

In Attendance:

Derek Hughson, Chair  
Allison Fochuk  
Jenny Pullen  
LJ Lawson

~~Darryn Wellstead, V. Chair~~  
~~Debbie Hoza~~  
Kristina Cavallari  
Viva Wolf

Stacey Nimmo, Treasurer  
Gord Klassen  
Lenita Randolph  
Kerry France

Guests in Attendance:

Crystal Anderson

1. **Call to order: 6:05pm**
2. **Adoption of the Agenda** *A. Fochuk / K. Cavallari – MSC*
3. **Adoption of the minutes of November 23<sup>rd</sup>, 2016 meeting (no quorum Oct 26<sup>th</sup>)** *J. Pullen / K. Cavallari - MSC*
4. **Adoption of the Director’s Report** *V. Wolf / S. Nimmo - MSC*
5. **Adoption of the Treasurer’s Report** *J. Pullen / V. Wolf – MSC*
6. **Old Business:**
  - 6.1. **Base Budget Grant request update – G. Klassen**  
*G. Klassen relayed that there has not yet been discussion around base budget grants among council. We expect to hear further in February.*
  - 6.2. **Lease Agreement Update – K. France**  
*K. France relayed that there has not yet been any further development in the lease agreement after our proposed alterations were submitted. Director and Chair met with NPCC Chair and Building Manager to discuss their decision to remove carpeting in the MultiPurpose room without notice and to collaborate in finding solutions to mitigate the impact on our children’s programming. K. France to follow up with Council regarding our request to open discussion surrounding space options for the library. It was suggested that the library may wish to attend the regular meetings NPCC has with the City.*
7. **New Business:**
  - 7.1. **Chair succession**  
*D. Hughson announced that he is stepping down as chair and resigning from the board in light of a pending relocation. No present board members wish to step into the Chair role, and Vice Chair D. Wellstead is unable to at this time. D. Hughson to reach out to past Chair, Andy Ackerman.*
  - 7.2. **Area B/NELF Representative**  
*J. Pullen announced she will be resigning from the board effective immediately, due to a pending relocation. She has reached out to Karen Goodings, Area B Chair to recommend that L. Randolph be appointed as the Area B Representative. The NELF representative role will be assumed by one of two current board members, Jenny to let Director know soon.*

**In camera session**

**Next Meeting:** Wednesday, February 22<sup>nd</sup>, 2017 @ 6pm  
**Adjourn:** 7:03pm *J. Pullen / L. Randolph - MSC*

Executive:

Darryn Wellstead, V. Chair  
Stacey Nimmo, Treasurer

Appointed:

Gord Klassen, Municipal  
Lenita Randolph, Area B

Elected:

~~Kristina Cavallari~~  
Allison Fochuk  
Debbie Hoza  
LJ Lawson  
Viva Wolf

Director:

Kerry France

Guests:

1. **Call to order: 6:03pm**
2. **Adoption of the Agenda** *L. Lawson / D. Hoza - MSC*
3. **Adoption of the minutes of January 25<sup>th</sup> meeting** *G. Klassen / A. Fochuk - MSC*
4. **Adoption of the Director's Report** *L. Lawson / D. Hoza - MSC*
5. **Adoption of the Treasurer's Report** *D. Hoza / L. Lawson – MSC*
6. **Old Business:**

**6.1 Chair succession**

**6.1.1** Discussion surrounding chair succession brought about the agreement to postpone executive elections until AGM in April.

**\*\*\*MOTION\*\*\*** The FSJPLA Board appoints Andy Ackerman as Trustee. *L. Lawson / D. Hoza – MSC*

**6.1.2** *D. Wellstead to reach out to local CPA who expressed interest in joining FSJPLA Board.*

**6.1.3** *D. Wellstead requested Strategic Planning be added to March's agenda.*

**7. New Business:**

**7.1 BC Library Conference 2017 – April 19, 20, 21**

*Trustees with interest in attending to contact Director. Early Bird registration ends March 10.*

**7.2 AGM date**

*Trustees present agreed to hold the AGM on April 26<sup>th</sup>, at 6pm, to be followed by a regular board meeting. Director to send out email confirming date.*

**7.3 Budget Committee**

*The following trustees will make up the Budget Committee: D. Wellstead, S. Nimmo, L. Lawson, D. Hoza. Committee members to organize meeting with Kerry to review 2017 budget proposal.*

**In camera session**

**Next Meeting:** Wednesday, March 22<sup>nd</sup>, 2017 @ 6pm

**Adjourn:** 6:33pm *D. Hoza / L. Lawson - MSC*

Executive:

Darryn Wellstead, V. Chair  
Stacey Nimmo, Treasurer

Appointed:

Gord Klassen, Municipal  
Lenita Randolph, Area B

Elected:

