



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=N2ZIZDhpdllCcFIBM0tBTTh4Rlhsdz09

<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:

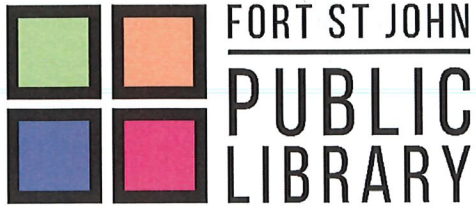
Seconded:

Result:

Adjourn:

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

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



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<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	N/A	Tanya Boyd – Staff Member
	Amber Harding				
	Warren "Dub" Craig				

REGRETS | Lyle Goldie, Andy Ackerman – **Vice Chair** & Nick Zhang – **Treasurer**

- 1. Call to Order: 5:37pm**

- 2. Adoption of the Agenda (With In-Camera Addition)**
 Motion: A. Harding
 Seconded: S. MacDougall
 Result: Passed

- 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**
 Motion: S. MacDougall
 Seconded: W. Craig
 Result: Passed

- 4. Delegate: N/A**

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

Motion: W. Craig

Seconded: A. Harding

Passed: Passed

6. Old Business:

6.1 BCGEU-FSJPLA Collective Agreement Negotiations – Update – Matthew

Discussion: Matthew mentioned that the collective agreement's final draft has yet to be received. His hope was to share the completed version by this meeting, but will keep the Board up to date once he receives it.

6.2 Trustee Status & New Trustee Search – Matthew

Discussion: Previously during the January Board meeting, there had been a discussion about recruiting a new board member with the end of term for S. Nimmo. After some discussion, Michael directed Matthew to advertise a position, but to first update the advertisements with candidate requirements such as Board Experience, and preferably being a library user.

6.3 Director of Library Services Annual Evaluation – Matthew

Discussion: Matthew reminded the Board that Michael and Lyle are completing his 2022-2023 Evaluation. Staff Surveys will be picked up on Friday, February 24th.

7. New Business:

7.1 City of FSJ Grant Approval – Matthew

Discussion: Matthew was happy to announce that the City approved the requested amount of 450K for the current operating year.

7.2 PLGR (Provincial Public Library Grant Report) – Board Approval – Matthew

Discussion: Matthew completed and was ready to submit the PLGR to the Public Libraries Branch at the Ministry for 2022. All that is required is a Board approval and Chair signature to continue.

Motion Outline: *Motion demonstrating that The FSJPLA Board of Trustees approves the final draft of the 2022 PLGR, as well as submission to the PLB.*

Motion: M. Bourcet

Seconded: S. MacDougall

Result: Passed

7.3 Special Fundraising Event Planning Update – Matthew

Discussion: Matthew has completed an initial overview of the October 2023 planned fundraising D&D event. Need to flesh out a full story for a one session event, as well as find a corporate sponsor. Matthew will update the Board as the event takes shape and progresses.

7.4 Looking Forward – March 2023 – Matthew

Discussion: Matthew wanted to give the Board an update on what plans he has for the next few months. Specifically, there are plans for re-organizing the floor space around the DVDs to make a general study/quiet area. Plans to continue staff training, and other items to follow.

IN CAMERA SESSION – ENTERED: 6:01pm

Motion to Enter: A. Harding

Seconded: M. Bourcet

Result: Passed

IN CAMERA SESSION - EXITED: 6:19pm

Motion to Exit: D. Hoza

Seconded: S. MacDougall

Result: Passed

Motion to Adjourn: 6:20pm

Motion: A. Harding

Seconded: W. Craig

Result: Passed

8. Next Meeting Date: Wednesday, March 22nd, 2023 @ 5:30pm (Meeting #3 for 2023)



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Michael Bourcet – Chair & Area C Patron Rep	Debbie Hoza – Area B Patron Rep		Matthew Rankin - Director	<u>N/A</u>	Tanya Boyd - Staff Member
Andy Ackerman - Vice Chair	Lyle Goldie				
	Warren "Dub" Craig				

