



**MINUTES**  
**FSJPLA Board Meeting**  
**Wednesday, March 27<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/84302359773?pwd=NFBJU0lQZ2VHeUI1Y3lmMHEyRlBtZz09">https://us02web.zoom.us/j/84302359773?pwd=NFBJU0lQZ2VHeUI1Y3lmMHEyRlBtZz09</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 – <b>Chair &amp; Area C Patron Rep</b>	Warren “Dub” Craig	Sarah MacDougall – <b>Municipal Representative</b>	Matthew Rankin – <b>Director / Board Secretary</b>	N/A	N/A
Andy Ackerman – <b>Vice Chair</b>	Amber Harding		Tanya Boyd - <b>Staff</b>		
Lyle Goldie – <b>Treasurer</b>					

<b><u>ABSENT</u></b>	Dale Boissonneault
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**1. Call to Order: 5:32pm**

**2. Adoption of the Agenda**

**Motion:** L. Goldie

**Seconded:** W. Craig

**Result:** Passed

**3. Adoption of the Consent Agenda**

**3.1** Minutes of the February 28th, 2024, Regular Meeting

**3.2** Director’s Report for March 2024

**3.3** OHS Committee Meeting Minutes - March 2024

**Motion:** L. Goldie

**Seconded:** S. MacDougall

**Result:** Passed

**4. Delegate: None**

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

**Motion:** W. Craig

**Seconded:** M. Bourcet

**Result:** Passed

**6. Old Business:**

**6.1 FSJPLA AGM and Regular Meeting scheduled for May 1<sup>st</sup>, 2024 @ 5:30pm – Michael/Matthew**

**Discussion:** AGM - Election of Board. Regular Meeting - Election of officers – Chair, Vice-Chair, & Treasurer

**6.2 FSJ 2024 Fee for Service Report Presented – March 25<sup>th</sup> - Matthew**

**Discussion:** Matthew mentioned that FSJ City Staff presented the Fee for Service Grant Request, as part of a motion with the museum grant to council. Council voted in-favour of 450K (same as 2023) with a 1-year agreement. Bonnie McCue sent Matthew a letter indicating the approval, and the draft agreement which needs to be discussed and signed. Updates to follow.

**6.3 Upcoming Renewals – Benefits and Insurance Update – Matthew**

**Discussion:** Matthew has been in contact with Hub, regarding benefits, which are being renewed as per our previous year's agreement. The Western Insurance Broker has not responded yet, but Matthew will call soon to get an update. Normally, FSJPL's insurance does not renew until June of each year. Updates to follow.

**6.4 Evacuation and Business Continuity Discussion – Matthew**

**Discussion:** Matthew has continued discussions with NELF, and the City of FSJ about emergency planning for Summer 2024. Updates to follow.

**6.5 Director Vacation Update – April 21<sup>st</sup> to 30<sup>th</sup> – Matthew**

**Discussion:** Matthew will now be away Sunday, April 21<sup>st</sup> to 30<sup>th</sup> in Kelowna, BC. The supervisors list will be submitted soon.

**6.6 FSJPLA-BCGEU Collective Agreement Negotiations Update – Matthew**

**Discussion:** Matthew received a request from BCGEU to start negotiations in June 2024 for the new Collective Agreement. Matthew and Michael will comprise the Board-based negotiation team. Updates to follow.

**6.7 FSJPLA-NPCS Lease Negotiations Update – Michael**

**Discussion:** No update as of the Board Meeting, Michael has been consulting with PLB on some aspects of the process, including any need legal advice, as well as reporting/seeking approval from the Minister for signed leases.

**7. New Business:**

### **7.1 NELF Board Representative Update – Michael and Matthew**

**Discussion:** Matthew congratulated Lyle on becoming the new NELF Board representative for FSJPLA, following Debbie’s departure from the Board in January. Throughout the year, the NELF Board Meets to go over the federation’s AGM, along with a planning Meeting on Saturday, May 4<sup>th</sup> and Sunday, May 5<sup>th</sup> in Dawson Creek at DC Public Library. Matthew will be carpooling with the Taylor Director and will be staying overnight. Updates to follow.

### **7.2 Library Closures – Easter Long Weekend – Matthew**

**Discussion:** Matthew reminded the Board that the library will be closed Friday and Saturday this week for the long Easter weekend.

### **7.3 Library Advertising – Expansion Ideas (FSJ Airport, SD 60, supermarkets, etc.)**

**Discussion:** Matthew mentioned plans to increase visibility in the community, by adding new locations to advertise with. Specifically, sharing Newcomer services and programs with the airport, to catch incoming families and new residents to FSJ and PRRD. Additionally, Lyle suggested contacting the Art Council to include displays and other types of advertisements. Updates to follow.

### **7.4 75<sup>th</sup> Birthday Gala Planning – March 2025**

**Discussion:** Matthew is preparing for the 75<sup>th</sup> Birthday Gala. This will include a Facebook-Instagram historical photo project in the lead up. The success of the project will depend a lot on partnerships with Friends of FSJPL, the North Peace Museum, FSJ Literacy Society, Urban Systems, etc. Amber volunteered to assist Matthew with developing a marketing campaign for the Gala. Updates to follow.

### **IN CAMERA SESSION - Director Evaluation Review – Board Only**

Motion to move **INTO** In-Camera:

Seconded:

Result:

Motion to move **OUT** of In-Camera Session:

Seconded:

Result:

**Adjournment:**

**Motion:**

**Seconded:**

**Result:**

- 8. Next Meeting Date: Annual General Meeting - Wednesday, May 1<sup>st</sup>, 2024 @ 5:30pm + Regular Meeting @ 6:00pm**