



HAZELTON - HOUSTON - KITIMAT - PRINCE RUPERT - SMITHERS - STEWART - TERRACE - NWCC

north coast library federation

ANNUAL GENERAL MEETING

Saturday, April 18, 2015

Smithers Community Services Association Boardroom
3815-B Railway Ave, Smithers, BC

Present: Erica Ball
Ruth Cooper
Tim MacDonald
Luba Kasum
Toni McKilligan
Corry Tremblay
David Tremblay
David Try
Wendy Wright
Joe Zelwietro

Regrets: Linda Campbell
Virginia Charron
Galina Durant
Dee McRae
Melanie Wilke

MINUTES

The meeting was called to order at 1:00 p.m.

1. Approval of the Agenda (Corry/Luba/carried)
2. Adoption of the minutes of May 24, 2014 (Corry/Erica/carried)
3. Chair's report (verbal)

The chair thanked Toni and Virginia and for keeping things running for the Federation before Lauren was hired in mid-June. The NCLF board met three times in 2014: twice in person (May and October) and once by teleconference (September). The chair also met with the Libraries Branch and the new Federation director in August. The Federation Agreement was amended as per the directions agreed upon in the October board meeting.

4. Treasurer's report
 - a) 2014 year-end Financial Statements (Erica/David/carried)
 - b) 2015 Year-to-date Financial Report (Erica/David/carried)
5. Director's report (attached)

6. Ministry of Education, Libraries Branch update (Cindy Ralph)

Government priorities for the NCLF were detailed in the recent 2015 grants letter: equitable access; support for education transformation; support for the BC Jobs Plan by improving outcomes for job seekers in BC; collaboration between libraries and other partners.

Education transformation refers to recently-proposed curriculum changes covering how and what students need to learn. The emphasis will be on hands-on and community-based learning as opposed to classroom learning.

Libraries already do this, but the concept and its implications for libraries will be explored further at the BCLA, BCLTA and Beyond Hope conferences this year. One example already underway in our Federation is the effort by Smithers PL to loan out a variety of tech kits.

LLB Staffing: The provincial library director position is nearing completion – the competition has closed and interviews are underway. Kyle Armour has moved on and the posting for his position is also in process. Mari and Cindy will continue as the main communication links to public libraries. Alan Carlsen has returned to assume the statistics role in the Branch.

Professional Learning: The Branch is sponsoring team-building sessions at the BCLA and Beyond Hope conferences and will look for opportunities to extend that session to other federations if it is successful.

The Commons continues to offer a compilation of professional learning opportunities in a variety of formats around BC, Canada and North America.

The Branch approved a grant to the BCLA to spearhead a professional learning initiative for their membership. This will include an environmental scan inside as well as outside the province and an assessment of library director learning needs through surveys and interviews. A final report will be presented to the field and all information will be available to the public.

A leadership series is being developed by NCLF, NELF and KLF led by Cheryl Stenstrom. The series will be available to all libraries after completion.

Shared Services: This is a partnership between the Ministries of Education and Advanced Education to build the relationship between the two sectors. The goal is to improve public access to academic research and other digital resources and to encourage others to identify relationships of this kind. The 2015 focus will be on consultation, the 2016 goal is to implement the program, and 2017 for review and evaluation.

Transparency: The Branch held three training teleconferences for SOFI, and remain the conduit between the Ministry of Finance and BC public libraries. The Annual Statistics tables are delayed this year. Cindy advises that Sitka will be preloaded in each library's data. Annual Grant Reports will be available on the Commons for 2014 soon.

7. Business Arising

a) NCLF strategic plan – next steps

Shelley will provide us with a summary document of the morning's workshop to complete our vision and mission statements.

ACTION: Lauren will email all library strategic plans to LDAG and Board along with proposed vision and mission statements by May 31. Once approved, Lauren and David Try will develop a draft 2016 – 2018 strategic plan for review by August 31.

b) NCLF work plan

The draft plan was reviewed. Comments included the need to include outcomes, as well as non-physical resource sharing (mechanisms for sharing ideas between libraries such as staff exchange, publicity, website wiki).

ACTION: Revise and redistribute the work plan by June 15; board to vote by email.

8. New Business

a) NCLF policy manual

NCLF board voting policy was discussed. It was suggested that for a motion to be passed, two thirds of the people in attendance must vote in the affirmative; no vote is given for anyone who is not on the call or at the table.

ACTION: Lauren to research other federations' voting policies and bring back to next meeting. David Tremblay will email Lauren existing Terrace board policies.

b) Use of reserve funds

It was suggested that the board develop a plan to draw down the existing surplus over a three-year period to an agreed-upon reserve maintenance level. A discussion ensued regarding the appropriate level of an emergency reserve fund.

Motion: An emergency reserve fund should be retained in the amount of six months' operating budget, or \$25,000. David/Erica/carried.

ACTION: Lauren to move \$5,000 to the term deposit to make up the \$25,000 emergency reserve fund. Lauren to seek the guidance of the library directors on what would most benefit the region, consistent with the new vision and mission.

c) Impact of NWCC materials distribution cancellation

The staff time and cost of using Canada Post instead of the College to distribute InterLibrary Connect materials for was discussed. Despite the fact that ILC materials distribution is already funded by the Libraries Branch, changes in procedure and an increase in volume has made the transition difficult for some libraries.

A suggestion was made and agreed to by those present that a one-time only grant for transition to the new system will be made this year to any library in need. Librarians should submit a proposal to Lauren for funding.

9. Library Roundtable (it was recommended that all board meetings open with this item in the future)

Hazelton – target youth hiring

Terrace – youth film making project in partnership with the museum, completed strat plan

Smithers – modernizing library materials and resources and making sure people know what they are doing it. Participating in northwest trade show. Grants for new technology kits available to borrow: electronics, robotics, electricity, arduino etc.

PR – focus on improving partnership with others in community such as school district annual literacy fair in march, promotion of the library through online newsletter, participate in seafest, how to work volunteers into library without union issues, northern health and addictions programming, open space to share with community, lng forum, all candidates meetings.

Stewart – workshops on family budgeting, craft afternoon for kids, annual family health fair they are one of the sponsors, aboriginal days in august sponsor two people to live in community and interact with kids.

Houston – finished strategic planning, upgrades to carpeting and flooring, rethinking space issues to reduce physical collection and increase technology, new classification system (no Dewey), winter markets at the library, steam.

10. Elections 2015/16

A motion was made to accept the slate of candidates as presented (Erica/Corry/carried)

Chair: Tim MacDonald (Prince Rupert)

Vice Chair: Luba Kasum (Stewart)

Treasurer: David Try (Terrace)

11. Signing Officers/Banking

Current signing officers (Lauren, Tim, Dee) will remain the same.

12. Next meeting location and date

ACTION: Lauren will canvass for a date for a June next board meeting. Lauren will also send a poll to confirm dates for the fall conference.

13. Motion to adjourn (David/Tim)

The meeting concluded at 3:40