REGRETS | Nick Zhang – **Treasurer**, Amber Harding, & Sarah McDougall – **Municipal Rep**

- 1. Call to Order: 5:34pm**

- 2. Adoption of the Agenda (With Updates)**
 Motion: D. Hoza
 Seconded: L. Goldie
 Result: Passed

- 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 – Sent via email.
 Motion: L. Goldie
 Seconded: D. Hoza
 Result: Passed

- 4. Delegate: N/A**

- 5. Adoption of the Financial Report – as presented (CIS March document)**

5.1 Discussion: After some discussion, Michael recommended that the Monthly co

6. Old Business:

6.1 Board Recruitment Posters & Advertisements Up – Matthew/Michael

Discussion: As requested in the February Board Meeting Matthew posted recruitment advertisements in library and on social media (FB and IG) looking for a replacement Board Member. No responses yet, Matthew is restarting the AHN Article, and will include it, and will have Alisa mention it during her next radio interview.

6.2 October Event Update – Matthew

Discussion: Matthew is still in the process of developing and setting up the event. Updates to follow.

6.3 Director Absences – Update - Matthew

Discussion: Matthew will be away April 4th to 8th 2022, further vacation to be determined. He will also be attending the Beyond Hope Library Conference in Prince George from May 14th -16th with the LLA and Programmer, then subsequently attending the Spark Conference in FSJ May 17th and 18th.

6.4 Rent Renewal – Michael

Discussion: As determined in November/December 2022, the FSJPLA Board decided to defer rent via a letter written to NPCA. As finances have been confirmed and relatively stabilized, Michael recommended restarting rent payments.

Motion to restart monthly rent payments to NPCC effective immediately, including .

Motion: M. Bourcet

Seconded: D. Hoza

Result: Passed

7. New Business:

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

Discussion: Matthew provided a reminder that Andy and Sherri (Taylor Library Director) will be manning a joint Taylor and FSJ Board training session. Tense discussion regarding sandwiches followed, and will be updated.

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

Discussion: Matthew provided a reminder to the Board that attendee is preferred for the 2023 Annual General Meeting and then-regular meeting on April 26th. Lyle indicated unavailability, but will discuss.

7.3 May 2023 Meeting – Rescheduling – Michael/Matthew

Discussion: Michael was concerned he would be unable to attend the May 2023 Regular Board Meeting, but after some discussion, will attend virtually.

7.4 Fundraising/Grant Applications – Matthew

- Front Desk Updates
- New Furniture Purchases

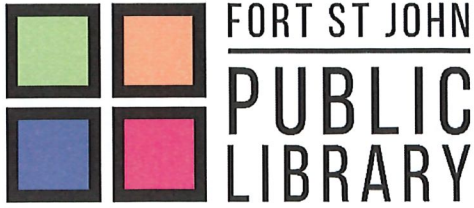
7.5 Bibliocommons Survey – April-May 2023 – Matthew

Discussion: After some staff concerns were brought to his attention last year, Matthew is putting together a Google and In-Person Survey to get patron feedback on whether the Bibliocommons platform is still being used. Warren expressed his support for the service. Matthew will update the Board once the results are in.

IN CAMERA SESSION – N/A

Adjourn: 6:29pm
Motion: D. Hoza
Seconded: M. Bourcet
Result: Passed

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



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Michael Bourcet – Chair & Area C Patron Rep	Debbie Hoza – Area B Patron Rep	Sarah MacDougall – Municipal Rep	Matthew Rankin - Director	Heather Truscott (NPCC)	James Greenhalth (Member of the Public)
Lyle Goldie – Treasurer	Nick Zhang				
	Warren "Dub" Craig				

REGRETS	Amber Harding, Andy Ackerman – Vice Chair & Nick Zhang
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1. Call to Order: 5:45pm

2. 2023 Election of Board Officers

2.1 Nominations:

○ **CHAIR**

- **Nominee #1: M. Bourcet**
 - **Nominated by:** D. Hoza.
 - **Result:** Elected by Acclamation.
- No Other Nominees Offered.

