



MINUTES: DRAFT ONLY

NCLF Board Meeting

Friday, October 17, 2014

NWCC Terrace

Present: Tim MacDonald (Prince Rupert); Linda Campbell (Kitimat); Dee McRae (Houston); Corry Tremblay (Smithers); Patti Chapman (Terrace); Wendy Wright (Smithers); Melanie Wilke (NWCC); Jess Dafoe (Terrace); Toni McKilligan (Houston, via Skype); Lauren Wolf (Coordinator).

Regrets: Erica Ball (Hazelton); Billie Belcher (Stewart); Tara Williston (Hazelton); Virginia Charron (Kitimat); Joe Zelwietro (Prince Rupert); Galina Durant (Stewart).

1. Call to order at 3:15 pm
2. Motion to approve the agenda with additions (Tim MacDonald/Linda Campbell/carried)
3. Motion to adopt the minutes from September 11, 2014 meeting (Tim MacDonald/Corry Tremblay/carried)
4. Correspondence
 - a. Email confirming grants for Sheila Peters author tour
 - b. Email from Libraries Branch director Beverly Shaw confirming intention to deliver the balance of 2014 by the end of October.
5. Chairperson's Report (Tim MacDonald)
 - a. Lauren's probationary period has ended with positive feedback from Board and directors. No formal meeting was deemed necessary.
6. Coordinator's Report (Lauren Wolf)

The report was received. Lauren confirmed that the Federation's financial records are now up-to-date.

7. Treasurer's Report (Dee McRae)

Lauren summarized the income statement and the balance sheet for the period January 1 – September 30, 2014. She projects a small surplus at year-end. A surplus exists to support the development of new programs or projects for the benefit of all libraries' communities.

Action: Dee and Lauren will bring forward a recommendation for how to determine priorities.

8. Business Arising from the Minutes

- a. Training Plan has been submitted and accepted by LDAG, Board and Libraries Branch
- b. 2014 funds have been approved by the Libraries Branch
- c. Motion to amend the NCLF agreement

Tim MacDonald moved to delete clause D.j. from the Agreement. Linda Campbell seconded the motion for further discussion by the Board. A friendly amendment was made by Linda to change the wording of the clause to "Librarian of each member library may attend Board meetings" and to remove "as either a voting or advising member" at the end of the clause. (Linda Campbell/Tim MacDonald/carried)

- d. Meeting schedule

The Board agrees more than two meetings per year are desirable for members to stay engaged and up-to-date. Two meetings will be held face-to-face (spring and fall) and two additional meetings will be scheduled by teleconference or other electronic means during winter conditions.

9. New Business

- a. First Nations programming (Lauren Wolf)

Lauren requested feedback from board members on the purpose and vision of the 1st Nations author tour and the feasibility of developing the idea into a larger project. Ensuing discussion included strategic priorities, needs assessment, challenges and balance. LDAG members advised keeping the project limited in scope.

Action: Lauren will program one 1st Nations author to tour in spring 2015 and continue investigation of other potential opportunities for the future.

b. InterLibrary Connect (Toni McKilligan)

InterLibrary Connect (ILC) numbers are rising and InterLibrary Loan (ILL) numbers are falling. In June, 2014, 75% of all NCLF patron requests were filled through ILC. It was expected that the NELF and the NCLF would join systems this fall, but there are technical issues in Sitka that will delay this implementation.

c. Library visits (Dee McRae/Lauren Wolf)

Lauren is planning a road trip to visit each NCLF library this spring or summer. Dee presented the idea of a staff exchange so that staff (and directors) could also visit other libraries to promote cross-training, information sharing and networking.

Action: Lauren will bring the idea of a staff exchange to the next LDAG meeting and, if supported, will add the idea to the NCLF training plan.

d. Title and computer (Lauren Wolf)

Lauren reported that Federation Coordinators are now variously titled Manager, Director, or Executive Director to better reflect their role. After discussion, it was agreed her title will be changed to Director.

Action: Tim will email a notice of motion to the Board to change the Federation Agreement to reflect the new title.

Lauren requested information on NCLF equipment purchases as her computer is struggling with the demands of new software (Sage 50). Dee and Lauren will look at possibly including computer costs into the 2015 budget if needed.

e. Programming (Dee McRae)

Dee would like to hear ideas for new NCLF projects or programming from LDAG. Lauren will put it on the next LDAG agenda.

f. Policy review (Lauren Wolf)

NCLF's policy manual was last updated in 2009, and several policies appear to be in need of revision or addition.

Action: Lauren will review potential changes and/or additions with LDAG and make recommendations.

g. Today's training sessions (Lauren Wolf)

Lauren requested feedback from those in attendance at the sessions today. She will incorporate all verbal and evaluation form feedback into a report for distribution.

h. CLTP/NWCC (Melanie Wilke)

NWCC has written a proposal to assume responsibility for development and delivery of the Community Librarian Training Program (CLTP), an online series of courses previously operated by the Ministry of Education. The cost of the courses would probably increase from the previous amounts but would remain substantially lower than Library Technician courses offered through Langara or UCFV. They are waiting to hear reaction to the proposal.

10. Library Updates

Kitimat: Linda reported on the annual Peace Day event presented by the Rotary Club thanks to a grant the Kitimat Library secured from Veteran's Affairs. An author and guitarist drew 300 people, who then formed a human peace sign for an aerial photo to mark the event.

Houston: Toni reported on the "Elements" reclassification project which will create a library atmosphere similar to bookstores and is very popular with patrons. They have hired a new program coordinator and she is implementing lots of fun activities.

Terrace: Jess reported that Terrace's new Reading Room with a fireplace is well-used, including for a local writers group which now meets there. A partnership with the high school is underway where the library recommends and purchases book sets to support teen book clubs. Terrace's board has hired a new librarian who starts at the end of November.

Smithers: Corry reported on Smithers' new A/V equipment for presentations and the upcoming purchase of iPads for the children's section, all funded through grants. SPL holds its strategic planning session this month. Wendy added that the library is busy with programming including LEGO building, an intergenerational knitting circle, and a Cardboard Challenge for kids.

11. Next Meeting

The next meeting will be scheduled for the end of January, 2015.

The board thanked Northwest Community College for hosting this conference.

Action: *Lauren will write a letter of thanks to NWCC.*

12. The meeting was adjourned at 5:21 p.m. (Corry Tremblay/Dee McRae/carried)

NEXT MEETING: TBD