Andy Ackerman (*phone*)  
Kristina Cavallari  
Allison Fochuk  
Debbie Hoza  
LJ Lawson  
Viva Wolf

Director:

Kerry France

Guests:

Faisal Rashid  
Patricia Letendre Dyck  
Wouter de Klein  
Jill Baccante - Staff  
Jane Sheldon - Staff

**1. Called to Order 6:05pm**

**2. Adoption of the Agenda** *D. Hoza / A. Fochuk - MSC*

**3. Adoption of the minutes of February 22nd, 2017 meeting** *G. Klassen / D. Hoza - MSC*

**4. Adoption of the Director's Report** *L. Randolph / A. Fochuk - MSC*

**5. Adoption of the Treasurer's Report** *D. Hoza / V. Wolf - MSC*

**6. Old Business:**

6.1 Board succession update

6.1.1 *Noted that Trustee Allison Fochuk will be resigning from the board at the upcoming AGM, and Trustee Viva Wolf will be timing out at the upcoming AGM and thus will not allow her name to stand as Trustee at that time.*

*As per the Library Act, we are permitted no more than 9 Trustees, in addition to appointed representatives (Municipal, Regional).*

*Wouter de Klein expressed interest in becoming a Trustee, will not be present at the AGM but allows his name to stand if nominated as such. Any other guests with an interest in becoming a Trustee are encouraged to attend FSJPLA's AGM on April 26<sup>th</sup> @ 6pm.*

6.2 Budget committee

6.2.1 *Approval of 2017 Budget tabled to April regular meeting*

## **7. New Business:**

### 7.1. Strategic Planning

*7.1.1 To be added to April's regular meeting agenda, where a committee will be assigned. Andy Ackerman expressed interest in leading said committee.*

### 7.2. Friends of the Library Society update – Kerry

*7.2.2 Kerry reported news from the FOTL Society which announced its intent to dissolve if five (5) members including executives are not found to continue the Society's obligations. Andy suggested FSJPLA advocate in the media on behalf of the FOTL.*

## **In camera session**

**Next Meeting:** AGM - April 26th, 2017 @ 6pm. Immediately followed by regular meeting.

**Adjourn 7:25pm** G. Klassen / A. Ackerman - MSC

# MINUTES

## FSJPLA Board Meeting

### April 26th, 2017 immediately followed AGM

#### Present

Andy Ackerman      Lenita Randolph  
Debbie Hoza        LJ Lawson  
Faisal Rashid      Stacey Nimmo  
Gord Klassen

#### Director:

Kerry France

#### Guests:

Amy von Stackelberg - Staff  
Geoff Roberts at 7:15pm

#### Regrets

Darryn Wellstead  
Wouter de Klein

1. **Called to Order** 6:35pm
2. **Adoption of the Agenda** *A. Ackerman / D. Hoza – MSC*
3. **Nomination and election of executive**
  - a. *Nominations for Andy Ackerman for Chair – accepted and acclaimed.*
  - b. *Nominations for Debbie Hoza for Vice Chair – accepted and acclaimed.*
  - c. *Nominations for Wouter de Klein for Treasurer – accepted and acclaimed.*
4. **Adoption of the minutes of March 22, 2017 meeting** *D. Hoza / L. Lawson - MSC*
5. **Adoption of the Director's Report** *L. Lawons / D. Hoza - MSC*
6. **Adoption of the Treasurer's Report** *L. Randolph / S. Nimmo - MSC*
7. **Old Business:**
  - 6.1 Budget committee
    - 6.1.1 *Members identified as Andy, LJ, Debbie, Darryn*
    - 6.1.2 *To meet prior to May meeting*

## **8. New Business:**

### 7.1. Strategic Planning

*7.1.1 Members of committee identified as Andy, LJ, Kerry.*

*7.1.2 Trustees present voiced a desire to see more data collected from community input*

### 7.2. Friends of the Library Society liaison update

7.2.1 FOTL to meet May 8<sup>th</sup> to elect executives and directors.

**Adjourn 7:15pm** *F. Rashid / L. Lawson - MSC*

**In camera session**

**Next Meeting:** May 24th, 2017 @ 6pm

Executive:

Andy Ackerman, Chair (call)  
Debbie Hoza, Vice Chair  
Wouter de Klein, Treasurer (call)

Trustees:

Darryn Wellstead  
~~Faisal Rashid~~  
LJ Lawson  
Stacey Nimmo

Director:

Kerry France

Guests:

Appointed:

~~Gord Klassen, Municipal~~  
Lenita Randolph, Area B

**1. Call to Order at 6:03pm**

**2. Adoption of the Agenda** *with the following changes: Item 6.1 to be moved to in camera session.*  
*L. Lawson / W. de Klein - MSC*

