

AGENDA
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=N2ZIZDhpdlkCcFIBM0tBTTh4R1hsdz09>

<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	Sarah McDougall – Municipal Rep	Matthew Rankin - Director		Tanya Boyd – Staff Member
Andy Ackerman – Vice Chair	Amber Harding				
Nick Zhang – Treasurer	Lyle Goldie				
	Warren "Dub" Craig				
	Stacey Nimmo				

REGRETS

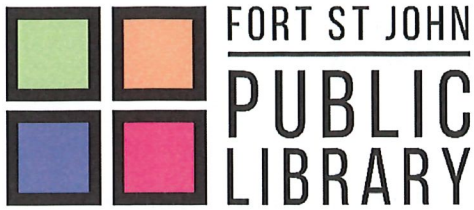
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- 1. Call to Order:**
 - 2. Adoption of the Agenda**
 - 3. Adoption of the Consent Agenda**
 - 3.1** Minutes of the November 23rd, 2022, Regular Meeting
 - 3.2** Director’s Report for December 2022/January 2023
 - 3.3** OHS (Occupational Health & Safety) Committee Reports –
 - 3.3.1** November 2022
 - 3.3.2** December 2023
 - 3.3.3** January 2023
 - 4. Delegate: TBD**

- 5. Adoption of the Financial Report** – as presented (CIS January document)
- 6. Old Business:**
 - 6.1** Reviewing Fines Structure – Implementation in October 2022 - Matthew
 - 6.2** BCGEU-FSJPLA Collective Agreement Negotiations – Update, 2023 – Matthew/Michael/Nick
 - 6.3** Tender for New Accountancy Firm Discussion – Matthew
 - 6.4** Elections BC Update - Matthew
- 7. New Business:**
 - 7.1** Cash-Flow Documentation/Process - Matthew/Michael
 - 7.2** Special Fundraising Event Planning - Amber
 - 7.3** Director of Library Services Annual Evaluation – Matthew
 - 7.4** Friends of the Library Purchasing Request – Matthew
 - 7.5** 2022 BC Reporting
 - 7.5.1** Provincial Public Library Grant Report – Due March 1, 2023
 - 7.5.2** SOFI (Statement of Financial Information) – Due May 15, 2023
 - 7.5.3** Annual Survey - Opens Mid-March, due May 15, 2023
 - 7.6** Trustee Status & New Trustee Search - Michael

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

Adjourn:

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



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Andy Ackerman – Vice Chair	Amber Harding				
Nick Zhang – Treasurer	Lyle Goldie				
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REGRETS

- 1. Call to Order:**
- 2. Adoption of the Agenda**
- 3. Adoption of the Consent Agenda**
 - 3.1 Minutes of the January 25th 2023 – (Regular Meeting)**
 - 3.1.1 Minutes of February 9th 2023 – (Emergency Meeting)**
 - 3.2 Director’s Report for February 2023**
 - 3.3 OHS Committee Report – February 2023**
- 4. Delegate: TBD**
- 5. Adoption of the Financial Report – as presented (CIS February document)**
- 6. Old Business:**
 - 6.1 BCGEU-FSJPLA Collective Agreement Negotiations – Update: Full Agreement Draft Signed – Matthew/Michael**

- 6.2 Trustee Status & New Trustee Search – Putting up posters? – Matthew
- 6.3 Director of Library Services Annual Evaluation – Matthew

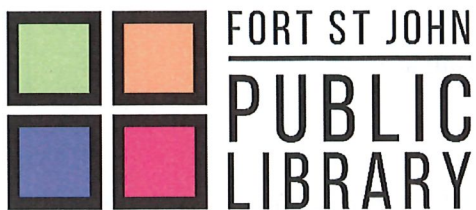
7. New Business:

- 7.1 City of FSJ Grant Approval - Matthew
- 7.2 PLGR (Provincial Public Library Grant Report) – Board Approval – Matthew
- 7.3 Special Fundraising Event Planning Update – Matthew
- 7.4 Looking Forward – March 2023 – Matthew
 - 7.4.1 Programs
 - 7.4.2 Projects
 - 7.4.3 Ideas

IN CAMERA SESSION

Adjourn:

- 8. Next Meeting Date: Wednesday, March 22nd, 2023 @ 5:30pm**



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FSJPLA Board Meeting
Wednesday, March 22nd 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/83389355068?pwd=b0FIUmpkSElxR2pOaTFha21XSW5sdz09>

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REGRETS



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- 3. Adoption of the Consent Agenda**
 - 3.1** Minutes of the February 22nd, 2023, Regular Meeting
 - 3.2** Director’s Report for March 2023
 - 3.3** OHS Committee Report – March 2023
- 4. Delegate: TBD**
- 5. Adoption of the Financial Report – as presented (CIS March document)**
- 6. Old Business:**
 - 6.1** Board Recruitment Posters Up – Matthew/Michael
 - 6.2** October Event Update – Matthew