○ **VICE CHAIR**

- **Nominee #1: A. Ackerman –**
 - **Nominated by:** D. Hoza
 - **Result:** Elected by Acclamation.
- **Nominee #2: L. Goldie –**
 - **Nominated by:** M. Bourcet
 - **Result:** Nomination withdrawn.
- No Other Nominees Offered.

○ **TREASURER**

- **Nominee #1: L. Goldie –**
 - **Nominated by:** W. Craig
 - **Result:** Elected by Acclamation.
- No Other Nominees Offered.

3. Adoption of the Agenda (with Updates)

Motion: W. Mulvey

Second: L. Goldie

Result: Passed

4. Adoption of the Consent Agenda

4.1 Minutes of the March 22nd, 2023 - Regular Meeting

4.2 Director's Report for April 2023

4.3 OHS Committee Report – April 2023

Motion: D. Hoza

Second: L. Goldie

Result: Passed

5. Delegate: Heather Truscott (Director of NPCCS)

Discussion: Heather introduced herself to the Board and discussed possible joint meetings or shared Board members to keep lines of communication open between the two boards open. Michael and the rest of the Board Members discussed the potential avenues for this to happen and will return to Heather with an answer prior to the June NPCCS Board AGM.

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

6.1 Cash Flow Update – April 24th, 2023 (Included)

Motion: S. McDougall

Second: L. Goldie

Result: Passed

7. Old Business:

7.1 Board Training Session Update – April 1st – Matthew/Michael/Lyle/Warren

Discussion: On April 1st, 2023, Matthew, Michael, Lyle and Warren, attended a joint training session with the Taylor Public Library Board, ran by Andy (as a certified trainer under BCLTA). The training was universally praised as being useful in explaining how the Board functions on a day-to-day basis, as well as outlining the responsibilities of Trustees. Lyle in particular recommended the training to the remaining trustees when it is made available again.

7.2 SRC (Summer Reading Club) 2023 – Update – Matthew

Discussion: Matthew wanted to update the Board on how the SRC is progressing. As of the Board Meeting, the Library has raised roughly \$22K for the program, which he considered amazing, and due to the hard work and diligence of Andy in applying

for the Grants. Matthew has heard back from Young Canada Works. Alisa is currently creating the outline for the program, and the Job Ad has been posted, and will be up until June 12th. The hope is to hire 2 students, but funding will limit this. Updates will follow, but the plan is to start the program in early July 2023.

7.3 NPCC/City Building Update – Summer 2023 – Matthew

Discussion: Matthew communicated with the City of FSJ, regarding the planned updates to the NPCC Building exterior in the Summer. On a side note, on a previous agreement in 2022, the library will be receiving a new interior drop-box. Updates to follow.

8. New Business:

8.1 Who We Are Document – Michael/Matthew/Andy

Discussion: Michael introduced the “Who We Are” Document to the Board, that was the result of research by himself, Matthew, and Andy. The goal of the document is to outline what the FSJPL is (as defined under the Library Act) and how it relates to our operations. A persistent question that has been plaguing the Board is whether or not we are recognized as a society. Based on the research conducted the answer was found to be no, we are not a society as defined in BC. We are a Library Association and CRA-Registered Charity. This document will be added to the FSJPL Policies and Procedures Binder, and the New Trustees training.

8.2 FSJPL Policies and Procedures Update Discussion (Document Send Out Following Meeting) – Matthew

Discussion: Matthew mentioned that he, Michael and Andy are working on updating the Policies and Procedures Binder to include the new updated Accessibility Policies/Plan, and the Who We Are Document. Updates to follow.