**3. Adoption of the minutes of April 26, 2017 meeting** *L. Lawson / D. Hoza - MSC*

~~**4. Adoption of the Treasurer's Report**~~ **Tabled until June**

**5. Director's Report**

**6. Old Business:**

6.2. Strategic Planning committee update

*6.2.1 Andy, LJ, Darryn and Kerry to meet May 31<sup>st</sup> to discuss how to approach planning*

**7. New Business:**

7.1. Motions required re: banking signors

7.1.1 **\*\*MOTION\*\*** *The Fort St John Public Library Association moves to remove the following as signors on accounts with NPSCU:*

**Derek Hughson, LJ Lawson, Jane Sheldon**

*and moves to add the following as signors on accounts with NPSCU:*

**Andy Ackerman, Wouter de Klein, Elisha-Rae Wright**

*D. Hoza / L. Randolph - MSC*

7.2. Lease agreement

*7.2. Trustees received and discussed the latest draft lease agreement as presented by NPCC.*

*7.3. Trustee de Klein to contact insurance advisors at Shell with related questions raised by the FSJPLA Board of Trustees.*

**In camera session**

**Next Meeting:** June 28th, 2017 @ 6pm. This will be the last meeting until September.

**Adjourned at 7:02pm** *L. Randolph / D. Hoza - MSC*



Executive:

Andy Ackerman, Chair  
Debbie Hoza, Vice Chair  
~~Wouter de Klein, Treasurer~~

Trustees:

Darryn Wellstead  
Faisal Rashid  
LJ Lawson  
Stacey Nimmo

Director:

Kerry France

Appointed:

Gord Klassen, Municipal  
~~Lenita Randolph, Area B~~

Guests:

Jennifer Moore

**1. Call to Order at 6:03pm**

**2. Adoption of the Agenda with the following changes:** *move 6.2 to in camera L. Lawson / D. Hoza - MSC*

**3. Adoption of the minutes of May 24<sup>th</sup>, 2017 meeting** *L. Lawson / D. Hoza - MSC*

**4. Adoption of the Treasurer's Report** *S. Nimmo / F. Rashid - MSC*

**5. Director's Report**

**6. Old Business:**

6.1. Strategic Planning committee update

*6.1.1 Creation of stakeholder survey ongoing. On track to have responses gathered by end of November. Trustees discussed the possibility of including a link to the online survey on our library receipts, as well as on our public computer login screens*

6.2 Lease agreement update (moved to in camera session)

**7. New Business:**

7.1. Board-to-Board meeting

*7.1.1 Andy and Kerry to set up a board-to-board meeting with City Council to be held in September, in the library, and will include a library tour. Focus of meeting*

*is to follow up on the request FSJPLA made at last year's Base Budget Grant presentation to engage in conversation regarding the library's space needs.*

## 7.2. New Trustee

### 7.2.1 Nomination for new FSJPLA Board Trustee

The addition of Jennifer Moore as FSJPLA Board Trustee by acclamation  
– *D. Hoza / S. Nimmo - MSC*

## **In camera session**

**Next Meeting:** September 27th, 2017 @ 6pm.

**Adjourned at 7:36pm** *L. Lawson / F. Rashid - MSC*

Executive:

Andy Ackerman, Chair  
Debbie Hoza, Vice Chair  
Wouter de Klein, Treasurer

Appointed:

~~Gord Klassen, Municipal  
Lenita Randolph, Area B~~

Trustees:

Darryn Wellstead  
~~Faisal Rashid~~  
LJ Lawson  
Jennifer Moore  
Stacey Nimmo

Director:

Kerry France

Guests:

**1. Call to Order at 6:04pm**

**2. Adoption of the Agenda - L. Lawson / D. Hoza – MSC** Approved with the following alterations:

*a. Move agenda items 6.2 and 7.3 to in camera session*

**3. Adoption of the minutes of June 28th, 2017 meeting - As is, W. de Klein / J. Moore - MSC**

**4. Adoption of the Treasurer's Report – As is, W. de Klein / D. Hoza - MSC**

*a. Motion made to allocate \$17,000 to 2017 Budget for improvements and renovations to the back office. L. Lawson / D. Wellstead - MSC*

**5. Director's Report - Adopted as is, L. Lawson / D. Wellstead - MSC**

**6. Old Business:**

6.1 Strategic Planning committee update

*6.1.1 Survey on track. Use A. Ackerman's Survey Monkey subscription in order to send out more than ten (10) questions. Review of questions was sent out to Board for comment.*

~~6.2 Lease agreement update— Moved to in camera~~

**7. New Business:**

7.1 City Presentation recap (J. Moore)

*7.1.1 Discussion among board trustees surrounded the question of a name change raised by City official.*

7.2 Policy Review and Additions (A. Ackerman)

*7.2.1 Director to contact K. Spence, the developer of our most recent Policy Manual to inquire about interest in an internal policy project.*

