



MINUTES
FSJPLA Board Meeting
Wednesday, January 25th, 2023, at 5:30pm*
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting
<https://us02web.zoom.us/j/82642167924?pwd=N2ZlZDhpdlhCcFlBM0tBTTh4R1hsdz09>

<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	Amber Harding		Matthew Rankin - Director		Tanya Boyd – Staff Member
Andy Ackerman – Vice Chair	Lyle Goldie				
	Warren "Dub" Craig				
	Stacey Nimmo				

REGRETS | Sarah McDougall, Debbie Hoza & Nick Zhang – **Treasurer**

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- 1. Call to Order:**

 - 2. Adoption of the Agenda**
Motion: L. Goldie
Seconded: A. Akerman
Result: Passed

 - 3. Adoption of the Consent Agenda**
 - 3.1** Minutes of the November 23rd, 2022, Regular Meeting
 - 3.2** Director’s Report for December 2022/January 2023
 - 3.3** OHS (Occupational Health & Safety) Committee Reports –
 - November 2022
 - December 2023
 - January 2023**Motion:** M. Bourcet
Seconded: A. Akerman

Result: Passed

4. Delegate: N/A

5. Adoption of the Financial Report – as presented (CIS January document)

Motion: L. Goldie

Seconded: S. Nimmo

Result: Passed

6. Old Business:

6.1 Reviewing Fines Structure – Implementation in October 2022 – Matthew

Discussion: Back in September, it was determined that the fine structure will be reevaluated in January. Still working with

6.2 BCGEU-FSJPLA Collective Agreement Negotiations – Update, 2023 – Matthew/Michael

Discussion: Negotiations are in progress, and will hopefully conclude before the end of the week.

6.3 Tender for New Accountancy Firm Discussion – Matthew

Discussion: As discussed in 2022, the Board raised concerns regarding the current financial contractor and increasing costs. Matthew created and was prepared to submit the Request For Proposal publicly, but, after speaking with the Accounts and Office Admin it became clear the process for the 2023 Financial Review has already started. At their request, Matthew asked that the RFP be held off until Summer 2023, to ensure the 2022 Year end is completed. The Board made clear however that the current contractor needs to be made aware of their concerns. Matthew will be in contact with the Board with updates.

6.4 Elections BC Update – Matthew

Discussion: Matthew received a communication from Elections BC regarding the October submission of the Third Party Advertiser Funds. Apparently an improper form (5402) was submitted in addition to the other required forms. The entire package was re-submitted on January 13th, and everything was resolved.

7. New Business:

7.1 Cash-Flow Documentation/Process - Matthew/Michael

Discussion: Michael and Matthew sat down with Eryn from the City of FSJ regarding concerns they had about our rent deferral, and offered assistance with further developing our cash flow monitoring. Matthew has created a draft of the form which he will share with the Board.

7.2 Special Fundraising Event Planning – Amber/Matthew

Discussion: Amber met with Matthew and Alisa to work on fundraising ideas for the Library in 2023. As previously mentioned by Matthew, during a conversation with former board member Matthew Preprost, the idea of a “Book Boiling” was floated as

a big fun event to raise funds and attention to the Library. After discussing it Amber created the idea of a special event Murder Mystery in October (Library Month as well), in coordination with local groups, such as the NPCC, Stage North or The Lido. Discussion is still welcome, however Warren suggested a massive D&D event to bridge off the regular game nights at the Library. Matthew will keep the Board updated.

7.3 Director of Library Services Annual Evaluation – Matthew

Discussion: Reminder to Board that Matthew is approaching 24 months in the Directors position as of February 16th 2023. He is requesting that the Board conducts the evaluation in and around that time. Michael and Lyle confirmed they would be involved in the process.

7.4 Friends of the Library Purchasing Request – Matthew

Discussion: Friends of the Fort St. John Public Library joined the staff for their January general meeting where they made requests about what their raised funds can be used for. Any suggestions the Board has can be sent directly to Matthew.

7.5 2022 BC Reporting - Matthew

- **Discussion:**
 - Provincial Public Library Grant Report – Due March 1, 2023
 - SOFI (Statement of Financial Information) – Due May 15, 2023
 - Annual Survey - Opens Mid-March, due May 15, 2023

7.6 Trustee Status & New Trustee Search – Michael

Discussion: Stacey confirmed that this was her last meeting with the Board.

IN CAMERA SESSION – 1 Item to Discuss – Michael/Matthew

Motion to Enter In-Camera:

Seconded:

Result:

Motion to Exit:

Seconded:

Result:

Adjourn:

- Motion; L. Goldie
- Seconded: S. Nimmo
- Result: Passed

8. Next Meeting Date: Wednesday, February 22nd, 2023 @ 5:30pm