8.3 One-Time Provincial Grants – Spending Ideas – Matthew

Discussion: As mentioned via email, and in-person, the library has received approximately \$152K as a one-time grant to be spent over 3 years (2023-2025). Matthew is open to ideas, so any submissions will be welcome. Updates to follow.

IN CAMERA SESSION

Entering Motion: D. Hoza

Seconded: W. Craig

Result: Passed

Exiting Motion: W. Craig

Seconded: L. Craig

Result: Passed

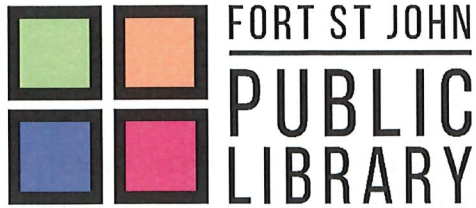
Adjournment: 7:33pm

Motion: D. Hoza

Seconded: W. Craig

Result: Passed

9. Next Meeting Date: Wednesday, May 24th, 2023 @ 5:30pm



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Michael Bourcet – Chair & Area C Patron Rep	Debbie Hoza – Area B Patron Rep	Sarah MacDougall – Municipal Rep	Matthew Rankin - Director	N/A	N/A
	Amber Harding				

REGRETS | Andy Ackerman, Lyle Goldie, Warren Craig, and Nick Zhang.

- 1. Call to Order: 5:38pm**
- 2. Adoption of the Agenda (With Updates).**
 Motion: D. Hoza
 Seconded: S. MacDougall
 Result: Passed
- 3. Adoption of the Consent Agenda (Removal of NELF AGM and OHS Committee Minutes)**
3.1 Minutes of the April 26th, 2023, Regular Meeting
3.2 Director’s Report for May 2023
 Motion: D. Hoza
 Seconded: S. MacDougall
 Result: Passed
- 4. Delegate: None.**
- 5. Adoption of the Financial Report – as presented (CIS May 2023)**
5.1 Cashflow January- May 2023 (YTD)
 Motion: D. Hoza
 Seconded: A. Harding

Result: Passed

6. Old Business:

6.1 Update to Board Introduction Policy – Matthew

Discussion: Matthew was planning to update/create new policies for new Board Members Introductions when the wildfire warnings hit. He will finish them over the course of June.

6.2 SRC (Summer Reading Club) 2023 – Update – Matthew

Discussion: The YCW (Young Canada Works) Grant was received to support the hiring of a Summer Reading Club Student Coordinator. After posting and interviewing for the position, we found our hire, and she will start on June 12th. Sarah mentioned that CSJ (Canada Summer Jobs) Grant (the other major federal grant the library applies for) is pulling back in its support, which may explain why they have not updated Matthew. Program officially starts on July 1st – Canada Day.

6.3 NPCC/City Building Update – Summer 2023 – Matthew

Discussion: Matthew has not had any major updates from the city since April regarding the refurbishment of the NPCC. He will update the Board once there is more information.

6.4 FSJPL Policies and Procedures Update Discussion – Matthew

Discussion: Matthew is working with Michael and Andy to update the existing policies and procedures manual, first by separating the procedures into a separate document, and adding additional policies to bring FSJPL up-to-date.

6.5 Financial Report – Update (If Available) – Matthew

Discussion: Unfortunately, the financial report from the Library's auditors has not been completed yet. Updates to follow, once the report has been received.

7. New Business:

7.1 Friends of the Library Update – Matthew

Discussion: The May 6th Book Sale raised around \$700, and the Friends have asked Matthew and Staff for ideas on what to spend the money on. Matthew is extending this to the Board. As of May 2023, Matthew is planning to update and purchase new furniture for the children's area. Suggestions are welcome.