~~7.3 Director's 2016 Performance & Compensation Review~~ *Moved to in camera*

**In camera session 6:40pm** – L. Lawson / D. Hoza - MSC

**Motions to arise out of in camera session**

*D. Hoza moves that the FSJPLA Board of Trustees approve the NPCC lease agreement with the changes discussed. D. Wellstead seconded. Carried.*

**Next Meeting:** October 25th, 2017 @ 6pm.

**Adjourn 7:27pm** L. Lawson / D. Hoza - MSC

Executive:

Andy Ackerman, Chair  
~~Debbie Hoza, Vice Chair~~  
Wouter de Klein, Treasurer

Appointed:

Gord Klassen, Municipal  
~~Lenita Randolph, Area B~~

Trustees:

~~Darryn Wellstead~~  
Faisal Rashid  
LJ Lawson  
~~Jennifer Moore~~  
Stacey Nimmo

Director:

Kerry France

Delegate: Donna Stolk, Chair FOTL

**1. Call to Order at 6:05pm**

**2. Adoption of the Agenda - L. Lawson / F. Rashid – MSC** Approved as is

**3. Adoption of the minutes of September 27th, 2017 meeting - As is, L. Lawson / F. Rashid - MSC**

**4. Adoption of the Treasurer's Report – As is, W. de Klein / L. Lawson - MSC**

**5. Director's Report - Adopted as is, F. Rashid / S. Nimmo - MSC**

**6. Old Business:**

6.1 Strategic Planning committee update

*6.1.1 Andy to send link to Kerry for distribution*

6.2 Internal policy project update (K. France)

*6.2.1 Karen Spence is interested in this project on contract, if it can start in the new year. Will get back to Kerry with quote.*

6.3 Lease agreement (A. Ackerman)

*6.3.1 Agreement has been signed by both parties and distributed. Board-to-Board meeting between FSJPLA and NPCC to occur in Jan or Feb*

## **7. New Business:**

### **7.1 Friends of the Library update (D. Stolk)**

*7.1.1 FOTL will hold its Annual General Meeting November 23<sup>rd</sup> in the library.*

*7.1.2 The next upcoming book sale date is November 26<sup>th</sup>, to be held in the concourse of the NPCC.*

*7.1.3 FOTL is currently participating in the Mega-Lottery ticket sales program.*

### **7.2 RBAC/PRRD Presentation Recap (K. France)**

*7.2.1 In attendance at presentation: K. France, Vice Chair D. Hoza and Area B Representative L. Randolph*

**In camera session 6:48pm** – L. Lawson / S. Nimmo - MSC

#### **Motions to arise out of in camera session**

*L. Lawson moves to accept proposed Director's 2016 Performance & Compensation Review as presented. Seconded by S. Nimmo – MSC.*

**Next Meeting:** November 22, 2017 @ 6pm (final meeting of the year)

**Adjourn 7:29pm** L. Lawson / G. Klassen - MSC

Executive:

Andy Ackerman, Chair  
Debbie Hoza, Vice Chair  
Wouter de Klein, Treasurer

Appointed:

Gord Klassen, Municipal  
Lenita Randolph, Area B

Trustees:

Darryn Wellstead  
Faisal Rashid  
LJ Lawson  
Jennifer Moore  
Stacey Nimmo

Director:

Kerry France

Guests: Brenda Runzer, FOTL

**1. Call to Order at 6:14pm**

**2. Adoption of the Agenda - L. Lawson / F. Rashid – MSC** Approved as is

**3. Adoption of the minutes of September 27th, 2017 meeting – With amendment of the motion to allocate \$17,000 to 2017 budget for improvements to the back office, L. Lawson / F. Rashid - MSC**

**4. Adoption of the Treasurer's Report – As is, W. de Klein / L. Randolph - MSC**

**5. Director's Report**

**6. Old Business:**

6.1 Strategic Planning committee update

6.1.1 Survey to run until December 31, 2017. To be administered as popup on FSJPL.ca, through social media, paper in-library, and via email to stakeholders.

6.1.2 Goal is to have a Strategic Plan approved by or before March of 2018.

6.2 Internal policy project update (K. France)

6.2.1 No update from Karen Spence as of this meeting.

6.3 RBAC update (K. France)

6.3.1 Kerry submitted letters of increase request to both Area B and C as a follow up to our presentation in October.

**(cont'd)**

**7. New Business:**

7.1 Friends of the Library update (B. Runzer)

*FOTL has ordered children's book bags to be sold at the library and at booksales.  
Used booksale is November 26<sup>th</sup>, from 10am to 2pm.*

**In camera session 7:02pm – L. Lawson / L. Randolph - MSC**

**Decisions to arise out of in camera session**

*Board approved end of the year bonus to be received by all staff, including Director.*

**Next Meeting:** January 24<sup>th</sup>, 2018

**Adjourn 7:39pm L. Lawson / F. Rashid - MSC**