



MINUTES
FSJPLA Board Meeting
Wednesday, October 23rd 2024 at 5:30pm
In-Person & Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting: <https://us02web.zoom.us/j/81070119762?pwd=bmtaWmM4enhtVGf2K1VIUE1ad2RPdz09>

Executive	Trustees	Appointed	Staff	Delegates	Guests
Michael Bourcet – Chair & Area C Patron Rep	Andy Ackerman	Sarah McDougall – Municipal Representative	Matthew Rankin – Director / Board Secretary	N/A	N/A
Lyle Goldie – Vice Chair	Karen Anderson				
Warren “Dub” Craig – Treasurer					

Unable to Attend: Amber Harding / Dale Boissonneault / Rose Lee / Tanya Boyd

1. Call to Order: 5:35pm

2. Adoption of the Agenda (with edits):

- **Motion:** K. Anderson
- **Second:** S. MacDougall
- **Result:** Passed

3. Adoption of the Consent Agenda

3.1 Minutes of September 25th 2024, Regular Meeting

3.2 Director’s Report for October 2024

Motion: M. Bourcet

Second: A. Ackerman

Result: Passed

4. Delegate: None.

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



5.1 - Cashflow October 2024

Discussion: The Board had some concerns about certain budget lines, including furniture, Computer Support/Maintenance, and Computer Purchases. Matthew confirmed that for furniture and computer purchases those costs were covered by donations provided by the Friends of the library and Surerus. Computer Support has been very high due to a variety of reasons, including the server replacement, and labour relating to updating the new staff workstations.

6. Old Business:

6.1 - Lease Negotiation Update – Matthew & Michael.

Discussion: No movement on the current negotiations. The Board expressed concerns about engaging the city and NPCS further, as they felt it may cause tensions to develop. Other board members felt that not doing anything is leaving a legal obligation (on behalf of the NPCS) to come to an agreement. Discussion was tabled.

6.2 - 75th Anniversary Celebration Committee Update – Matthew

Discussion: Matthew confirmed the Lido will be the location for the May 24th weekend event for the 75th anniversary. Still a lot of work to do, but he mentioned the main priority for the committee is to find a corporate sponsor, and advertising campaign for January start.

6.3 - Fall 2024 Update

Discussion: Matthew mentioned that the Budget 2025 Application is currently being worked on. The submission process changed in 2023, so application is going in in January 2025. Efforts are being made to have a zero-level budget by designating funds in more detail. Updates to follow. Additionally, reporting November 1st, 2024 – PRRD Financial Reporting. Michael requested that the report be shared with the Board before signing. Finally, Matthew is going to be speaking with the PLB about Strategic Plan 2026-2028 Planning.

6.4 - The Director's Personal Growth Plan update

Discussion: Michael provided an overview of the Director personal growth plan, including an official tracking plan, and change to Director's Job description to include responsibilities relating to hiring, discipline, and firing of employees.

6.5 - New LED Ceiling Lights Update



Discussion: Matthew spoke with Curtis Redpath at the city about the light update. No timeline still, but Curtis mentioned that the company working on the lights has started reviewing how installation will work. Updates to follow.

6.6 - 2025 NEW Hours Plan

Discussion: Matthew mentioned that he has plans to hire another P/T Circulation Coordinator to cover the new planned evening hours in January 2025 until June 2025. These hours were the product of a survey and discussions with staff. The Board expressed concerns about the additional costs of this position, and once the current enhancement grants end, what will be the financial impact. Matthew will confirm existing costs, and speak with the Accounts Admin about budget impact.

6.7 - Board-Staff Pot-Luck Planning – December 2024

Discussion: Matthew reminded the Board that the Google Form for the Holiday Pot-Luck is still up and needs to be completed before the end of the month.

7. New Business:

7.1 Director of Library Services Evaluation

Discussion: Matthew made his annual reminder to the Board that his evaluation needs to be completed by February/March 2025.

7.2 Friends of the Library – Fall Book Sale – December 7th 2024 @ 10am to 2pm

Discussion: Matthew confirmed that the Friends will be hosting their Fall Book Sale on Saturday, December 7th, 2024 from 10am to 2pm in the North Peace Cultural Centre. Michael also confirmed he will be joining the Friends Board as FSJPLA Liaison.

IN CAMERA SESSION – N/A

Adjournment: 6:41pm

Motion: W. Craig

Second: L. Goldie

Result: Passed

8. Next Meeting Date: Annual General Meeting – Wednesday, November 27th 2024 @ 5:30pm