6.3 Director Absences – Update

6.3.1 Beyond Hope Conference – Matthew/Tanya/Alisa

6.3.2 BCLA

7. New Business:

7.1 Board Training – April 1st 2023 – District of Taylor Office - 0007 100a St, Taylor, BC V0C 2K0 @ 9:30am

7.2 2023 AGM & Regular April Meeting – April 26th 2023 @ 5:30pm

7.3 May 2023 Meeting – Reorganization – Matthew

7.4 Fundraising/Grant Applications – Matthew

7.4.1 Front Desk Updates

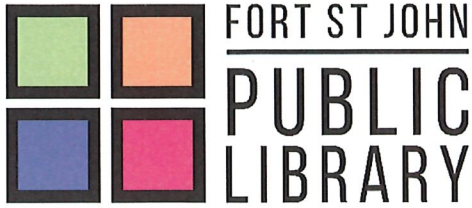
7.4.2 New Furniture Purchases

7.5 Bibliocommons Survey – April-May 2023 - Matthew

IN CAMERA SESSION -

Adjourn:

8. Next Meeting Date: AGM - Wednesday, April 26th, 2023 @ 5:30pm followed by Regular April 2023 Meeting.



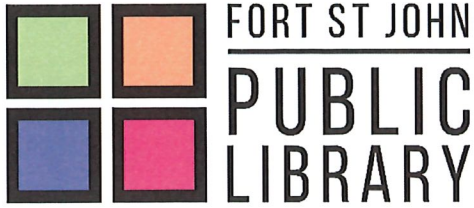
AGENDA
ANNUAL GENERAL MEETING (AGM)
Wednesday, April 26th 2023 at 5:30pm
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting https://us02web.zoom.us/j/85382845948?pwd=K01VbXZhWWF4ZENxeDhpK0pwTjlvZz09

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REGRETS	
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|---|---|
| <ol style="list-style-type: none"> 1. Call to Order 2. Welcome & Instructions 3. Approval of AGM Agenda 4. Adoption of 2022 AGM Minutes –
Wednesday, May 18th 2022 5. 2022 Report from the Friend of Fort
St. John Public Library 6. 2022 Financial Review – Prepared by
SRBG 7. 2023 Budget as presented | <ol style="list-style-type: none"> 8. 2023 Annual Report 9. Additional Proposed Motions 10. Nomination and Election of 2023-2024
Board Trustees 11. New Board Photo 12. Next Meeting Date: Wednesday, April
24th, 2023 @ 5:15pm |
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AGENDA
FSJPLA Board Meeting
Wednesday, May 24th, 2023 at 5:30pm
Via In-Person & Zoom
 Phone number: 1-877-385-4099
 Participation Code: 9632825#
 Host Code:1335790#

Join Zoom Meeting https://us02web.zoom.us/j/85048267623?pwd=OGdpOE9BMzBZRFlrbXZ0VDVIUzg2Zz09

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REGRETS	
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 - 3.1** Minutes of the April 26th, 2023, Regular Meeting
 - 3.2** Director’s Report for May 2023
- 4. Delegate: TBD**
- 5. Adoption of the Financial Report – as presented (CIS May 2023)**
 - 5.1** Cashflow January- May 2023 (YTD)
- 6. Old Business:**
 - 6.1** Update to Board Introduction Policy – Matthew
 - 6.2** SRC (Summer Reading Club) 2023 – Update – Matthew
 - 6.3** NPCC/City Building Update – Summer 2023 – Matthew
 - 6.4** FSJPL Policies and Procedures Update Discussion – Matthew

6.5 Financial Report – Update (If Available) - Matthew

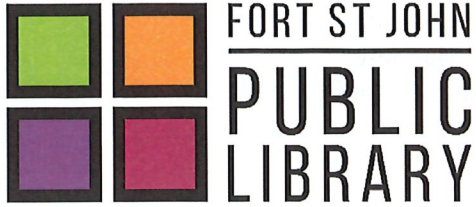
7. New Business:

7.1 Friends of the Library Update – Matthew

IN CAMERA SESSION

Adjourn:

8. Next Meeting Date: Wednesday, June 28th, 2023 @ 5:30pm



AGENDA
FSJPLA Board Meeting
Wednesday, June 28th, 2023 at 5:30pm
Via In-Person & Zoom
 Phone number: 1-877-385-4099
 Participation Code: 9632825#
 Host Code:1335790#

Join Zoom Meeting
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 - 3.1 Minutes of the May 24th, 2023, Regular Meeting
 - 3.2 Director’s Report for June 2023
 - 3.3 OHS Committee Meeting Minutes – May & June 2023
- 4. Delegate: TBD**
- 5. Adoption of the Financial Report – as presented (CIS June)**
 - 5.1 Cash-Flow January-June 2023 - Matthew
- 6. Old Business:**
 - 6.1 2022 Remaining Approvals – Matthew
 - 6.1.1 2022 Annual Report
 - 6.1.2 2022 SOFI (Statement of Financial Information) – When Completed.

