



**MINUTES (AWAITING APPROVAL)**

**NCLF Board Meeting**

**Wednesday, September 11, 2014**

**7:00 p.m.**

**Via teleconference**

**Present:** Tim MacDonald (Prince Rupert); Linda Campbell (Kitimat); Dee McRae (Houston); Corry Tremblay (Smithers); Erica Ball (Hazelton)

**Regrets:** Patti Chapman (Terrace); Billie Belcher (Stewart)

1. Call to order at 7:02 pm
2. Motion to approve the agenda (Corry Tremblay/Linda Campbell/carried)
3. Motion to adopt the minutes from May 24, 2014 meeting (Linda Campbell/Corry Tremblay/carried)
4. Chairperson's Report (Tim MacDonald, verbal)
  - a. Tim provided a summary of the meeting between the NCLF (Tim, Lauren) and the Libraries Branch (Cindy Ralph) on August 7, 2014. All deliverables to satisfy the terms to obtain the balance of 2014 funding have been completed except for the delivery of the written training plan due in September. A report with details of full compliance with these directives must be submitted to the Branch to receive the balance of the 2014 allocation (\$36,274).

***Action: Lauren to draft training plan based on 2013 training needs survey as well as a funding report for LDAG review and board approval. Tim will submit both documents with covering letter to Libraries Branch via email.***

- b. The board discussed Federation Agreement section D.j) requiring LDAG members to attend all board meetings.

***Action: Tim will file notice of an amendment to the Agreement to eliminate clause D.j) as per section M.a).***

1. Coordinators' Report – Lauren Wolf, verbal
  - a. Minutes of the LDAG meeting held August 12, draft work plan, development of a Federation training plan, fall author tour and CLTP cancellation were reviewed and discussed.
2. Financial Statements
  - a. The board asked for statements on a monthly basis. Lauren explained that the books had gone through four different people in the past year, and that a lot of backtracking will be necessary to get things in order once again. However, things should be up-to-date by the fall meeting in October.
  - b. The board also discussed payroll procedure for the Coordinator. The process currently in place (monthly cheques signed by the board chair) was approved.
3. Meeting schedule
  - a. The board was happy with meeting four times per year – twice with LDAG members and twice via teleconference on their own.

***Action: the schedule will be discussed and decided at the next meeting.***

4. Adjourn (Dee McRae/Linda Campbell/carried)

**NEXT MEETING:** Friday, October 17 from 3 – 5 (dinner to follow)  
NWCC Terrace Library