

**Executive:**

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

**Trustees:**

Stacey Nimmo  
Matt Preprost  
Debbie Hoza

**Director:**

Karlene Duncan

**Delegates:**

None

**Guests:**

Tanya Boyd (Lead Library Assistant: FSJPL)

**Regrets:**

Jennifer Moore  
Gord Klassen (Municipal)

**1. Called to order at 6:11pm**

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

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

**3.1. Minutes of the November 28<sup>th</sup>, 2018 meeting**

**3.2. Director's Report**

**Moved: M. Preprost Seconded: S. Nimmo– Carried**

**4. Delegate: Friends of the Library  
None**

**5. Adoption of the Financial Report (January's Financial report will be available at the February 27<sup>th</sup> board meeting)**

**6. Old Business:**

**6.1. Library Hours of Operation (Karlene has not had enough time to make a decision about this; she is still looking at patron counts from 6-7pm and computer usages statistics from 6-7pm; she will bring a proposal to the Board if/when she has relevant evidence that a change would be beneficial to the Library and the community members)**

## **7. New Business:**

- 7.1. Calendar for Board Meetings for 2019** as presented **Moved:** S. Nimmo **Seconded:** L. Choi - **Carried**
- 7.2. Proposed 2019 Budget** as presented **Moved:** D. Hoza **Seconded:** S. Nimmo - **Carried**
- 7.3. BCLA Conference Attendees** (the BCLA conference will be held at the Sheraton Vancouver Guildford Hotel in Surrey BC from May 8-10; Karlene will send information to Stacey to see if she would like to attend; Andy will attend)
- 7.4. Policies and Procedures Letter from Employee of FSJPL** (Karlene presented a 7 page letter written by a FSJPL employee regarding Safety and Security of the FSJPL; in summary it recommends that policies and procedures need to be updated and included in FSJPL's Policy Manual regarding patrons who are violent, sleeping, intoxicated, disruptive, harassing and/or threatening to staff. Karlene recommended looking at adding new policies and/or 'how to' procedures for these instances; she recommended looking at a new policy and/or procedure each month and will present information to the Board for comment two weeks before each monthly Board Meeting; then at the meeting the policy/procedure can be passed)
- 7.5. Set up dates in June for bargaining with BCGEU** (Matt will attend the bargaining meeting with Karlene on June 3<sup>rd</sup> at 10:00am; Matt, Andy and Karlene will meet before hand to discuss relevant details)
- 7.6. Treasurer's Position:** (Board discussed sending out information via Facebook for potential new Treasurer if one can not be found through internal connections shortly)
- 7.7. Moving meetings to FSJPL at 6pm for the rest of 2019** as presented **Moved:** L. Choi **Seconded:** M. Preprost – **Carried**
- 7.8. Signing Authority** (Karlene requested that new Accounts and Office Administrator be added as a signor for cheques. Board agreed and recommended that temporary on-leave Accounts and Office Administrator be taken off until January 1, 2020) **Moved:** D. Hoza **Seconded:** L. Choi

**Next Meeting:** February 27<sup>th</sup>, 2019.

**Adjourned at 6:40 pm**

**Executive:**

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

**Trustees:**

Stacey Nimmo  
Debbie Hoza  
Jennifer Moore

**Director of Library Services:**

Karlene Duncan

**Delegates:**

None

**Guests:**

Tanya Boyd (Lead Library Assistant: FSJPLA)

**Regrets:**

Matt Preprost  
Gord Klassen (Municipal)

**1. Called to order at 6:09pm****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 January 23<sup>rd</sup>, 2019 meeting**

**3.2. Director's Report**

**Moved: S. Nimmo Seconded: L. Choi – Carried**

**4. Delegate: Friends of the Library  
None****5. Adoption of the Financial Report as presented Moved: D. Hoza Seconded: J. Moore - Carried****6. Old Business:**

**6.1 Social media ad is ready for Board approval for Treasurer's position; as presented  
Moved: J. Moore Seconded: L. Choi - Carried**

