

AGENDA
FSJPLA Board Meeting
Wednesday, January 26th 2022 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>
Andy Ackerman – Acting Chair/Vice Chair	Debbie Hoza – Area B Rep	Lilia Hansen – Municipal Rep	Matthew Rankin - Director		
Nick Zhang – Treasurer	Jessica Kalman	Michael Bourcet – Area C Rep	Marilyn Lovejoy - Manager		
	Stacey Nimmo				
	Amber Harding				

REGRETS	
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- 1. FSJPLA Board Chair Election**
 - 2. Call to order**
 - 3. Adoption of the Agenda**
 - 4. Adoption of the Consent Agenda**
 - 3.1** Minutes of the November 24th, 2021, Regular Meeting
 - 3.2** Director’s Report for December 2021/January 2022
 - 5. Delegate:**
 - 6. Adoption of the Financial Report – as presented (CIS January document)**
 - 7. Old Business**
 - 7.1** Fundraising Committee - Matthew

7.2 Email Motions for inclusion – Matthew

7.2.1 *Motion for Approval of 2022 Budget*

Motion: A. Ackerman

Seconded: ???

Result: Passed

7.2.2 *Motion for Approval of Violence Prevention Policy*

Motion: J. Kalman

Seconded: S. Nimmo

Result: Passed

7.2.3 *Motion for Approval of FSJPL Rent Deferral to FSJPL for 2022.*

Motion: L. Choi

Seconded: M. Bourcet

*L. Hansen was noted as not being in favour of the motion.

Result: Passed

8. New Business:

8.1 New Staff Member - Matthew

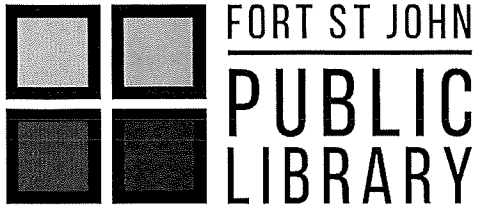
8.2 Permanent Fine-Free Discussion – Matthew

8.3 Interlibrary Overuse/Abuse Discussion - Matthew

IN CAMERA SESSION

Adjourn:

9. Next Meeting Date: Wednesday, February 23rd 2022 @ 5:30pm



AGENDA
FSJPLA Board Meeting
February 24th 2022 at 5:30pm
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting
<https://us02web.zoom.us/j/86965230721pwd=WjIzamR2eWs2ZU96QmgyOFdMMUJ0dz09>

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

REGRETS



- 1. Call to order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1** Minutes of January 26th, 2022, Regular Meeting
 - 3.2** Director’s Report for February 2022
- 4. Delegate: Friends of the Library**
- 5. Adoption of the Financial Report** – as presented (CIS February document)
- 6. Old Business:**
 - 6.1** Fundraising Committee – Matthew
 - 6.1.1** Grant Advance – Matthew/Andy
 - 6.2** Library User Late Fines and Lost/Damaged Book Fines Update - Michael/Andy

- 6.3 Quality donated books added to Library Collection - Michael/Andy
- 6.4 Re-Introduction of New Children's Services and Programming Coordinator – Matthew/Alisa
- 6.5 COVID-19 Update - Matthew

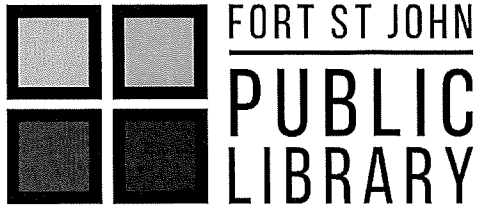
7. New Business:

- 7.1 Budget Review – Michael/Andy
- 7.2 Finance Committee Appointment – Michael
- 7.3 Appointment of New Staff Representative – Matthew
- 7.4 Provincial Reporting for 2021 -Matthew
- 7.5 Self-Checkout Issue - Matthew

IN CAMERA SESSION

Adjourn:

- 8. Next Meeting Date: Wednesday, March 23rd 2021 @ 5:30pm**



AGENDA
FSJPLA Board Meeting
Wednesday, March 23rd 2022 at 7:00pm*
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting:
<https://us02web.zoom.us/j/83415831767?pwd=WjM2OGpVRzEwYmM3RVk3bHB5d2NZQT09>