- 6.2 Update on Board Introduction Policy – Michael/Matthew
- 6.3 NPCC/City Building Update – Summer 2023 – Matthew
- 6.4 FSJPL Policies and Procedures Update Discussion – Matthew
- 6.5 Approval of September 2023 Hours Increase - Matthew
- 6.6 Email Motions (For Record)

6.6.1 2022 Financial Review Motion:

Motion to Approve the Year-End 2022 financial statements and documents for FSJPL, as compiled and presented by our accountants SRBG (Sander Rose Bone & Grindle - FSJ Office).

Motion Made: L. Goldie

Seconded: M. Bourcet

Result: Passed

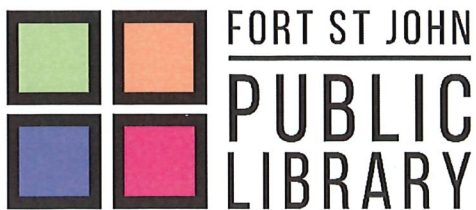
7. New Business:

- 7.1 Summer Communications & Board Get-Together - Matthew

IN CAMERA SESSION – If Applicable

Adjourn:

- 8. Next Meeting Date: Wednesday, September 27th, 2023 @ 5:30pm**



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 - 3.1** Minutes of the June 28th, 2022, Regular Meeting
 - 3.2** Director’s Report for September 2023
 - 3.3** OHS Committee Meeting Minutes – September 2023
 - 3.3.1** July 2023 – OHS Committee Meeting Minutes
 - 3.3.2** August 2023 – OHS Committee Meeting Minutes
 - 4. Delegate: TBD**
 - 5. Adoption of the Financial Report – as presented (CIS September 2023)**
 - 5.1** September 27th Cashflow Statement
 - 6. Old Business:**
 - 6.1** 2022 Referendum Re-Re-submission – July 2023 – Matthew Update
 - 6.2** Evening Hours Update – September 7th 2023

7. New Business:

7.1 Trustee Appointments - Michael

7.2 CFLA – Statement of Intellectual Freedom – Michael/Matthew

7.3 Library Month Request – October 15th 2023 - Matthew

7.4 Grant Proposals and Applications:

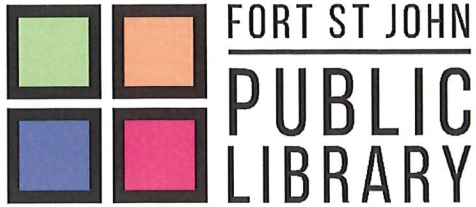
7.4.1 City of Fort St. John

7.4.2 Peace River Regional District

IN CAMERA SESSION

Adjourn:

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	Dale Boissonneault				

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 - 3.2 Director's Report for October 2023
- 4. Delegate: TBD**
- 5. Adoption of the Financial Report – as presented (CIS October 2023)**
 - 5.1 October 25th Cashflow Statement
- 6. Old Business:**
 - 6.1 NPCC Renovation Update - Fall 2023 – Matthew
 - 6.2 Accessibility Committee Update - Matthew
 - 6.3 Board Introduction Policy / Operational Policies and Procedures – Update – Matthew

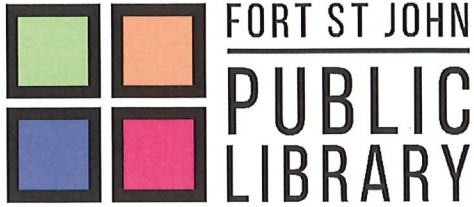
7. New Business:

- 7.1 Network/Shared Drive Server Installation - Matthew
- 7.2 Proposed Dates for 2024 Board Meetings – Matthew
- 7.3 2023 Director Evaluation – February 2024 – Matthew
- 7.4 Director December 2023 Vacation/Leave – Matthew
- 7.5 End of local Newspaper subscriptions - Matthew

IN CAMERA SESSION

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 - 3.2** Director’s Report for November 2022
 - 3.3** OHS Committee Meeting Minutes
 - 3.3.1** October 2023
 - 3.3.2** November 2023
- 4. Delegate: TBD**
- 5. Adoption of the Financial Report – as presented (CIS November)**
 - 5.1** Cashflow November 2023

6. Old Business:

- 6.1 PRRD Funding Agreement – Michael/Matthew
- 6.2 City of FSJ 2024 Funding Update – Matthew
- 6.3 NPCCS-FSJPLA Lease Update – Michael
 - 6.3.1 Email Communications
- 6.4 Policies and Procedures Update Discussion & Approval – Matthew
- 6.5 City of FSJ – NPCC Renovations Update - Matthew
- 6.6 Potluck Reminder – November 25th - Matthew

7. New Business:

- 7.1 Staff Bathroom – Facet Replacement – Matthew
- 7.2 Looking forward to 2024 – Matthew
 - 7.2.1 Renovations
 - 7.2.2 Replacement of Shelving
 - 7.2.3 Continuing of September 2023 hours
 - 7.2.4 Possible replacement of staff computers
- 7.3 NELF Board Meeting via Zoom – November 20th – Debbie/Matthew
- 7.4 Programming for December:
 - 7.4.1 Santa Claus Hot Chocolate Fundraiser.

IN CAMERA SESSION

Adjourn:

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