



**Minutes
Board Meeting
Saturday September 24, 2011
Time: 1:30 p.m.
Houston Public Library**

Present: Billie Belcher, Trustee, Stewart PL; Fred Roisum, Trustee, Hazelton PL; Corry Tremblay, Trustee, Smithers PL; Natasha Tenbrinke, Trustee, Houston PL; Eve Hope, Library Director, Hazelton PL; Toni McKilligan, Library Director, Houston PL; Melanie Wilke, Library Director, NWCC; Mari Martin, Libraries & Literacy Branch, Ministry of Education; Ben Hyman, BC Libraries Cooperative; Katherine Anderson, Coordinator, NCLF.

Regrets: Patti Chapman, Trustee, Terrace PL; Tina Wilson, Trustee, Kitimat PL; Adrienne Johnston, Trustee, Prince Rupert PL; Virginia Charron, Library Director, Kitimat PL; Galina Durant, Library Director, Stewart PL; Library Director, Prince Rupert PL; Margo Schiller, Library Director, Terrace PL; Tracey Therrien, Library Director, Smithers PL.

1. Call to order at 1:30 pm
2. Motion to approve the agenda. Natasha Tenbrinke, Corry Tremblay. Carried.
- 3.
4. *Motion to adopt the minutes from February 8, 2011 teleconference meeting. Fred Roisum/ Corry Tremblay. Carried.*
5. Correspondence: conveyance letter from Jacqueline Van Dyk, Libraries and Literacy Branch, Ministry of Education, presented by Mari Martin; thank you card from Karen Filipkowski, presented by Katherine Anderson
6. Chairperson's Report – Billie Belcher, verbal
7. Coordinators' Report – Katherine Anderson, attached.
8. Financial Statements – Katherine Anderson for Patti Chapman, attached – *Motion to adopt the Financial Statements as presented. Natasha Tenbrinke/Fred Roisum. Carried.*
9. Libraries and Literacy Branch Update – Mari Martin, verbal
 - Libraries and Literacy Branch new name for Public Libraries Services Branch

- Dawn Stoppard, Library Consultant retired; Mari Martin hired in August and assigned as Library Consultant for North Coast Libraries and the NCLF
- 3 Library Consultants for all the federations
- Mari Martin responsible for libraries from Prince Rupert to Fort Nelson, the BC OneCard program and InterLibrary Loans (ILL)
- BC OneCard and ILL being reviewed
- Branch has a renewed focus on collaboration and partnerships; they are working on a definition for collaboration that works for the branch
- There will be more training opportunities offered by the Branch in Spring 2012
- The Community Librarian Training Program is under review
- Questions re: conveyance letters may be addressed to Mari
- Performance measures and evaluation: annual survey and accountability for funding will now have a stronger focus
- Library boards should understand the provincial funding and what it is meant to support, and be able to articulate that to their other funders.

10. Business Arising from Minutes:

- a. Replace Vice-Chair; *Billie Belcher elected Vice-Chair at the AGM May 7, 2011; has since assumed Chair, upon resignation of Judith Halland. Information only.*

11. New Business:

- a. Election: Vice-Chair.
- Corry Tremblay nominated Natasha Tenbrinke as Vice Chairperson; Fred Roisum seconded. There were no other nominations. Natasha Tenbrinke acclaimed Vice-Chairperson.
 - b. Bank signing authority: *Motion to remove Karen Filipkowski and to add Margo Schiller (TPL Library Director) as bank signers. All other signers to remain: Patti Chapman, Natasha TenBrinke, Toni McKilligan. Corry Tremblay/Fred Roisum. Carried.*
 - c. *Discussion re: banking and bill payment options- client card restricted to deposits for Coordinator, corporate credit card, direct deposit for Coordinator paycheques and expense payments. The Board Directs Patti Chapman to investigate banking and bill paying options and report back to the board.*
 - d. Assign contacts for Canada Revenue Agency Account: *Motion to add Patti Chapman (Treasurer) and Toni McKilligan (HPL Library Director) as NCLF contacts for Canada Revenue Agency. Natasha Tenbrinke/Fred Roisum. Carried.*
 - e. NCLF equipment disposal – laptop and printer. Motion to offer Houston Public Library the NCLF laptop and printer in exchange for bill paying services to December 31, 2013. Corry Tremblay/Fred Roisum. Carried.

- f. Budget procedures discussion
 - Budget normally developed by Library Directors and Coordinator
 - Discussion and agreement as to specified projects, develop budget
 - Present budget to the board for approval
 - Usually done by the end of August, for presentation/approval at the Fall meeting
 - Library Directors and Coordinator meeting is teleconference on October 6th to develop budget
- g. Strategic Plan
 - 2011-2013
 - Library Directors to develop a plan, then make recommendations to the board
- h. Agreement Review
 - Billie Belcher, Eve Hope and Katherine will form a committee to review the Agreement.
 - Request signed copy of the original agreement from David Ryland, Libraries and Literacy Branch
 - Invite Patti Chapman to sit on the committee
- i. Librarian Liaison - Motion to appoint Eve Hope, Hazelton PL, as Librarian Liaison. Corry Tremblay/Fred Roisum. Carried.

12. Next meeting

- Refer to LDAG
- propose that NWCC host the Spring meeting on an annual basis, after the end of April each year
- NWCC dorm accommodations available at very reasonable rates
- Focus on Board and Trustee training in the Spring
- Focus on Staff training in the Fall

13. Adjournment: Motion to adjourn the meeting at 3:00 pm. Fred Roisum.

Billie A. Belcher, Chairperson

Katherine Anderson, Coordinator