

NCLF Meeting Minutes

DATE: AUGUST 12, 2014

LOCATION: TELECONFERENCE

TIME START: 2:00 P.M.

TIME END: 3:40 P.M.

NEXT MEETING : TBD

ATTENDANCE LOG

PRINT NAME	TITLE	REGRETS
LAUREN WOLF	NCLF COORDINATOR	GALINA DURANT
TONI MCKILLIGAN	HOUSTON PL	
WENDY WRIGHT	SMITHERS PL	
TARA WILLISTON	HAZELTON PL	
JESSE DAFOE	TERRACE PL	
MELANIE WILKIE	NWCC TERRACE	
VIRGINIA CHARRON	KITIMAT PL	
JOE ZELWIETRO	PRINCE RUPERT PL	

AGENDA	DISCUSSION	ACTIONS/OUTCOMES
1. MEETING LOGISTICS	DISCUSSION REGARDING MEETING STRUCTURE – SPECIFICALLY MINUTES AND CHAIR. LAUREN ASKED IF LDAG WAS OKAY WITH ROTATING BOTH RESPONSIBILITIES. CONSENSUS WAS THAT LADG WAS FINE WITH TAKING TURNS CHAIRING THE TELECONFERENCE MEETINGS, BUT THAT THEY PREFERRED THE COORDINATOR TO TAKE MINUTES. LAUREN WAS FINE WITH THAT BUT ASKED THAT MINUTES BE TAKEN BY SOMEONE ELSE AT THIS FIRST MEETING WHICH TONI AGREED TO DO.	LAUREN WILL PRODUCE A ROTATION SCHEDULE FOR MONTHLY MEETINGS.
2. AGENDA	THE AGENDA WAS ACCEPTED AS PRESENTED	
3. MEETING WITH LIBRARY BRANCH UPDATE	LAUREN MET WITH CINDY RALPH (NCLF LIBRARY CONSULTANT) AND TIM MACDONALD (NCLF BOARD CHAIR). DISCUSSION FOCUSED ON NEW STRATEGIC PLAN (SP). LB WANTED TO KNOW WHY A NEW SP WAS WRITTEN WHEN THE EXISTING ONE WAS VALID THROUGH TO 2015. DISCUSSION: THE PLAN WAS MERELY UPDATED TO REFLECT THE BRANCH'S WISHES AS STATED IN THE CONVEYANCE LETTER. CINDY SUGGESTED THAT THE SP BE BROAD ENOUGH TO HOLD TOGETHER FOR 3 TO 5 YEARS AND THAT SPECIFIC/MEASURABLE OUTCOMES BE INCLUDED IN THE WORK PLAN, WHICH IS TO BE UPDATED REGULARLY. LAUREN SUGGESTED THAT WE STICK TO THE EXISTING SP FOR NOW	ALL DELIVERABLES REQUESTED BY LB HAVE BEEN MET EXCEPT FOR THE COMPLETION OF THE TRAINING PLAN. LAUREN WILL DRAFT THE PLAN ALONG WITH A REPORT TO THE BRANCH DETAILING THE ACCOMPLISHMENT OF ALL DELIVERABLES AND A REQUEST FOR THE BALANCE OF FUNDS.