## 7. New Business:

- 7.1. Stacey is confirmed to attend the BCLA conference in Vancouver on May 8<sup>th</sup> – 10<sup>th</sup>, 2019. Matt is looking into attending as a second attendee. If Matt decides not to go, the option will be given to Debbie to attend
- 7.2. Review of February 20<sup>th</sup>, 2019 meeting minutes between NPCC and FSJPLA regarding lease agreement. Discussion topics included fire exit needing to remain clear from snow, cleaning needs to be done more thoroughly in the Library, the definition of 'security' and partnering on future joint projects (such as Bright Nights in June). FSJPLA will continue to meet with the NPCC to communicate about suspended patrons from the NPCC and the Library.
- 7.3. Discussion of 'Transfer of Reserves" on Financial Statement. Karlene will have SRBG (Accounting Company) look into the transaction from the previous year and its purpose. It was not a part of the 2019 Approved Budget, however it remains in the revenue comparative income statement and needs to be removed.
- 7.4. 2018 Provincial Grant Report review for Board approval; *as presented* **Moved**: L. Choi **Seconded** D. Hoza - **Carried**
- 7.5. Appointment of Nick Zhang as new Treasurer for the FSJPLA Board; *as presented* **Moved**: J. Moore **Seconded** D. Hoza - **Carried**

**Next Meeting:** March 27<sup>th</sup>, 2019.

**Adjourned at 6:55 pm**



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

**Executive:**

Andy Ackerman – Chair (regrets)  
Lenita Choi – Vice Chair (via phone)  
Nick Zhang – Treasurer (regrets)

**Appointed:**

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

**Trustees:**

Stacey Nimmo  
Debbie Hoza  
Jennifer Moore  
Matt Preprost

**Guests:**

Anisa Ishak  
Tanya Boyd

**Delegates:**

**1. Called to order at 6:01pm**

**2. Adoption of the Agenda as presented Moved: M. Preprost Seconded: J. Moore - Carried**

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

3.1 Minutes of the February 27<sup>th</sup> 2019

3.2 Director's Report

**Moved M. Preprost Seconded: J. Moore – Carried**

**4. Delegate: Friends of the Library**

None

**5. Adoption of the Financial Report as presented Moved J. Moore Seconded: M Preprost - Carried**

**6. Old Business**

6.1 Transfer of Reserves amount: will be determined by SandersRoseBoneGrindle in Year End; Karlene will email everyone by April 5<sup>th</sup>, 2019 with a date of Year End completion by SRBG

**7. New Business**

7.1 Welcome to Nick Zhang; New Treasurer

7.2 Policy changes to Section 14.0 Respectful Workplace Environment *as presented* **Moved:**  
M. Preprost **Seconded:** S. Nimmo - **Carried**

7.3 Karlene applied for Irving K. Barber award and received it for BCLA conference support (\$400).

7.4 For the AGM we will be also having the Strategic Plan Mixer. We will hold the Board Meeting at 6:00pm that day and continue with the Mixer at 6:30pm. Invites will be sent to Stakeholders April 1<sup>st</sup>, 2019.

7.5 Karlene provided submission of a reference question that came in online to exemplify some of the complicated and in-depth questions that staff regularly handles at the library

7.6 Increased Children's Services and Program Coordinator hours from 30 to 35 hours per week from April 1, 2019 - December 31, 2019 to be reviewed by November 15<sup>th</sup>, 2019 to determine hours for 2020. This is a return to a schedule of hours that the Children's Services and Program Coordinator had for four years prior to 2015. *As presented* **Moved:** J. Moore **Seconded:** D. Hoza -**Carried**

Next Meeting: April 24<sup>th</sup>, 2019 \*AGM\*

Adjourned: 7:15pm

# AGM MINUTES

67<sup>th</sup> Annual General Meeting  
for the year ending December 2018  
held April 24<sup>th</sup>, 2019 at 6:00PM

