

AGENDA
FSJPLA Board Meeting
January 27th 2021 at 5:30pm
Zoom
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:

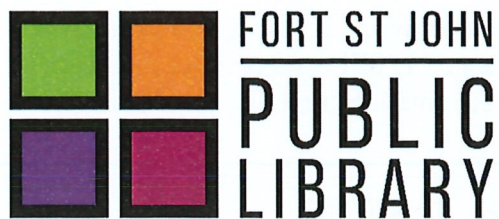
- 1. Call to order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the November 25th, 2020 Meeting**
 - 3.2 Director's Report**
- 4. Delegate: Friends of the Library**
- 5. Adoption of the Financial Report – as presented (CIS January document)**
- 6. Old Business**
- 7. New Business:**
 - 7.1 New Director Update**
 - 7.2 Meet our Staff bulletin board**
 - 7.3 Changes to Policy and Procedures Manual (updates for 1.5.2 and 1.5.3)**

- 7.4 Awareness of 3 months operating fees policy; David Joy/NPSCU overdraft
- 7.5 COVID-19 updates
- 7.6 Double Doors update, Renos to hallway doors complete
- 7.7 Municipal Library update (if any)
- 7.8 Staff changes
- 7.9 Margaret Little's Letter re CLICK – Karlene applied for PRRD grant
- 7.10 Marilyn Lovejoy's Letter re SRC
- 7.11 BC Hydro Go Fund (4th application)
- 7.12 Community Collections Friends of the Library Display via Willow Lovejoy
- 7.13 The Board will be having a re-orientation on February 11th, 2021; binders have been sent out
- 7.14 Heating in Library is very low

IN CAMERA SESSION

Adjourn:

8. Next Meeting Date: February 24th at 5:30pm



AGENDA
FSJPLA Board Meeting
February 24th 2021 at 5:30pm
Zoom
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:

Karlene Duncan

Director:

Matthew Rankin

Manager:

Marilyn Lovejoy

Delegates:

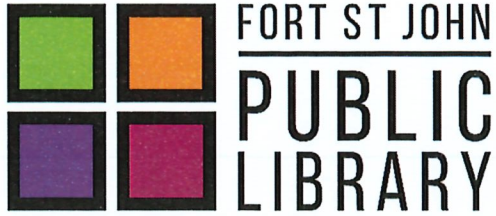
- 1. Call to order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the January 27th, 2021 Meeting**
 - 3.2 Director's Report for February (Matthew Rankin submitted)**
- 4. Delegate: Friends of the Library**
- 5. Adoption of the Financial Report – as presented (CIS February document)**
- 6. Old Business**
- 7. New Business:**
 - 7.1 Heating in Library has been fixed by the City**
 - 7.2 COVID-19 updates (if any)**

- 7.3 Community Gaming (erroneously considered us a Municipal library and deemed us ineligible; Karlene wrote appeal email on February 11; followed up with phone call February 16 and they confirmed they received the email. Stated that reconsiderations can take up to 90 days
- 7.4 Budget 2021
- 7.5 PRRD approved our CLICK Request for Funding for \$10,000.
- 7.6 Bob Zimmer letter of support for CLICK
- 7.7 New Website (Marilyn and Morgan's efforts are amazing)
- 7.8 Draft policy for complaints against Library Director
- 7.9 Strategic Plan share
- 7.10 In order to switch out our signers on the Library's bank account, we will need to include a statement on the minutes. "In regard to the FJSPLA accounts at the NPSCU, we will be removing Joe-Ann Preston and Karlene Duncan as signers and adding Lori Bennett and Matthew Rankin. Our current list of approved signers will be Marilyn Lovejoy, Lori Bennett, Matthew Rankin."
- 7.11 In order to switch out our signers on the Library's Credit Cards we will need to include a statement on the minutes. "In regard to the FJSPLA Collabria Credit Cards, we will be removing Joe-Ann Preston and Karlene Duncan as signers and adding Lori Bennett, Marilyn Lovejoy, and Matthew Rankin. Our current list of approved signers will be Marilyn Lovejoy, Lori Bennett, Matthew Rankin."