	AND HAVE A STRATEGIC PLANNING SESSION IN THE SPRING OF 2015.	
4. WORK PLAN	DISCUSSION REGARDING LAUREN'S WORK PLAN: JOE WAS CONCERNED THAT IT MAY BE TOO AMBITIOUS. TONI ASKED ABOUT INVOLVMENT WITH OTHER FEDERATION COORDINATORS; LAUREN STATED THAT IS COVERED UNDER COLLABORATION. TONI ALSO STATED THAT SHE WISHES TO CONTINUE TO WORK ON INTERLIBRARY CONNECT AT THE PROVINCIAL LEVEL. CONSENSUS WAS THAT THE WORK PLAN IS GOOD.	NO ACTION TO BE TAKEN AT THIS TIME
5. FALL CONFERENCE	<p>THE FALL CONFERENCE DATES ARE OCTOBER 17TH AND 18TH IN TERRACE AT THE NWCC CAMPUS LIBRARY. LAUREN THANKED MELANIE FOR HER ASSISTANCE AND FOR BOOKING THE ROOMS FOR THE CONFERENCE.</p> <p>FRIDAY STAFF TRAINING: 1ST CHOICE WAS FOR RDA TRAINING. BCLC WILL SEND A TRAINER FOR THIS SESSION. THERE WAS SOME DISCUSSION ABOUT WHETHER THIS SHOULD BE THE ONLY TRAINING OFFERED. GENERAL CONSENSUS WAS THAT RDA WOULD ONLY APPEAL TO A FEW STAFF MEMBERS AND THAT IT WOULD BE GOOD TO OFFER SOMETHING OF MORE GENERAL INTEREST EITHER IN TANDEM OR TO FOLLOW. LDAG MEMBERS AGREED THAT A SESSION ON DEALING WITH DIFFICULT PATRONS/PATRONS WITH MENTAL HEALTH ISSUES WOULD BE GOOD. TONI SUGGESTED TOM ROBINSON CONSULTING IN SMITHERS FOR THIS. LDAG MEMBERS INDICATED THAT STAFF WANT/NEED TIME TO INTERACT AMONG THEMSELVES TO SHARE/DISCUSS IDEAS. ROUND TABLE SESSIONS HAVE BEEN POPULAR IN THE PAST.</p>	<p>LAUREN WILL EXPLORE OTHER POSSIBLE STAFF TRAINING POSSIBILITIES FOR THE FALL MEETING AND REPORT BACK TO LDAG.</p> <p>LAUREN WILL DRAFT AN AGENDA FOR THE TWO-DAY MEETING INCLUDING STAFF TRAINING, STAFF NETWORKING, BOARD MEETING AND BOARD TRAINING.</p>
6. TRAINING PLAN	<p>A TRAINING NEEDS SURVEY AND SUMMARY WERE DONE BY KATHY A. IN 2013. LAUREN ASKED IF IT WOULD BE ACCEPTABLE TO USE THOSE DOCUMENTS AS THE BASIS TO DEVELOP THE TRAINING PLAN FOR 2014/15. LDAG AGREED THAT THIS IS A GOOD IDEA.</p> <p>TONI VOICED HER CONCERNS ABOUT THE CLTP BEING AXED BY MOE. FOR SMALL LIBRARIES THE CLTP OFFERED EXCELLENT TRAINING IN BASIC LIBRARY SKILLS AND SHE WANTED TO KNOW IF ANY OTHER LIBRARIES HAD ANY IDEAS FOR ALTERNATIVES. TONI ALSO SUGGESTED LOOKING INTO TAKING OVER THE CLTP AND OFFERING IT IN A DIFFERENT FORMAT – PERHAPS SERIES OF WEBINARS.</p>	<p>LAUREN WILL SEND THE TRAINING NEEDS SUMMARY TO LDAG FOR CONFIRMATION OF CONTENT RELEVANCE.</p> <p>LAUREN WILL MEET WITH CINDY RALPH TO EXPLORE OPTIONS FOR ACCESS TO CLTP CURRICULUM AND TUTORS.</p> <p>MELANIE WILL DISCUSS THE POSSIBILITY OF OFFERING CLTP THROUGH NWCC IN PARTNERSHIP WITH NCLF AS A CONTINUING ED TYPE OF PROGRAM WITH HER DEAN.</p>

	MELANIE SUGGESTED THAT NWCC MAY BE ABLE TO PROVIDE THE TECHNOLOGICAL SUPPORT FOR ON-LINE TRAINING AS IT WAS ORIGINALLY PRESENTED.	
7. 1ST NATIONS PROGRAM	<p>LAUREN SUGGESTED THAT BASED ON THE DEMONSTRATED INTEREST IN FUNDING, PARTICIPATING AND DELIVERING 1ST NATIONS AUTHOR TOURS (UNBC, NWCC, LIBRARIES, MOE, SCHOOL DISTRICT, 1ST NATIONS CENTRE, PRIVATE FUNDERS, CANADA COUNCIL) THAT A BROADER 1ST NATIONS AUTHOR TOURING PROGRAM COULD BE DEVELOPED BETWEEN ALL THESE PARTNERS WITH COORDINATION BY THE NCLF.</p> <p>WENDY SUGGESTED THAT WE ASK LOCAL AUTHORS TO “OPEN” FOR ESTABLISHED AUTHORS IN EACH LOCATION OF THE TOUR.</p>	<p>LAUREN WILL CONTINUE TO GATHER INFORMATION ON POTENTIAL PARTNERS FOR A 1ST NATIONS AUTHOR TOURING PROGRAM AND WILL REPORT BACK AT THE NEXT MEETING.</p> <p>LAUREN WILL ALSO DETERMINE AVAILABLE ABORIGINAL AUTHORS FOR THE SPRING OF 2015.</p>
NEXT MEETING	LDAG WAS IN FAVOUR OF ESTABLISHING MONTHLY MEETINGS ONCE AGAIN.	LAUREN WILL SEND OUT A DOODLE POLL TO DETERMINE THE BEST DATE FOR OUR NEXT MEETING.
ADJOURNMENT	MEETING WAS ADJOURNED AT 3:40 P.M.	

RECORDED BY: TONI MCKILLIGAN