**Present:**

Andy Ackerman  
Lenita Choi  
Nick Zhang

Gord Klassen  
Matt Preprost  
Anisa Ishak

Stacey Nimmo  
Jennifer Moore

**Delegates:**

**Guests:**

Amy von Stackelberg  
Tanya Boyd

**Regrets:**

Debbie Hoza

**Director:**

Karlene Duncan

1. **Call to Order at 6:03pm**
2. **Welcome and introductions**
3. **Approval of Agenda** *with no changes*, **Moved:** J. Moore, **Seconded:** M. Preprost, *carried*
4. **Adoption of the minutes, as is, from the April 25th, 2018 AGM** *with no changes*, **Moved:** M. Preprost, **Seconded:** L. Choi
7. **2018 Report from the Friends of the Library Society**
8. **2017 Annual Report** – *presented by K. Duncan*
9. **New Business**
  - 9.1 **Trustees**
    - 9.1.1 **Resignation**

*Trustee Jennifer Moore will not be continuing. Jennifer has served on the FSJPLA board since September 2017. Thank you Jennifer for your service.*
    - 9.1.2 **Election of Trustees**

The Fort St John Public Library Association moves:  
*that Andy Ackerman, Lenita Choi, Nick Zhang, Debbie Hoza, Jennifer Moore, Stacey Nimmo, Anisa Ishak and Matt Preprost are elected by acclamation to the Board of Trustees. **Moved:** L. Choi, **Seconded** J. Moore*
10. **Next AGM to be on or before April 30, 2020**
11. **Adjourned at 6:17 pm**



## Board Meeting April 24<sup>th</sup>, 2019 at 6:20pm

**Present:**

Andy Ackerman  
Lenita Choi  
Nick Zhang

Gord Klassen  
Matt Preprost  
Stacey Nimmo

Anisa Ishak

**Delegates:**

**Director:**  
Karlene Duncan

**Guests:**

Amy von Stackelberg  
Tanya Boyd  
Jennifer Moore

**Regrets:**

Debbie Hoza

- 1. Call to Order at 6:20pm**
- 2. Approval of Agenda** *with no changes*, **Moved:** J. Moore, **Seconded:** M. Preprost, *carried*
- 3. Nominations:** *L. Choi nominates A. Ackerman for Chair; A. Ackerman accepted; A. Ackerman nominates L. Choi for Vice-Chair, L. Choi accepted; S. Nimmo nominates N. Zhang for Treasurer, N. Zhang accepted; Executive elects M. Preprost, S. Nimmo, A. Ishak, D. Hoza as Board of Trustees*
- 4. Next meeting is May 22<sup>nd</sup>, 2019**
- 5. Adjourn: 6:30pm**



**Executive:**

Andy Ackerman – Chair (regrets)  
Lenita Choi – Vice Chair  
Nick Zhang – Treasurer

**Trustees:**

Debbie Hoza  
Anisa Ishak (regrets)  
Stacey Nimmo  
Matt Preprost

**Director:**

Karlene Duncan

**Appointed:**

Gord Klassen – Municipal (regrets)  
Lenita Choi – Area B  
Vacant – Area C

**Delegates:**

None

**Guests:**

Tanya Boyd- Lead Library Assistant

**1. Call to order at 6:04pm**

**2. Adoption of the Agenda with no changes Moved: M. Preprost Seconded: D. Hoza, carried**

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

3.1 Minutes of the April 27<sup>th</sup>, 2019 meeting

3.2 Director's Report

**Moved: D. Hoza Seconded: N. Zhang carried**

**4. Delegate: Friends of the Library**

None

**5. Adoption of the Financial Report as presented Moved: S. Nimmo Seconded: N. Zhang carried**

**6. Old Business**

6.1 Year End Financial Report from SRBG is still not complete.

**7. New Business**

7.1 Changes to Policies and Procedure Manual; Section 8.0 as presented **Moved: D. Hoza Seconded: M. Preprost carried**

7.2 BCLA Conference notes; Stacey Nimmo and Karlene Duncan shared notes

7.3 FSJPLA meeting with NPCC regarding Multi-Purpose Room; able to access now with a room rental fee charged

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: 6:34pm Moved: M. Preprost Seconded: S. Nimmo**