IN CAMERA SESSION - None

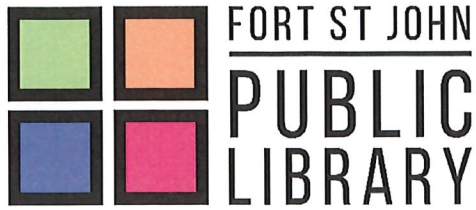
Adjourn: 6:06pm

Motion: D. Hoza

Seconded: A. Harding

Result: Passed

8. Next Meeting Date: Meeting #6: Wednesday, June 28th, 2023 @ 5:30pm



MINUTES
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Wednesday, June 28th, 2023 at 5:30pm
Via In-Person & Zoom
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Andy Ackerman - Vice Chair	Amber Harding				
Lyle Goldie - Treasurer	Warren "Dub" Craig				

REGRETS | Nick Zhang

- 1. Call to Order: 5:30pm**

- 2. Adoption of the Agenda (No Additions)**
Motion: S. MacDougall
Seconded: L. Goldie
Result: Passed

- 3. Adoption of the Consent Agenda**
 - 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 (Not sent with general package will be sent after meeting)*
Motion: L. Goldie
Seconded: A. Harding
Result: Passed

- 4. Delegate: None.**

- 5. Adoption of the Financial Report – as presented (CIS June)**
 - 5.1** Cash-Flow January-June 2023 – Matthew

Motion: S. MacDougall
Seconded: M. Bourcet
Result: Passed

6. Old Business:

6.1 2022 Remaining Approvals – Matthew

6.1.1 2022 Annual Report For Stakeholders

Motion to approve 2022 Annual Report Final Draft.

Motion Made: L. Goldie

Seconded: D. Hoza

Result: Passed

6.1.2 2022 SOFI (Statement of Financial Information) – Not completed yet.

6.2 Update on Board Introduction Policy/ FSJPL Policies and Procedures Update

Discussion: Matthew is currently working on updating and separating the current Policy and Procedures Document into three new documents: The Board Policies and Procedures, Library Policies, and Library Procedures. Part of these updates will require changes to the Board Appointment and Election Policies. The Accessibility Policy/Plan/Committee also need to be established. Updates to follow.

6.3 NPCC/City Building Update – Summer 2023 – Matthew

Discussion: Matthew spoke with Eryn at the City of Fort St. John to get an update on when the NPCC exterior repairs were happening. Due to a variety of factors, Eryn mentioned the repairs will now not happen until spring 2024. This actually works in the Library's favour as SRC programs/events will not be interrupted, and there will be not foreseeable closures (outside of possible emergencies) to happen this summer. Updates to follow.

6.4 Approval of September 2023 Hours Increase – Matthew

Discussion: As previously mentioned, the Board requested that Matthew develop additional hours of operation to accommodate evening hours. As such Matthew proposed 10-6 as the new hours for Thursdays and Fridays, starting September 7th 2023. Amber expressed interest in helping promote the changes, and will meet with Matthew to discuss.

6.5 Email Motions (For Record)

6.5.1 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

Discussion: Matthew was interested in setting up a Board-specific get together or invite them to a proposed staff get-together. Updates to follow.

IN CAMERA SESSION

Motion to enter In-Camera Session:

Motion Made: A. Ackerman

Seconded: S. MacDougall

Result: Passed

Motion to exit In-Camera Session:

Motion Made: A. Harding

Seconded: A. Ackerman

Result: Passed

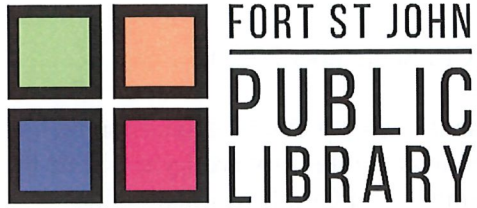
Motion to Adjourn: 6:37pm

Motion: W. Craig

Seconded: D. Hoza

Result: Passed

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



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Andy Ackerman – Vice Chair	Warren “Dub” Craig		Tanya Boyd – Staff Member		
Lyle Goldie – Treasurer	Dale Boissonneault				

REGRETS	Amber Harding
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- 1. Call to Order: 5:33pm**

