



**MINUTES**  
**FSJPLA Board Meeting**  
**Wednesday, February 28<sup>th</sup>, 2024 at 5:30pm**  
**Zoom**  
**Phone number: 1-877-385-4099**  
**Participation Code: 9632825#**  
**Host Code:1335790#**

<b>Join Zoom Meeting:</b> <a href="https://us02web.zoom.us/j/89913988058?pwd=L0VzcmFtNm0xU0dLcC9EZ0RTMjJSZz09">https://us02web.zoom.us/j/89913988058?pwd=L0VzcmFtNm0xU0dLcC9EZ0RTMjJSZz09</a>
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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	Warren "Dub" Craig	Sarah MacDougall - Municipal Representative	Matthew Rankin - Director / Board Secretary	N/A	N/A
Lyle Goldie - Treasurer	Dale Boissoneault		Tanya Boyd - Staff		

<b>Absent</b>	Andy Ackerman - <b>Vice Chair</b> , Amber Harding
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- 1. Call to Order: 5:31pm**
  
  - 2. Adoption of the Agenda (with Additions)**  
**Motion:** D. Boissoneault  
**Seconded:** S. MacDougall  
**Result:** Passed
  
  - 3. Adoption of the Consent Agenda**
    - 3.1** Minutes of the January 24<sup>th</sup>, 2024, Regular Meeting
    - 3.2** Director's Report for February 2024
    - 3.3** OHS Committee Meeting Minutes
      - 3.3.1** February 2024**Motion:** W. Craig  
**Seconded:** D. Boissoneault  
**Result:** Passed
  
  - 4. Delegate: None.**
  
  - 5. Adoption of the Financial Report – as presented (CIS February)**

## 5.1 Cashflow February 2024

**Motion:** S. MacDougall

**Seconded:** W. Craig

**Result:** Passed

## 6. Old Business:

### 6.1 FSJ 2024-2027 Fee for Service Submitted

**Discussion:** Matthew briefed the board on submission of \$470K budget request to Council for 2024 to 2027. This is a Fee for Service submission and will need to be approved by the council. As with the new PRRD Areas B and C agreement, there is a need for an annual presentation, but more to provide updates on what is happening at the library and how funds are being spent.

### 6.2 74<sup>th</sup> Library Birthday Celebration & Online Store

**Discussion:** Matthew posted the online store link on Facebook, last Friday. It runs until March 11th and was created in partnership with SJA Promos. Matthew is planning a 'Surprise Birthday Celebration' on Friday, March 1<sup>st</sup> with cake for the public from 1-4pm.

### 6.3 Year-End 2023 & Rescheduling AGM from April to May 2024

**Discussion:** Matthew will be away part of April 2024, and will be unavailable for the AGM. The Board discussed it, and ended up deciding on Wednesday, May 1<sup>st</sup>, 2024 @ 5:30pm as the new AGM date.

### 6.4 Director Evaluation Update – February 2024

**Discussion:** Michael reminded the Board that the Director evaluation process is nearing its end with the employee reviews being completed this week. Updates to follow.

### 6.5 Lease Negotiations Update

**Discussion:** Michael mentioned that negotiations are still on-going, with no current meeting planned, and the last meeting in January 2024. Updates are being provided to PLB and the City.

### 6.6 Evening Hours Reconsideration

**Discussion:** Matthew provided an update on the evening hours discussion. As a review, staff have mentioned a drop-off in people coming in from 5-6pm on Thursdays and Fridays, which might warrant a review. Board discussion centered around alternates to current hours, and the current time of year being cold and less accessible.

## 7. New Business:

### 7.1 SRC Grant Applications

**Discussion:** Matthew wanted to recognize the hard work of our Vice-Chair Andy in developing and applying for Summer Reading Club 2024 grants, used to support rentals, program supplies, and equipment purchases.

## **7.2 Arts Group Donation & New iPad Purchase**

**Discussion:** FSJPL received a generous donation from Deb and the Accidental Art Group. In-lieu of group fees, Deb asked members to donate to a local non-profit/charity. Luckily, they chose the library. We received \$700.00 which went towards purchasing a new catalogue iPad for the front. Deb and the group are recognized with a sign.

## **7.3 PLGR 2023 Approval**

**Discussion:** The PLGR is Provincial Public Library Report and “*provides an opportunity for libraries and federations to showcase their achievements throughout the year and demonstrate how they support provincial programs and priorities.*” Matthew sent a copy for Board review prior to the meeting and requires a motion to approve.

***Motion to approve the 2023 FSJPL PLGR for submission to the Public Libraries Branch.***

**Motion:** L. Goldie

**Seconded:** D. Boissoneault

**Results:** Passed

## **7.4 FSJPLA-BCGEU Collective Agreement Negotiations**

**Discussion:** Matthew updated the Board on the upcoming Collective Agreement negotiations, most likely happening in May to July 2024. The current agreement officially ends on June 30<sup>th</sup>. Elections for the BCGEU

## **7.5 Upcoming Renewals**

**Discussion:** Matthew updated the Board on upcoming renewals to Benefits – (March 2024) & Insurance (June 2024). Updates to follow.

## **7.6 Evacuation and Continuity Discussion**

**Discussion:** Warren was interested in understanding how FSJPL will respond to a possible influx of library users from other surrounding communities in the event of forest fires and other climate-related emergencies in 2024. Matthew mentioned that there is already an on-going plan between him and staff to develop more concrete procedures for evacuations for the library and emergency operations but expanding it to include NELF and Provincial-level partners might be a good idea. Updates to follow.

IN CAMERA SESSION - None.

**Adjournment:** 6:37pm

**Motion:** L. Goldie

**Seconded:** W. Craig

**Result:** Passed

**8. Next Meeting Date:** Wednesday, March 27<sup>th</sup>, 2024 @ 5:30pm