attendee update – Debbie Hoza. – Tabled until Trustee Hoza is present

8.2. Consent agenda option

- 8.2.1. *Kerry proposed that the board consider adopting a consent agenda option which may include minutes of prior meetings and the Director's report. These documents will be sent out one week in advance of each Board meeting, allowing time for Trustees to read. At any time, any Trustee may request to remove an item within the consent agenda to be placed in the regular agenda, allowing for discussion. Kerry was directed to employ the consent agenda option for the June Board meeting.*

8.3. Site C Partnership Opportunity – Gord Klassen / Kerry France

- 8.3.1. *Trustee Klassen presented a possible partnership opportunity between FSJPLA and ATCO/Site C. Board discussed the options presented by Kerry. Trustee Klassen will work to secure a meeting with his contacts, to include himself and Kerry.*

Entered in camera session at 6:52pm

Next Meeting: June 27th, 2018 (Final meeting until September)

Adjourned at 7:20pm

Present:

Andy Ackerman, Chair
Wouter de Klein, Treasurer
(via phone)

Kerry France
Debbie Hoza
Jennifer Moore
Stacey Nimmo

Lenita Randolph, Vice Chair

Delegates:

None

Guests:

None

Regrets:

Gord Klassen
Matt Preprost

1. Called to order at 6:03pm

2. Adoption of the Agenda as presented *Moved: J. Moore* *Seconded: L. Randolph* – *Carried*

3. Adoption of the Consent Agenda as presented:

3.1. *Minutes of the May 23rd meeting*

3.2. *Director's Report*

Moved: L. Randolph *Seconded: J. Moore* – *Carried*

4. Delegate: None

5. Adoption of the Financial Report as presented *Moved: W. de Klein* *Seconded: D. Hoza* – *Carried*

6. Old Business:

6.1. BCLA attendee update – Trustee Hoza

6.1.1. *Trustee Hoza relayed her experience at BCLA Conference in May.*

6.2. Strategic Planning update – Strategic Planning Committee

6.2.1. *Two planning sessions will be held July 11 & 12 from 7pm – 9pm at Passive House. Board, Director and Program Coordinator to attend.*

6.3. Exploring Site C/ATCO partnership update – Director France

6.3.1. *Director France and Trustee Klassen will meet with Cris Reissner from ATCO on July 4th to discuss partnership opportunities.*

6.4. NELF alternate – Vice Chair Randolph

6.4.1. *Trustee Nimmo was identified as the NELF alternate, to attend NELF meetings or teleconference in the absence of VC Randolph.*

7. New Business:

7.1. FJPLA Policy (13.0) Review

7.1.1. **J. Moore moved:**

that the FSJPLA Board adopt the 13.0 Respectful Workplace Policy with as altered during discussion.

L. Randolph seconded.

Carried.

Entered in camera session at 6:40pm (J. Moore / L. Randolph – Carried)

Exited in camera session at 6:57pm (J. Moore / D. Hoza – Carried)

Motions arising from in camera session:

J. Moore moved:

that the BCGEU be informed that the FSJPLA Board wishes to return to the language as per article 2.7 (a) in the Collective Agreement as of August 1, 2018, and that FSJPLA will recognize one (1) steward, and one (1) alternate from the aforementioned date.

D. Hoza seconded

Carried.

J. Moore moved:

that the FSJPLA allocate a maximum of \$400 from internally restricted funds to the 2018 Approved Budget to be used to provide payment for third-party investigative services.

D. Hoza seconded

Carried.

Next Meeting: September 26th, 2018

Adjourned at 7:03pm

MINUTES

FSJPLA Board Meeting September 26th, 2018 @ 6pm

Present:

Lenita Choi, Vice Chair
Wouter de Klein, Treasurer
(via phone)

Debbie Hoza
Gord Klassen
Jennifer Moore

Kerry France
Stacey Nimmo

Delegates:

Nick Fauset, FOTL

Guests:

None

Regrets:

Andy Ackerman, Chair
Matt Preprost

1. Called to order at 6:14pm

2. Adoption of the Agenda as presented *Moved: S. Nimmo* *Seconded: D. Hoza* – **Carried**

3. Adoption of the Consent Agenda as presented:

3.1. Minutes of the June 27th meeting

3.2. Director's Report

Moved: D. Hoza** **Seconded: J. Moore** – **Carried

4. Delegate: Friends of the Library Representative

4.1. Nick Fauset attended and provided an update on the most recent activities of the Society.

4.1.1. Used Book Sale September 22nd, successfully raised approx. \$1,200.

4.1.2. Society members have been working on updating bylaws and digitizing their reporting through BC Registry.

5. Adoption of the Financial Report with the YE estimate reworked. *Moved: G. Klassen* *Seconded: D. Hoza* – **Carried**

6. Old Business:

6.1. Strategic Planning update – Strategic Planning Committee (A. Ackerman, W. de Klein, J. Moore, M. Preprost)

6.1.1. Committee recommends to Board that we develop two pieces to the Strategic Plan; a detailed workplan for staff and board, as well as a simplified public document. Director to have completed action plans and send to committee before Friday, Oct 5th.