 - 2. Adoption of the Agenda (with additions)**
Motion: W. Craig
Seconded: A. Ackerman
Result: Passed

 - 3. Adoption of the Consent Agenda**
 - 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
 Motion: M. Bourcet
 Seconded: L. Goldie
 Result: Passed

 - 4. Delegate: None**

5. Adoption of the Financial Report – as presented (CIS September 2023)

5.1 September 27th Cashflow Statement

Discussion: Lyle presented both documents, and mentioned a previous discussion he had with Matthew about the role of the Treasurer in meetings. Going forward Lyle will be the primary presenter of the Comparative Income Statement and Cashflow documents. Questions were raised about the September CIS, as it appears the Library is greatly overspending in some categories, despite the reason being the unexpected \$277,000 given by the province as enhancement grants. Both Sarah and Andy recommended allocating the funds formally and adjusting the original budget lines to reflect the additional funds. This is mainly to ensure it makes sense to outside observers, what is happening.

Motion:

Seconded:

Result:

6. Old Business:

6.1 2022 PRRD Area B Referendum Re-Re-submission – July 2023 – Matthew Update

Discussion: Matthew had to resubmit the 2023 PRRD Area B referendum documents, based on a technicality. BCElections confirmed everything is now submitted and correct.

6.2 Evening Hours Update – September 7th 2023 – Tanya/Matthew

Discussion: Tanya mentioned several positive comments that she has had about the new Thursday/Friday 10-6 hours. Lyle asked if there were plans for additional hours in future if these hours prove successful. The Board asked for

7. New Business:

7.1 Trustee Appointments – Michael

Discussion: Michael introduced Dale as a former colleague and friend, with experience in education, and family working directly in public libraries. The Board issued a motion and passed it, appointing Dale to the Board.

Motion to appointment Dale Boissonneault as FSJPLA Trustee, and for him to be elected at the 2024 FSJPLA AGM.

Motion: D. Hoza

Seconded: L. Goldie

Result: Passed

7.2 CFLA – Statement of Intellectual Freedom – Michael/Matthew

Discussion: Michael mentioned that the Statement of Intellectual Freedom promoted by the Canadian Federation of Library Associations (CFLA) is a great response to any calls for material removal or control over collection development.

7.3 Library Month Request – October 10th 2023 – Matthew

Discussion: Matthew will be presenting the Library Month Presentation to Council on October 10th at around 2-3pm.

7.4 Grant Proposals and Applications

Discussion: Matthew has been in contact with both the City and PRRD Admin about grant applications going forward. Both municipalities are changing their application processes leading to some changes this year. The City Finance Staff has confirmed that the Library will be receiving it's grant, and that is not reason to think it will decrease, but FSJPLA will not find out until January 2024 what has been allocated for the grant. Matthew is making note, and will keep the Board up to date. The PRRD will be sending Matthew the application documents by mid-October, and it will be for both Areas B and C, instead of the usual two separate grants.

7.5 Board Introduction Policy / Operational Policies and Procedures – Lyle/Michael/Matthew

Discussion: Lyle was curious about a previously left over item regarding Board Introductions and changes to the operational Policies and Procedures. Matthew confirmed that the Board had discussed several months ago developing a process for inducting new Trustees. Matthew has started working on this, but is not done. Additionally, Matthew has ran into some difficulties separating the Policy and Procedure Language, and hopes to have it completed by mid-October. Updates to follow.