**Out of Camera: 6:43pm Moved: L. Choi Seconded: S. Nimmo**

**Next Meeting:** June 26<sup>th</sup>, 2019

**Adjourn: 6:46 pm**



**MINUTES**  
**FSJPLA Board Meeting**  
**June 12<sup>th</sup>, 2019 @ 6pm**  
**Fort St. John Public Library**

**Executive:**

Andy Ackerman – Chair  
Lenita Choi – Vice Chair  
Nick Zhang – Treasurer (regrets)

**Trustees:**

Debbie Hoza (regrets)  
Anisa Ishak  
Stacey Nimmo  
Matt Preprost

**Director:**

Karlene Duncan

**Appointed:**

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

**Delegates:**

None

**Guests:**

Tanya Boyd- Lead Library Assistant  
Dale Rose - SRBG

**1. Call to order at 6:04pm**

**2. Adoption of the Agenda with no changes Moved: M. Preprost Seconded: L. Choi, carried**

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

**3.1 Minutes of the May 22<sup>nd</sup> 2019 meeting**

**3.2 Director's Report**

**Moved: L. Choi Seconded: A. Ishak carried**

**4. Delegate: Friends of the Library**

None

**5. Adoption of the Financial Report as presented Moved: S. Nimmo Seconded: L. Choi carried**

**6. Old Business**

**7. New Business**

**7.1 2018 Year End Financial Report as presented by Dale Rose from SRBG: L. Choi Seconded: M. Preprost carried**

**7.2 Approval for SRBG to complete 2019 Year End Financials: M. Preprost Moved: S. Nimmo carried**

**In Camera Session: 6:25pm Moved: M. Preprost Seconded: A. Ishak**

**Out of Camera: 6:55pm Moved: L. Choi Seconded: S. Nimmo**

**Next Meeting: September 25<sup>th</sup>, 2019**

**Adjourn: 6:59 pm**



FSJPLA Board Meeting Minutes  
Wednesday

October 2<sup>nd</sup>, 2019 at 6:00pm

NPCC: Dance Room

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

Participation Code: 9632825#

Host Code:1335790#

**Executive:**

Andy Ackerman – Chair  
Lenita Choi – Vice Chair (called-in)  
Nick Zhang – Treasurer (regrets)

**Trustees:**

Debbie Hoza (called-in)  
Stacey Nimmo  
Matt Preprost

**Director:**

Karlene Duncan

**Appointed:**

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

**Delegates:**

**Guests:**

**1. Call to order at 6:07pm**

**2. Adoption of the Agenda with no changes Moved: M. Preprost Seconded: S.Nimmo Carried**

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

3.1 Minutes of the June 12<sup>th</sup>, 2019 meeting

3.2 Director's Report for September 2019

**Moved: M. Preprost Seconded: S.Nimmo Carried**

**4. Delegate: Friends of the Library (None)**

4.1 Coles Fundraiser and Book Sales on September 21 & 27, 2019

4.2 List of sponsored items has been showcased throughout library

**5. Adoption of the Financial Report as presented Moved: L. Choi Seconded: D. Hoza**

**6. Old Business**

**7. New Business**

7.1 Board Member Position. A. Ackerman motioned to approve Jessica Kalman as new Board Trustee as of October 2, 2019. **Moved: M. Preprost Seconded: S. Nimmo Carried**

7.2 Annual Grant Request Presentation for City Council is on October 21<sup>st</sup> at 3pm

**7.3** Karlene has been attending the workshops held by the Vancouver Foundation – Community Development Institute/Forge meetings for funding opportunities

**7.4** Karlene shared the Security Binder for the Circulation Desk and some of the on-going issues with vulnerable patrons and staff safety

**7.5** North East Library Federation meeting in Fort Nelson (Karlene & Stacey attended)

**7.6** Computer orientations and training continue at the library and use extra staff time to set-up and monitor

**7.7** Seniors and Pre-School Classes will be meeting the first Thursday of each month for passive programming for the next 6 months