<u>Executive</u>	<u>Trustees</u>	<u>Appointed</u>	<u>Staff</u>	<u>Delegates</u>	<u>Guests</u>
Michael Bourcet – Chair	Debbie Hoza	Lilia Hansen – Municipal Rep	Matthew Rankin - Director		
Nick Zhang – Treasurer	Jessica Kalman		Marilyn Lovejoy - Manager		
	Stacey Nimmo				
	Amber Harding				

REGRETS	Andy Ackerman – Vice Chair
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- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1** Minutes of the February 24th 2022 - Regular Meeting
 - 3.2** Director’s Report for March 2022
- 4. Delegate: N/A**
- 5. Adoption of the Financial Report** – as presented (CIS March document)
- 6. Old Business:**
 - 6.1** COVID-19 Update – End of Mask Restrictions – Matthew
 - 6.2** Provincial Reporting – PLGR – Submitted March 16th – Matthew
 - 6.2.1** 2021 Annual Survey & SOFI to be submitted - Matthew
 - 6.3** Grant Advance – 1 Year Subscription Proposal – Matthew

6.4 Collective Agreement with BCGEU – Update – Matthew

6.5 Online Motion:

The Fort St John Public Library Association ratify the Public Library Grant Report 2021 as presented by the Library Director.

Motion: M. Bourcet

Seconded: D. Hoza

Result: Passed

7. New Business:

7.1 Change to In-Person/Hybrid Board Meetings? – Matthew

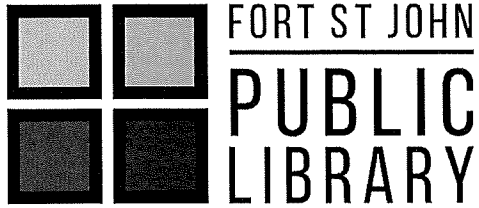
7.2 BC Hydro Grant - Server Update – Matthew

7.3 2022 AGM Date Change – Proposed Date: May 18th 2022 - Matthew

IN CAMERA SESSION

Adjourn:

8. Next Meeting Date: AGM - Wednesday, May 18th 2021 @ 7:00pm & Regular April Meeting @ 7:30pm

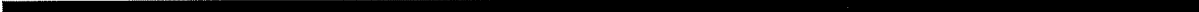


AGENDA
FSJPLA BOARD ANNUAL GENERAL MEETING
 Wednesday, May 18th, 2022, at 5:15pm
Zoom
 Phone number: 1-877-385-4099
 Participation Code: 9632825#
 Host Code:1335790#

Join Zoom Meeting https://us02web.zoom.us/j/87204928671?pwd=ckJVT3oraXRXSvk5cXp6SE83ZkxLOT09

<u>Executive</u>	<u>Trustees</u>	<u>Appointed</u>	<u>Staff</u>	<u>Delegates</u>	<u>Guests</u>
Michael Bourcet – Chair	Debbie Hoza		Matthew Rankin - Director		Linda Bourcet – FOTL VP
Andy Ackerman – Vice Chair	Stacey Nimmo				
Nick Zhang – Treasurer	Amber Harding				

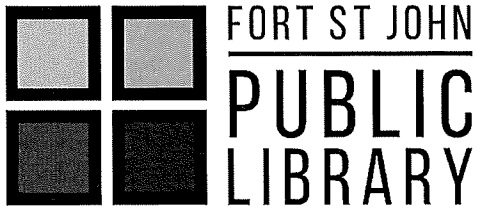
REGRETS	Lilia Hansen – Municipal Rep
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1. Call to Order
2. Welcome & Introductions
3. Approval of Agenda
4. Adoption of Minutes, as is from the April 28th 2021 AGM
5. 2021 Report from the Friends of the Library Society
6. 2021 Financial Audit – Prepared by SRBG
7. 2022 Budget as presented
8. 2021 Annual Report
9. Additional Proposed Motions
10. Nomination and Elections of 2021 Board Trustees