IN CAMERA SESSION

Motion to enter In-Camera Session:

Motion: M. Bourcet

Seconded: A. Ackerman

Result: Passed

Motion to exit In-Camera Session:

Motion: L. Goldie

Seconded: D. Hoza

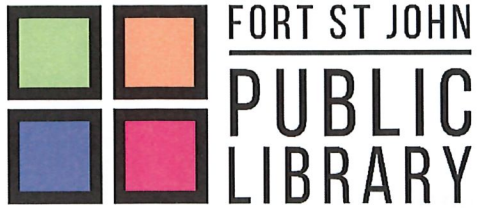
Result: Passed

Adjourn: **6:37pm**

Motion: D. Boissonneault

Result: Passed

Next Meeting Date: Wednesday, October 25th, 2023 @ 5:30pm



Minutes
FSJPLA Board Meeting
Wednesday, October 25th, 2023 at 5:30pm
Via In-Person & Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#

<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	Warren “Dub” Craig	Sarah McDougall – Municipal Rep	Matthew Rankin – Director / Board Secretary	<u>N/A</u>	<u>N/A</u>
Andy Ackerman – Vice Chair	Dale Boissonneault		Tanya Boyd – Staff Member		
Lyle Goldie – Treasurer					

REGRETS	Amber Harding + Debbie Hoza – Area B Patron Rep
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- 1. Call to Order: 5:32pm**
 - Due to technical difficulties A. Akerman and W. Craig were not able to join the meeting until the 7.4 item and in-camera meeting, respectively.
- 2. Adoption of the Agenda**
Motion: L. Goldie
Seconded: S. MacDougall
Result: Passed
- 3. Adoption of the Consent Agenda**
 - 3.1** Minutes of the September 27th, 2022, Regular Meeting
 - 3.2** Director’s Report for October 2023
Motion: M. Bourcet
Seconded: L. Goldie
Result: Passed
- 4. Delegate: TBD**
- 5. Adoption of the Financial Report – as presented (CIS October 2023)**
 - 5.1** October 25th Cashflow Statement

Motion: A. Akerman
Seconded: L. Goldie
Result: Passed

6. Old Business:

6.1 NPCC Renovation Update - Fall 2023 – Matthew

Discussion: Matthew was in contact with the City, regarding the successful application for a capital grant to refurbish the NPCC exterior, as well as provide the Library with an exterior door. The Board raised some questions and concerns regarding the door, and Matthew will investigate, as well as discuss with Staff.

6.2 Accessibility Committee Update – Matthew

Discussion: Originally, the Accessibility Committee was set to meet on October 17th, but due to a lack of responses from invited members, it has been re-scheduled for November 20th. Updates to follow, along with a possible partnership with the City of FSJ's Accessibility Committee.

6.3 Board Introduction Policy / Operational Policies and Procedures – Update – Matthew

Discussion: Matthew is still working on both Policies and Procedures. Updates to follow.

7. New Business:

7.1 Network/Shared Drive Server Installation – Matthew

Discussion: Network Server for the Library was installed by ESW. Crew is finalizing data transfer and removal of the old unit for Monday, October 30th 2024.

7.2 Proposed Dates for 2024 Board Meetings – Matthew

Discussion: Matthew submitted schedule for Board Meeting dates in 2024 (and 2025). Meetings will remain in hybrid format, and the 4th Wednesday of each month.

7.3 2023 Director Evaluation – February 2024 – Matthew

Discussion: Matthew reminded the Board, that his annual evaluation will be coming up in the next 4 months. Michael mentioned getting Board members assisting in the process. Updates to follow.

7.4 Director November/December 2023 Vacation/Leave – Matthew

Discussion: Matthew re-iterated planned vacation plans for November and the 2023 Holiday season.

7.5 End of Local Newspaper Subscriptions – Matthew

Discussion: End of three local newspapers in September & October 2023: *The Dawson Creek Mirror*, *The Fort Nelson News*, and our beloved *Alaska Highway News*. As of October 2023 FSJPL no longer has Newspaper Subscriptions, beyond those in Libby, which are electronic copies. Matthew is investigating getting at least one physical newspaper subscriptions for patrons.

IN CAMERA SESSION – 1 Item For Discussion.

Motion-In: A. Akerman
Seconded: S. MacDonald
Result: Passed

Motion-Out: A. Akerman
Seconded: M. Bourcet
Result: Passed

Adjourn Motion: D. Boissonneault
Adjourn: 6:24pm

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