IN CAMERA SESSION

Adjourn:

8. Next Meeting Date: March 24th, 2021 at 5:30pm



AGENDA
FSJPLA Board Meeting
Wednesday, March 24th 2021 at 5:30pm
Zoom
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
Matthew Prepost

Guests:

Tanya Boyd

Director:

Matthew Rankin

Manager:

Marilyn Lovejoy

Delegates:

Regrets:

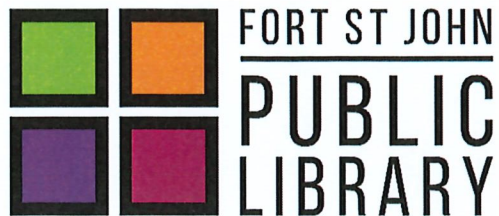
1. **Call to order**
2. **Adoption of the Agenda**
3. **Adoption of the Consent Agenda**
 - 3.1 Minutes of the February 24th, 2021 Meeting
 - 3.2 Director’s Report for March
4. **Delegate: Friends of the Library**
5. **Adoption of the Financial Report** – as presented (CIS March document)
6. **Old Business**
7. **New Business:**
 - 7.1 COVID-19 updates (if any)
 - 7.2 Community Award Nominations
 - 7.3 Fundraising Ideas
 - 7.4 Board self-assessment session
 - 7.5 2022-2025 Strategic plan

- 7.6 Board Orientation
- 7.7 Board Training
- 7.8 Library Board AGM- April 28th

IN CAMERA SESSION – 6:

Adjourn:

8. Next Meeting Date: Library Board AGM April 28th, 2021 at 5:30pm



AGENDA
FSJPLA BOARD ANNUAL GENERAL MEETING
Wednesday, April 28th 2021 at 5:30pm
Zoom
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
Matthew Prepost

Guests:

Director:

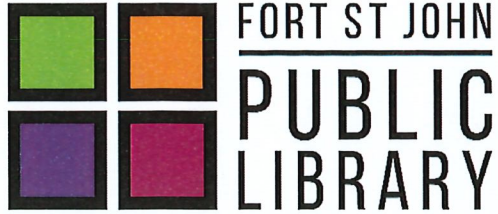
Matthew Rankin

Manager:

Marilyn Lovejoy

Delegates:

1. Call to order
2. Welcome & Introductions
3. Approval of Agenda
4. Adoption of Minutes, as is from the April 22nd 2020 AGM
5. 2020 Report from the Friends of the Library Society
6. 2020 Financial Audit - Not Prepared yet by SRBG
7. 2021 Budget, as presented
8. 2020 Annual Report – created by K. Duncan, presented by M. Rankin
9. Additional Proposed Motions
10. Nomination and Elections of 2021 Board Trustees
11. Next AGM on or before April 27th, 2021
12. Adjourn:



AGENDA
FSJPLA Regular Board Meeting
Wednesday, April 28th at 6:00pm*
Zoom
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
Matthew Prepost

Guests:

Director:

Matthew Rankin

Manager:

Marilyn Lovejoy

Delegates:

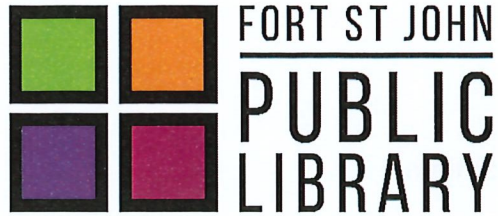
Regrets:

- 1. Call to order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the March 24th 2021 Meeting**
 - 3.2 Director’s Report for April 2021**
- 4. FSJPLA Elections**
- 5. Delegate(s):**
- 6. Adoption of the Financial Report – as presented (CIS April document)**
- 7. Old Business:**
 - 7.1 Fundraising Committee (On-Going)**
- 8. New Business:**
 - 8.1 COVID-19 updates (if any)**

IN CAMERA SESSION –

Adjourn:

9. Next Meeting Date:



AGENDA
FSJPLA Regular Board Meeting
Wednesday, May 26th at 5:30pm
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Executive:

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

Appointed:

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

Trustees

Debbie Hoza
Jessica Kalman
Stacey Nimmo
Matthew Prepost

Guests:

Director:

Matthew Rankin

Manager:

Marilyn Lovejoy

Delegates:

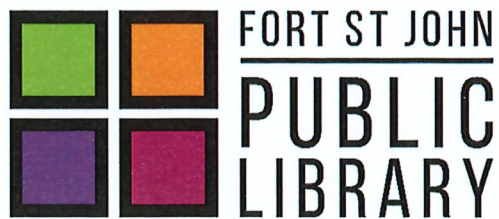
Karlene Duncan

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- 1. Call to order**
 - 2. Adoption of the Agenda**
 - 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the April 28th 2021 Regular Meeting**
 - 3.2 Director’s Report for May 2021**
 - 4. Delegate(s): Karlene Duncan (President of the Friends of Fort St. John Public Library)**
 - 5. Adoption of the Financial Report – as presented (CIS May document)**
 - 6. Old Business:**
 - 6.1 Fundraising Committee (On-Going)**
 - 6.2 Strategic Plan 2022-2025 – Discussion and Development**
 - 6.3 Board Orientation Plan & Meeting**
 - 7. New Business:**
 - 7.1 COVID-19 updates (if any)**
 - 7.2 Update to Friends of The Library**
 - 7.3 BC’s Four-Step Restart Plan Announced**

IN CAMERA SESSION –

Adjourn:

8. Next Meeting Date: Wednesday, June 23rd 2021 @ 5:30pm



AGENDA
FSJPLA Regular Board Meeting
Wednesday, June 23rd at 5:30pm
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Executive:

Lenita Choi – Chair/Area B

Appointed:

Lilia Hansen - Municipal
Michael Bourcet – Area C

Trustees

Debbie Hoza
Jessica Kalman
Stacey Nimmo

Guests:

Director:

Matthew Rankin

Manager:

Marilyn Lovejoy

Delegates:

REGRETS: Andy Ackerman– Vice Chair & Nick Zhang – Treasurer

1. Call to order

2. Adoption of the Agenda

3. Adoption of the Consent Agenda

3.1 Minutes of the May 26th Regular Meeting

3.2 Director’s Report for June 2021

4. Delegate(s): None

5. Adoption of the Financial Report – as presented (CIS June document) – N/A.

6. Old Business:

6.1 Fundraising Committee (On-Going)

6.2 Strategic Plan 2022-2025 – Discussion and Development

6.3 2020 Financial Review and Documents

7. New Business:

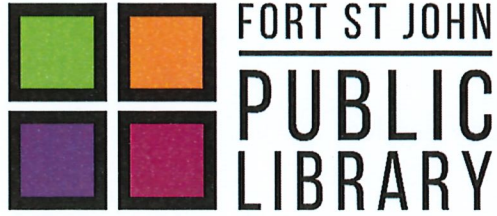
7.1 COVID-19 updates (if any)

7.2 Board and Library Insurance Renewed - Matthew

IN CAMERA SESSION –

Adjourn:

8. Next Meeting Date: Wednesday, September 22nd 2021 @ 5:30pm



AGENDA
FSJPLA Board Meeting
September 22nd 2021 at 5:30pm
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Executive:

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

Trustees:

Debbie Hoza
Michael Bourcet – Area C

Jessica Kalman
Stacey Nimmo

Appointed:

Lilia Hansen – Municipal

Director:

Matthew Rankin

Manager:

Marilyn Lovejoy

Guests:

- 1. Call to order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the June 23, 2021 Meeting
 - 3.2 Director’s Report for Summer 2021 & September
- 4. Delegate: Friends of the Library**
- 5. Adoption of the Financial Report – as presented (CIS September document)**
- 6. Fundraising Committee**
 - 6.1 Simply K Launch
 - 6.2 SJA – FSJPL & Friends Online Store Fundraiser
 - 6.3 Shaw Partnership
- 7. Old Business**
 - 7.1 Budget 2021 Presentation – October 18th 2021
 - 7.2 Strategic Plan – Finalized version
 - 7.3 City Update
 - 7.4 NPCA Rent Response