11. Next AGM on or before April 26th 2023.

12. Adjourn



AGENDA
FSJPLA Board Meeting
Wednesday, May 18th, 2022, at 5:30pm*
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting https://us02web.zoom.us/j/87204928671?pwd=ckJVT3oraXRXSvk5cXp6SE83ZkxLOT09

<u>Executive</u>	<u>Trustees</u>	<u>Appointed</u>	<u>Staff</u>	<u>Delegates</u>	<u>Guests</u>
Michael Bourcet – Chair	Debbie Hoza		Matthew Rankin - Director		Linda Bourcet – FOTL VP
Andy Ackerman – Vice Chair	Stacey Nimmo				
Nick Zhang – Treasurer	Amber Harding				

REGRETS Lilia Hansen – Municipal Rep
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- 1. Call to Order:**

 - 2. Election of Executive Board Officers:**
 - 2.1 Chair**
 - 2.2 Vice Chair**
 - 2.3 Treasurer**

 - 3. Adoption of the Agenda**

 - 4. Adoption of the Consent Agenda**
 - 3.1** Minutes of the March 23rd, 2022, Regular Meeting
 - 3.2** Director’s Report for April & May 2022
 - 3.3** FSJPL OHS Committee Report – April/May 2022

 - 5. Delegate: Friends of the Library**

 - 6. Adoption of the Financial Report** – as presented (CIS April document)

 - 7. Old Business:**

7.1 Appointment of Unofficial Area B & C representative positions - Michael

8. New Business:

8.1 Use of BC One-Time Grant Funds – Matthew

8.2 Communicable Disease Policy Update - Matthew

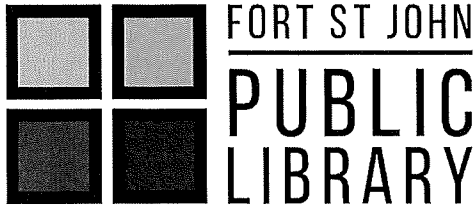
8.3 Land Recognition Statement for FSJPL - Matthew

8.4 PRRD Referendum Third Party Advertisement Campaign – Elections BC –
Matthew/Michael

IN CAMERA SESSION

Adjourn:

9. Next Meeting Date: Wednesday, June 22nd 2022 @ 5:15pm



AGENDA
FSJPLA Board Meeting
Wednesday, June 22nd 2022 at 5:15pm
In-Person at FSJPL and over Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting https://us02web.zoom.us/j/89859192066?pwd=UUFYVU9DNINPd1BMay81VG5udi9EQT09

<u>Executive</u>	<u>Trustees</u>	<u>Appointed</u>	<u>Staff</u>	<u>Delegates</u>	<u>Guests</u>
Michael Bourcet – Chair & Area C Patron Rep	Debbie Hoza - Area B Patron Rep	Lilia Hansen – Municipal Rep	Matthew Rankin - Director		
Andy Ackerman – Vice Chair	Stacey Nimmo				
Nick Zhang – Treasurer	Amber Harding				

REGRETS	
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- 1. Call to order**
 - 2. Adoption of the Agenda**
 - 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the May 18th 2022, Regular Meeting
 - 3.2 Director’s Report for June 2022
 - 3.3 OHS Report – June 2022
 - 4. Delegate: Friends of the Library**
 - 5. Adoption of the Financial Report – as presented (CIS June document)**
 - 6. Old Business:**
 - 6.1 Land Recognition Statement for FSJPL
 - 6.2 Motion to not become 3rd party lobbyist for PRRD Area C Referendum.
 - 6.3 Remaining AGM Items:
 - 6.3.1 **2021 Financial Report Approval**

6.3.2 2021 – Annual Report Approval

6.4 New Board Members Orientation and Board Binder

7. New Business:

7.1 City Meeting with Director and Chair

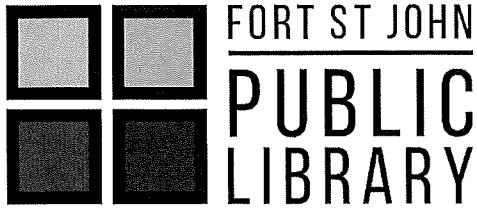
7.2 Adoption of Executive Committee Minutes – June 6th 2022.

