



AGENDA
FSJPLA Board Meeting
January 22, 2020 @ 6pm
Fort St. John Literacy Society
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
Jessica Kalman
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

Appointed:

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

Guests:

Delegates:

- 1. Call to order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the November 27th, 2019 meeting
 - 3.2 Director’s Report for January 2020
- 4. Delegate: Friends of the Library**
- 5. Adoption of the Financial Report**
- 6. Old Business**
 - 6.1 Final decision to be made regarding governance model
- 7. New Business**
 - 7.1 Fundraising committee update
 - 7.2 Lease Agreement was renewed with increase in rent
 - 7.3 Meeting on January 21st for Building Expansion Committee
 - 7.4 Letter for increase of funding request has been sent to Area B
 - 7.5 Request from staff to have a Liaison on Board of Trustees
 - 7.6 Transfer Accounts signing authority from Joe-Ann Preston to Elisha Reed

In Camera Meeting

8. Next Meeting Date:
-February 26th 2020



AGENDA
FSJPLA Board Meeting
February 26th 2020
Fort St. John Literacy Society
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
Jessica Kalman
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

Appointed:

Gord Klassen – Municipal
Lenita Choi – Area B
Michael Bourcet – 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 22nd 2020 Meeting**
 - 3.2 Director's Report**
- 4. Delegate: Friends of the Library**
- 5. Adoption of the Financial Report: Comparative Income Statement**
- 6. Old Business**
- 7. New Business**
 - 7.1 Attendance at the BCLTA workshop in Tumbler Ridge
 - 7.2 Changes to 3.5.5 in Policies and Procedure manual: Bridge Membership to be named Mini Membership and to have age limit removed
 - 7.3 N.E.L.F. Representative request and alternate
 - 7.4 N.P.C.C. Lease renewal
 - 7.5 70th Anniversary Gala: Update & Next Meeting
 - 7.6 2020 Budget Proposal
 - 7.7 Needs Assessment update: Karlene
 - 7.8 March 2nd, 2020 Meeting with City of Fort St. John

8. Next Meeting Date: March 25th, 2020



AGENDA
FSJPLA Board Meeting
April 22nd, 2020
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
Jessica Kalman
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

Appointed:

Lilia Hansen – Municipal
Lenita Choi – Area B
Michael Bourcet – Area C

Guests:

Delegates:

- 1. Call to order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the February 19th, 2020 Meeting**
 - 3.2 Director's Report**
- 4. Elections**
- 5. Delegate: Friends of the Library**
- 6. Adoption of the Financial Report**
 - 6.1 Wage Subsidy Update**
- 7. Old Business**
 - 7.1 BCLA cancelled**
 - 7.2 Karlene's meeting with City of Fort St. John**
 - 7.3 Community Campus Meeting cancelled**
 - 7.4 Flooded office update**
- 8. New Business**
 - 8.1 70th Anniversary: Review Media Celebration**

8.2 NELF: Representative needed

9. Next Meeting Date: May 27th 2020



68th Annual General Meeting

For the year ending December 2019
held April 22nd 2020, at 6:00 pm
Virtual Meeting via Zoom
Please visit www.fsjpl.ca for participation details

AGENDA

1. Call to order

2. Welcome and Introductions

3. Approval of Agenda

3. Adoption of the minutes from the April 25th, 2019 AGM

4. Report from Friends of the Library Society

5. Financial Audit 2019

6. 2020 Budget

7. Adoption of the Annual Report for the year ending December 31, 2019.

8.. Motion

“That the Fort St John Library Association moves that the library changes its status from a Library Association to a Municipal Library.”