8. New Business:

8.1 COVID-19 updates

8.1.1 Mask Mandate

8.1.2 Vaccine Cards & their impacts on Library Service

IN CAMERA SESSION

Adjourn:

9. Next Meeting Date: Regular Meeting – Wednesday, October 27th 2021 @ 5:30pm



AGENDA
FSJPLA Board Meeting
October 27th 2021 at 5:30pm
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting
<https://us02web.zoom.us/j/85656846730?pwd=bnRDTW1NcVZ3SDVQUtC2bnhkZFJUQT09>

Executive:

Lenita Choi – Chair/Area B
Andy Ackerman -Vice Chair
Nick Zhang - Treasurer

Trustees:

Debbie Hoza
Jessica Kalman
Stacey Nimmo
Appointed:
Lilia Hansen – Municipal
Michael Bourcet – Area C

Director:

Matthew Rankin

Manager:

Marilyn Lovejoy

Guests:

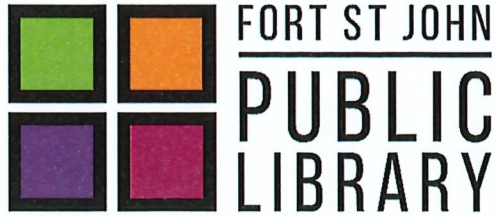
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- 1. Call to Order**
 - 2. Adoption of the Agenda**
 - 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the September 22nd 2021 Meeting
 - 3.2 Director’s Report for October 2021
 - 4. Delegate: Friends of the Library**
 - 5. Adoption of the Financial Report – as presented (CIS October document)**
 - 6. Fundraising Committee Update:**
 - 7. Old Business:**
 - 7.1 2022 Budget Presentation to FSJ Council Review
 - 7.2 2021 December Holiday Closure Dates
 - 7.3 NPCA Board Response – Lenita
 - 7.4 2022-2025 Strategic Plan Final Draft
 - 8. New Business:**
 - 8.1 COVID-19 updates (if any)

- 8.2 BCGEU Collective Agreement – Re-Negotiation (July 1st 2022 to June 30th 2025)
- 8.3 2022-Forward Board Recruitment – Lenita & Matthew
- 8.4 Statutory Holidays 2022 – See Attached Document
- 8.5 Board Meeting Dates 2022 – See Attached Document

IN CAMERA SESSION

Adjourn:

9. Next Meeting Date: Wednesday, November 24th 2021 @ 5:30pm



AGENDA
FSJPLA Board Meeting
November 24th 2021 at 5:30pm
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting
<https://us02web.zoom.us/j/81550588779?pwd=QW10VGI3Z3ozL0tsaXdpb0N0K2UzQT0>

<u>Executive</u>	<u>Trustees</u>	<u>Appointed</u>	<u>Staff</u>	<u>Delegates</u>	<u>Guests</u>
Lenita Choi – Chair/Area B Rep	Debbie Hoza	Lilia Hansen – Municipal Rep	Matthew Rankin - Director		
Andy Ackerman – Vice Chair	Jessica Kalman	Michael Bourcet – Area C Rep	Marilyn Lovejoy - Manager		
Nick Zhang – Treasurer	Stacey Nimmo				

REGRETS

- 1. Call to order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the October 27th, 2021, Regular Meeting
 - 3.2 Director’s Report for November 2021
- 4. Delegate: Friends of the Library**
- 5. Adoption of the Financial Report – as presented (CIS November document)**
- 6. Old Business**
 - 6.1 NPCS Board Response – Lenita
 - 6.2 Reminder: 2021 Winter Holiday/Christmas Closure - Matthew
 - 6.3 Email Motions for inclusion – Lenita/Matthew
 - 6.4 Library WiFi Network Update – Completed - Matthew

7. New Business:

- 7.1 COVID-19 updates (if any)
- 7.2 Director's Annual Report (In Progress)
- 7.3 Lenita's departure- recognition
- 7.4 Acting Chair and future election of Chair
- 7.5 New Board members
- 7.6 Report from Board Staff Liaison

IN CAMERA SESSION

Adjourn:

8. Next Meeting Date: Wednesday, January 26th 2021 @ 5:30pm