



MINUTES
FSJPLA Board Meeting
Wednesday, January 24th, 2024 @ 5:30pm
Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting:
<https://us02web.zoom.us/j/82070140218?pwd=UEF1N1FxZUIvekR5TWZEL0NHd0RXdz09>

| Executive | Trustees | Appointed | Staff | Delegates | Guests |
|---|---------------------------------------|--|---|------------------|---------------|
| Michael Bourcet - Chair & Area C Patron Rep | Warren "Dub" Craig | Sarah MacDougall - Municipal Representative | Matthew Rankin - Director / Board Secretary | N/A | N/A |
| Andy Ackerman - Vice Chair | Amber Harding | | Tanya Boyd - Staff | | |
| Lyle Goldie - Treasurer | Dale Boissonneault | | | | |
| | Debbie Hoza - Area B Patron Rep | | | | |
| In-Person Attendance | | | | | |
| Online (Zoom) Attendance | | | | | |
| REGRETS | None | | | | |

1. **Call to Order: 5:32pm**
2. **Adoption of the Agenda (with corrections)**
Motion: W. Craig
Seconded: L. Goldie
Result: Passed
3. **Adoption of the Consent Agenda**
 - 3.1 Minutes of the November 22nd, 2023, Regular Meeting (with updates)
 - 3.2 Director's Report for December 2023/January 2024
 - 3.3 OHS Committee Meeting Minutes
 - 3.3.1 December 2023
 - 3.3.2 January 2024
 - 3.4 Accessibility Committee Meeting Minutes
 - 3.4.1 October 2023

Motion: S. MacDougall
Seconded: A. Akerman
Result: Passed

4. Delegate: TBD

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

5.1 Cashflow December 2023 & January 2024

Motion: W. Craig

Seconded: D. Boissonneault

Result: Passed

6. Old Business:

6.1 Evening Hours Reconsideration – Matthew

Discussion: After discussing it with staff, evening hours may need to be reconsidered, based on the few patrons that seem to be using the library. The hours are still relatively new, only starting in September, but possible explanations include the hours are still not late enough to help those getting off work at 5pm, and lack of promotion outside of social media, posters and word of mouth. Matthew is working with Lori to understand the cost of alternate hours set up, including the hiring of a part-time staff member to cover evenings. Updates to follow.

6.2 Lease Negotiations Update – Michael

Discussion: Michael outlined the status of the lease negotiations between the FSJPLA and NPCS (North Peace Cultural Society). Despite some sticking points, the relationship between the two negotiation teams remains positive. Plans were discussed as to what would happen in the event of a formal disagreement between the Library and Society that would prevent the signing of the new lease. Updates to follow.

6.3 Director Evaluation – February 2024 - Matthew

Discussion: Matthew reminded the Board that he will be celebrating his 3rd work anniversary on February 16, 2024, and thus requires another annual review. Lyle and Warren have volunteered to helm the review from the Board-side, while Micheal will be taking care of the staff questionnaire. Updates to follow.

6.4 Building Renovations Update – Matthew

Discussion: Matthew had a meeting in January with Karin Carlson from the City of FSJ, regarding the planned improvements to the NPCC exterior. Matthew reiterated the concerns expressed by the Board and Library staff about some elements of the plan including the exterior door, which were noted. 2024 will be used as a consulting period to get input from community partners (including FSJPLA), construction will not commence until 2025.

6.5 Debbie Board Departure – Micheal and Matthew

Discussion: Michael mentioned that with Debbie's departure from the Board, NELF (Northeast Library Federation) will need another member for its Board. This role will

require some travel for special meetings during the year. Matthew is hoping to get an answer as soon as possible, but hopefully before the next Board Meeting in February.

6.6 Policies and Procedures Update Review and Possible Approval – Matthew

Discussion: Matthew asked the board if they had any further changes or revisions to the Policies and Procedures binder. There were none, and Michael called for a motion which passed.

Motion to approve changes and updates to the FSJPL Operational Policies and Procedures for 2024.

Motion: D. Boissonneault

Seconded: A. Akerman

Result: Passed

7. New Business:

7.1 74th Library Birthday Celebration – Matthew

Discussion: Matthew has been in contact with LJ Lawson at SJA promos about pricing out sweaters and stuff animals for the 74th Library Birthday/Anniversary on March 1st. Examples were provided to all the in-person meeting attendees and shared later with the online attendees. Updates to follow.

7.2 Year-End 2023 - Matthew

Discussion: Matthew, Lori and Lorraine are currently working on closing out 2023, including the finances, the Annual Report 2023. The 2024 AGM will be held in April, and as per previous Board discussions, will be more publicly advertised to support association members' participation in Board Elections. Updates to come.

7.3 December 2023 - January 2024 Minor Updates - Matthew

Discussion: Matthew provided minor updates about the library including the new Staff Lockers, new Display Lights, Floor Reorganization, as well as larger purchases including the iRobot Vacuum and Director's laptop.

7.4 PRIDE Update and Response – Lyle

Discussion: Lyle provided an update on a troubling development involving a former North Peace PRIDE Society Board Member. This individual was arrested on New Years Eve and is currently being arraigned on charges relating to minors. This person was immediately removed from the PRIDE Board, and a statement was issued condemning their actions, and explaining what has happened. This person was never part of the Library PRIDE Night, but Lyle still formally told Matthew and Alisa in-person about the development. Matthew, Tanya, and the Board reiterated their support for North Peace PRIDE, with hope that this individual faces the full consequences of their actions, providing justice to their victims. The library will continue to host the monthly PRIDE Teen Night. As the Society tries to navigate forward, there will be no additional programming with the Library.

IN CAMERA SESSION – **NO ITEMS**

Adjournment: 6:46pm

- **Motion:** D. Boissonneault
- **Seconded:** L. Goldie
- **Result:** Passed

8. Next Meeting Date: Wednesday, February 28th, 2024 @ 5:30pm