9. Nominations and Elections of 2020 Board Trustees

10. Next AGM on or before April 30, 2021

11. Adjourn:



AGENDA
FSJPLA Board Meeting
May 27th, 2020
6:00PM Virtual Meeting Via Zoom

Executive:

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

Trustees:

Debbie Hoza
Jessica Kalman
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

Appointed:

Lilia Hansen – Municipal
Lenita Choi – Area B
Michael Bourcet – Area C

Guests:

Delegates:

- 1. Call to order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the April 22nd, 2020 Meeting**
 - 3.2 Director's Report (none for May)**
- 4. Delegate: Friends of the Library**
- 5. Adoption of the Financial Report**
 - 6.1 Comparative Income Statement for May 2020**
- 6. Old Business**
- 7. New Business**
 - 7.1 Approval of the re-opening plan**
 - 7.2 Staff updates**
 - 7.3 Approval of hours change request**
 - 7.4 Summer Reading Club Canada Summer Jobs Funding**
 - 7.5 Summer Reading Club Local Donors Amount**
 - 7.6 PRRD COVID-19 grant for library refurbishment**

7.7 CLICK update

7.8 June 22, 2020 Committee of the Whole Presentation (Pros and Cons list)

In Camera

8. Next Meeting Date: June 23rd, 2020



AGENDA
FSJPLA Board Meeting
June 24th 2020
Via Zoom Invite @ 6pm
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
Jessica Kalman
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

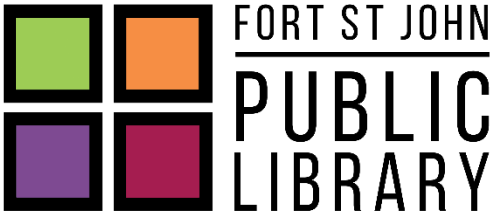
Appointed:

Lilia Hansen – Municipal
Lenita Choi – Area B
Michael Bourcet – Area C

Guests:

Delegates:

- 1. Call to order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the May 27th 2020 Meeting**
 - 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 United Way Grant
 - 7.2 Summer Reading Club Update
 - 7.3 Phase 2 plans
 - 7.4 New City Display
- 8. Next Meeting Date**



AGENDA
FSJPLA Board Meeting
September 23, 2020 at 6pm
In Person at the 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
Jessica Kalman
Stacey Nimmo
Matt Preprost

Director:

Karlene Duncan

Appointed:

Lilia Hansen – Municipal
Lenita Choi – Area B
Vacant – Michael Bourcet

Guests:

Delegates:

- 1. Call to order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the August 4th 2020 Meeting**
 - 3.2 Director’s Report**
- 4. Delegate: Friends of the Library**
- 5. Adoption of the Financial Report – as presented (CIS September document)**
- 6. Old Business**
- 7. New Business:**
 - 7.1 Introduction of Marilyn Lovejoy, Library Manager**
 - 7.2 We are still in Phase 3 of re-opening; limited occupancy and limited hours of operation and time limits for patrons.**

7.3 Karlene was successful in receiving a \$500 learning grant. Thank you to Michael for writing the letter

7.4 Update of 8.5.4 'designate policy' (see below)

7.5 Municipal Workshop notes

7.6 Base Budget Presentation to City on September 28th 2020

7.7 Orange Shirt Day on September 30th Awareness campaign

7.8 Office renovations due to Covid-19

7.9 Technology Centre update & Successful for \$2952.00 from Northern Resilient Communities Grant

7.10 <https://www.bclaws.ca/civix/document/id/proclamations/proclamations/LibraryMonthandSchoolLibraryDay2020>

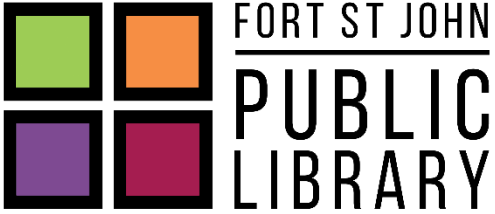
7.11 Change of meeting times

8. Next Meeting Date: October 28th, 2020.

8.5.4 SAFETY PROTOCOLS ON LIBRARY PREMISES

- FSJPLA employees are not responsible for North Peace Cultural Centre Security (NPCC);
- If available, FSJPLA should be aware of NPCC security and safety policies as they pertain to the Library, its staff and patrons;
- The Director of Library Services is responsible to provide direction at their discretion during emergencies. Should the Director not be on premises, the ~~designated employee in charge~~ **Library Manager** fulfills the Director's role ~~(Children's Services and Program Coordinator)~~.
- Incident reports should be filled out for non-threatening and threatening emergencies;
 - Threatening emergencies require immediate action with incident reports filed within twenty four hours;
 - Non-threatening emergencies should be tended to and reports filed within forty eight hours.
- Incidents or issues with the building should be reported immediately to the Director of Library Services
- Patrons conducting themselves in a manner that is dangerous to themselves or other individuals shall be asked to leave the library by the staff member in charge.
 - Should the individual refuse to leave or become threatening, library staff are to contact the RCMP.
 - If there is an immediate threat of harm or danger, staff are to contact Emergency Services by calling 911 and report the incident as soon as possible to the Director of Library Services or their designate.
- The Director or their designate of the FSJPLA has the discretion to ask that a patron remove themselves from the premises and determine if/when the patron is welcome to return.
 - The Director or designate should have a second staff member present when dealing with patron;