7.3 Board Member Recruitment.

IN CAMERA SESSION

Adjourn:

8. Next Meeting Date: Wednesday, September 28th 2022 @ 5:15pm*



AGENDA
FSJPLA Board Meeting
Wednesday, September 28th, 2022, at 5:15pm*
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting
<https://us02web.zoom.us/j/84657761197?pwd=YTAraVhTVtQ5NFJldXBnbklwcFltQT09>

Executive	Trustees	Appointed	Staff	Delegates	Guests
Michael Bourcet – Chair & Area C Rep	Debbie Hoza	Lilia Hansen – Municipal Rep	Matthew Rankin – Director		Tanya Boyd – Staff
Andy Ackerman – Vice Chair	Lyle Goldie				Warren “Dub” Craig – Observer
Nick Zhang – Treasurer (via Zoom)	Stacey Nimmo				
	Amber Harding				

REGRETS



- 1. Call to Order:**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the June 22nd, 2022, Regular Meeting
 - 3.2 Minutes of July 8th Emergency Board Meeting
 - 3.3 Director’s Report for September 2022
 - 3.4 OHS Committee Meeting Minutes – July/August/September 2022
- 4. Delegate/Guests:** Warren “Dub” Craig
- 5. Adoption of the Financial Report** – as presented (CIS September document)

6. Old Business:

6.1 Email-based Motions:

6.1.1 SOFI Submission Motion

Motion to approve 2021 SOFI (Statement of Financial Information) for submission to PLB.

Motion: A. Ackerman

Seconded: M. Bourcet

Result: Passed

6.1.2 3rd Party Advertiser Motion

The FSJPLA Board instruct the Executive Director, Matthew Rankin, to apply for 3rd Party Advertiser status from Elections BC, allowing the FSJPLA to legally participate in the October Area B Referendum regarding the issue of property-based taxation funding for the FSJPL.

Motion: A. Ackerman

Seconded: N. Zhang

Result: Passed

6.1.3 3rd Party Advertisement Committee Plan Motion

The FSJPL Board adopt the 3rd Party Advertiser Planning Committee's plan as circulated.

Motion made by L. Goldie

Seconded by A. Ackerman

Result: Passed

6.1.4 3rd Party Advertisement Committee Budget Motion

The FSJPL Board approve the proposed 3rd Party Advertiser Budget.

Motion made by A. Harding

Seconded by M. Bourcet

Result: Passed

6.2 Return of Late Fines for October 2022 – Motion Required.

7. New Business:

7.1 Proxy Voting – Michael

7.2 AREA B Budget Increase Approval - Matthew

7.3 Approval of Fire Plan and Updates – Matthew

7.4 Collective Agreement Negotiations Date Update – Matthew/Michael

7.5 2023 FSJ Budget Proposal Update – Matthew

7.5.1 2023 – Area C Budget Submission – Matthew

7.6 Accessibility Act – Province of BC – Matthew

7.6.1 MSI & Accessibility Assessments – Matthew/Tanya

7.7 Library Month – October 2022 (City Declaration) – Matthew

7.8 FSJPL Winter Closure Dates – December 24th to January 3rd (6 Operational Days Total) - Matthew

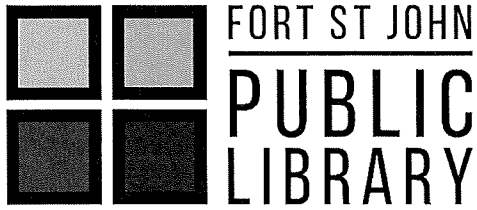
7.9 Board Fall Get-Together/Party – Matthew

7.10 Remaining Signers – NPSCU – Matthew

IN CAMERA SESSION

Adjournment:

- 8. Next Meeting Date: Wednesday, October 26th, 2022 @ 5:15pm***



AGENDA
FSJPLA Board Meeting
Wednesday, October 26th, 2022, at 5:30pm
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting
<https://us02web.zoom.us/j/88322201889?pwd=YnNZT1VqSUkxM0JIS29PVVJ0WXB6dz09>