7. New Business:

7.1. FSJPL Brand & Style Guide – K. France

- 7.1.1. *Director France will send out a revised copy of the FSJPL Brand & Style Guide to Board Trustees before Friday, Oct 5th for their review, after discussions with Chair that the document - which has been used as a guiding document for staff - may benefit from being adopted as policy.*

Entered in camera session at 6:26pm (J. Moore / S. Nimmo – Carried)
Exited in camera session at 6:55pm (D. Hoza / G. Klassen – Carried)

Motions arising from in camera session:

Next Meeting: October 24th, 2018

Adjourned at 6:57pm

Executive:

Andy Ackerman, Chair
(via phone)
Lenita Choi, Vice Chair

Trustees:

Debbie Hoza
Stacey Nimmo
Matt Preprost

Appointed:

Gord Klassen - Municipal

Outgoing Director:

Kerry France

Incoming Director:

Karlene Duncan

Regrets:

Jennifer Moore
Wouter de Klein

Delegates:

None

Guests:

One Member of the Public

1. **Called to order at 6:10pm**
2. **Adoption of the Agenda as presented *Moved: M. Preprost Secoded: D. Hoza – Carried***
3. **Adoption of the Consent Agenda as presented:**
 - 3.1. *Minutes of the September 26th meeting*
 - 3.2. *Director's Report*
Moved: L. Choi Secoded: D. Hoza – Carried
4. **Delegate: None**
5. **Adoption of the Financial Report as presented *Moved: S. Nimmo Secoded: D. Hoza – Carried***
6. **Old Business:**
 - 6.1. **Strategic Planning Update**
 - 6.1.1 *(Strategic Planning Committee: A. Ackerman, Wouter de Klein, Jennifer Moore, Matt Preprost) Chair A. Ackerman said the Strategic Planning Committee has finished everything and will be sending it out to everyone for a final look to receive comments before November 1st 2018. The Committee will then plan to set up a briefing session (presentation) with funders, staff and community and will send the plan to the City and to Karen Goodings and Brad Sperling. K. Duncan will update the picture on the public version of the Strategic Plan by October 30th 2018.*

FSJPL Brand & Style Guide - Director France

6.2.1 *Comments were very positive about the brand and style guide as an anchor point.*

6.2.2 *G. Klassen recommended that the brand and style guide become a policy* **Moved:**
G. Klassen **Seconded:** *L. Choi* - **Carried**

6.2.NELF update – Vice Chair Choi

6.3.1 *L. Choi attended a teleconference on September 28th 2018; NELF is reviewing their strategic plan and financials. They are focusing on provincial goals for their strategic plan. L. Choi will share more information as it becomes available.*

7. New Business:

7.1.Hiring and signing authority motions

7.1.1. *K. France recommended a motion for signing authority and hiring for K. Duncan as the new Director of Library Services, as per requested by the North Peace Savings and Credit Union.* **Moved:** *M. Preprost* **Seconded:** *S. Nimmo* - **Carried**

7.1.2 *K. Duncan will provide the North Peace Savings and Credit Union a copy of the minutes from the October 24th, 2018 FSJPLA Board Meeting*

7.1.3. *A. Ackerman (et al.) thanked K. France for her contributions and wishes her well. K. France thanks the Board for their support and the staff for their support for the last seven years.*

Next Meeting: November 28th, 2018

Adjourned at 6:40pm

Executive:

Andy Ackerman, Chair (via phone)
Lenita Choi, Vice-Chair (via phone)
Wouter de Klein

Trustees:

Stacey Nimmo
Matt Preprost
Debbie Hoza (via phone)

Director:

Karlene Duncan

Delegates:

None

Guests:

Tanya Boyd (Lead Library Assistant: FSJPL)

Regrets:

Jennifer Moore
Gord Klassen (Municipal)

1. Called to order at 6:23pm

2. Adoption of the Agenda as presented *Moved: M. Preprost Seconded: W. deKlein – Carried*

3. Adoption of the Consent Agenda as presented:

3.1. Minutes of the October 24th, 2018 meeting

3.2. Director's Report

Moved: D. Hoza Seconded: W. deKlein – Carried

4. Delegate: None

5. Adoption of the Financial Report as presented *Moved: W. deKlein Seconded: M. Preprost – Carried*

6. Old Business:

6.1. Strategic Plan

The Strategic Plan (2019-2021) is complete. Andy will send out the local government funders (City of Fort St. John, Areas B & C) and to the Friends of the Library. Karlene will print off public version for the Circulation Desk at the library and send the plan out to the

staff. We will host a mixer in January for the public on the new plan. Karlene and Andy will pick a suitable date for this.

Moved: M. Preprost **Seconded:** L. Choi **Carried.**

7. New Business:

7.1. Calendar for Board Meetings for 2019

We will continue to meet on the 4th Wednesday of the month for 2019, excluding December. Schedule will be emailed to Board Members.

7.2. Library Hours of Operation

Karlene will send Wouter the financial impacts of the change of hours from July 2018 and Wouter and Karlene will come up with a recommendation.

IN CAMERA:

7.3. Staff Bonuses

Matt wanted to know the history of annual staff bonuses. The amount has been an acknowledgement given to the staff for over 20 years. Full-time staff and the Director will receive \$200, part-time staff will receive \$125 and Library Assistants and Casuals will receive \$75. Andy will come in on November 30th to sign staff bonus cheques.

Moved: L. Choi **Seconded:** W. deKlein **Carried**

7.4. Staff Appreciation

The Annual Staff, Board and Volunteer Brunch is planned for December 3rd, 2018 at Whole Wheat & Honey at 10am-1pm.

Next Meeting: January 23rd, 2019.

Adjourned at 7:05pm