- The Director or designate must clearly state why the patron is being asked to leave referring to policy if appropriate;
- The Director or designate will indicate the duration of the expulsion from the library;
 - Expulsions exceeding one week are made at the discretion of the Director of Library Services or their designate.
- Should the patron disagree with the expulsion, they can contact the Director of Library Services in writing for reconsideration.



AGENDA
FSJPLA Board Meeting
October 28th, 2020 at 5:30pm
In Person at the 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

Appointed:

Lilia Hansen – Municipal
Lenita Choi – Area B
Michael Bourcet – Area C

Trustees:

Debbie Hoza
Jessica Kalman
Stacey Nimmo
Matt Preprost

Guests:

Director:

Karlene Duncan

Manager:

Marilyn Lovejoy

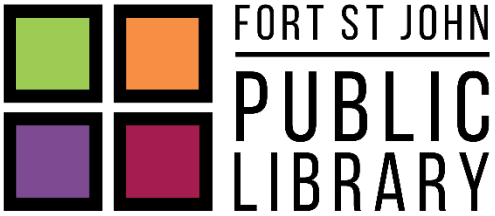
Delegates:

- 1. Call to order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the September 23rd, 2020 Meeting**
 - 3.2 Director's Report**
- 4. Delegate: Friends of the Library**
- 5. Adoption of the Financial Report – as presented (CIS October document)**
- 6. Old Business**
- 7. New Business:**
 - 7.1 Phase 4 Approved**
 - 7.2 Hours of operation returned to regular pre COVID-19 hours**
 - 7.3 Library Month Proclamation**
 - 7.4 Renovation Update (Office, Circulation Desk, Connectivity Centre, Double Doors)**

- 7.5 Councilor Stewart put us in touch with Film Documentary Crew doing a story in FSJ
- 7.6 November 19th meeting with the City re: Governance Model Change Request Letter
- 7.7 NPCC and FSJPL Feasibility study update

Adjourn:

8. Next Meeting Date: November 25th at 5:30pm



AGENDA
FSJPLA Board Meeting
November 25th, at 5:30 pm
In Person at the Fort St. John Literacy Society
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

Appointed:

Lilia Hansen – Municipal
Lenita Choi – Area B
Michael Bourcet – Area C

Trustees:

Debbie Hoza
Jessica Kalman
Stacey Nimmo
Matt Preprost

FSJPL Management:

Karlene Duncan -Director
Marilyn Lovejoy - Manager

Guests:

Delegates:

- 1. Call to order**
- 2. Adoption of the Agenda**

3. Adoption of the Consent Agenda *as presented*

3.1 Minutes of the October 28th, 2020 Meeting

3.2 Director's Report

4. Delegate: Friends of the Library

5. Adoption of the Financial Report – *as presented (CIS November)*

6. Old Business:

7. New Business:

7.1 Lenita's Government Workshop Notes:

Main Impression

1. Surprised at the lack of board involvement and proper support for other directors in our area. Considering this, we are doing very well and I hope we can grow and be a further example in our community.

Considerations for our Board

1. Consider more board to board collaborations
2. Include clear expectations in orientation for new trustees, check in with our director as to how we are doing as a board
3. Refer to AAA model of fundraising
4. Work as a board on a solution (see decision making template)
5. Continue to morally and professionally support our director with
 - Performance reviews
 - Professional development opportunities

7.2 North Peace Cultural Centre: Regular Cleaning

7.3 Share pricing for 70th anniversary article; what do we want to do to celebrate?

In Camera Session

8. Next Meeting Date: January 27th, 2021 at 5:30 pm