Executive	Trustees	Appointed	Staff	Delegates	Guests
Michael Bourcet – Chair & Area C Patron Rep	Debbie Hoza – Area B Patron Rep	Lilia Hansen – Municipal Rep	Matthew Rankin - Director	Andrea Doherty – President of FOTFSJPL	Tanya Boyd – Staff Member
Andy Ackerman – Vice Chair	Stacey Nimmo				
Nick Zhang – Treasurer	Amber Harding				
	Lyle Goldie				
	Warren Mulvey				

REGRETS

- 1. Call To Order:**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1** Minutes of the September 28th, 2022, Regular Meeting
 - 3.2** Director’s Report for October 2022
 - 3.3** OHS Committee Meeting Minutes – October 2022
- 4. Delegate: Friends of the Library – Andrea Doherty – President**
- 5. Adoption of the Financial Report** – as presented (CIS October document)
- 6. Old Business:**
 - 6.1** Result of October 15th Election – Area B Referendum & Plans moving forward.

6.2 BCGEU-FSJPLA Bargaining Update - Matthew

6.3 Staff-Board-Friends Preliminary Party Date - Matthew

7. New Business:

7.1 2023 FSJ City Council – Grant Presentation – November 28th, 2022

7.2 Rescheduling Meeting Times Discussion – Matthew

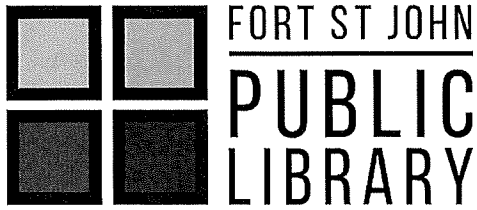
7.3 Proposed 2023 FSJPLA Board Meeting Dates – Matthew

7.4 Book-Related Event Fall 2022 – Matthew/Andrea

IN CAMERA SESSION: TBD

Adjourn:

8. Next Meeting Date: Wednesday, November 23rd, 2021 @ 5:30pm (Final Meeting for 2022)



AGENDA
FSJPLA Board Meeting
Wednesday, November 26th, 2022 at 5:30pm*
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting
<https://us02web.zoom.us/j/82055464972?pwd=aEFXZmZ1MWhFRDd3eXZOeVc4VEVDZz09>

Executive	Trustees	Appointed	Staff	Delegates	Guests
Michael Bourcet – Chair & Area C Patron Rep	Debbie Hoza – Area B Patron Rep	Sarah McDougall – Municipal Rep	Matthew Rankin - Director		Tanya Boyd – Staff Member
Andy Ackerman – Vice Chair	Stacey Nimmo				
Nick Zhang – Treasurer	Amber Harding				
	Lyle Goldie				
	Warren "Dub" Craig				

REGRETS	
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1. **Call to Order:**
 2. **Adoption of the Agenda**
 - 2.1 **Introduction of New Municipal Library Representative: Councillor Sarah McDougall.**
 3. **Adoption of the Consent Agenda**
 - 3.1 Minutes of the September 28th, 2022, Regular Meeting
 - 3.2 Director’s Report for October 2022
 4. **Delegate: TBD**
 5. **Adoption of the Financial Report – as presented (CIS November document)**
 6. **Old Business:**

- 6.1 Board-Staff-Friends Party – December 10th @ 5-7pm
- 6.2 Reminder – FSJ Council – Grant-In-Aid Presentation – December 12th @ 2:00pm
- 6.3 BCGEU-FSJPLA Collective agreement Negotiations – Week of December 13th.
- 6.4 Holiday Closure – December 24th to January 2nd, 2023.

7. New Business:

- 7.1 Closure Dates for FSJPL in 2023 – See Attached Documents.
- 7.2 Director Plans for 2023
 - 7.2.1 Budgeting
 - 7.2.2 Projects
 - 7.2.3 Director & Staff Training
- 7.3 Accessibility Policy Update - Matthew
- 7.4 Survey Week 2022 – PLB – November 22nd to 26th - Matthew

IN CAMERA SESSION

Adjourn:

- 8. Next Meeting Date: Wednesday, January 25th, 2023 @ 7:00pm**