**7.8** Collective Agreement & Benefits & RRSP are current

**7.9** Karlene welcomed to new staff members and noted there are 2 members on Leaves of Absence

**7.10** Karlene shared that Access Services was covered by another staff member while regular employee was away

**7.11** Gifts for Board Members

**7.12** Matt noted that the North Peace Cultural Society's Board would like to set up a meeting with the FSJPLA's Board

### **In Camera Session**

**Next Meeting:** October 23rd, 2019.

**Adjourn:** 7:20pm

October 23<sup>rd</sup>, 2019 at 6:00pm

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 (called-in)  
Nick Zhang – Treasurer (regrets)

**Trustees:**

Debbie Hoza (called-in)  
Jessica Kalman  
Stacey Nimmo  
Matt Preprost

**Director:**

Karlene Duncan

**Appointed:**

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

**Delegates:**

**Guests:**

Tanya Boyd (Lead Library Assistant, FSJPL)

**1. Call to order at 6:05 pm**

**2. Adoption of the Agenda** *with no changes: Moved: M. Preprost Seconded: J. Kalman carried*

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

3.1 Minutes of the October 2<sup>nd</sup>, 2019

3.2 Director's Report for October 2019

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

**4. Delegate(s): Friends of the Library**

*Matt and Jessica have volunteered to become FOTL Board Members*

**5. Adoption of the Financial Report**

5.1 Comparative Income Statement: October 2019 *as presented: Moved: J. Kalman Seconded: M. Preprost carried*

**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 21<sup>st</sup> at 3pm

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

**Adjourn: 6:23 pm**



**FSJPLA Board Meeting Minutes**  
**November 27, 2019 at 6:00pm**  
**NPCC: Dance Room**  
Call in phone number: 1-877-385-4099  
Participation Code: 9632825#  
Host Code:1335790#

**Executive:**

Andy Ackerman – Chair (phoned in)  
Lenita Choi – Vice Chair (phoned in)  
Nick Zhang – Treasurer

**Trustees:**

Debbie Hoza  
Stacey Nimmo  
Matt Preprost  
Jessica Kalman

**Director:**

Karlene Duncan

**Appointed:**

Gord Klassen – Municipal (regrets)  
Lenita Choi – Area B  
Michael Bourcet – Area C

**Delegates:**

Friends of the Library – Nick Fauset

**Guests:**

**1. Call to order at 6:10pm**

**2. Adoption of the Agenda *with no changes: Moved: J. Kalman Seconded: L. Choi carried***

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

3.1 Minutes of the October 23, 2019 meeting

3.2 Director's Report for November

**Moved: D. Hoza Seconded: J. Kalman carried**

**4. Delegate: Friends of the Library**

Nick Fauset, Treasurer provided a report from the Friends of the Library (report attached)

**5. Adoption of the Financial Report**

**5.1 Comparative Income Statement: November 2019 *as presented Moved: L. Choi Seconded: S. Nimmo carried***

**6. Old Business**

**6.1 Annual Grant Request Presentation for City Council – *no update yet about request***

**7. New Business**

**7.1 Welcome to new Board Member Michael Bourcet, Area C Representative**

**7.2 Partnering with N.E.N.A.N. for in-house children's programs with an Indigenous focus**

**7.3 Vancouver Foundation – Community Development Institute/Forge meetings**

- 7.4 Board Meeting Schedule Approved for 2020
- 7.5 Year in Review: Library Director's Report & Strategic Plan Review
- 7.6 70<sup>th</sup> year anniversary for FSJPL; Karlene will research venue options
- 7.7 Anniversary Service Awards for Board Members will be received at next AGM
- 7.8 At January's meeting adoption of the 2020 Budget
- 7.9 Possibility of moving the Board Meetings to the FSJ Literacy Society in 2020

**Motion to move: In Camera A. Ackerman**

**Moved:** *L. Choi* **Seconded;** *N. Zhang*

**Next Meeting:** January 22<sup>nd</sup>, 2020

**Adjourn:** 6:47 pm