



MINUTES
FSJPLA Board Meeting
Wednesday, June 26th, 2024 at 5:30pm
In-Person & Zoom
Phone number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting:
<https://us02web.zoom.us/j/86350600688?pwd=eEdOQ1lnVUNSVzBMN1dlaDBLVnl2Zz09>

<u>Executive</u>	<u>Trustees</u>	<u>Appointed</u>	<u>Staff</u>	<u>Delegates</u>	<u>Guests</u>
Michael Bourcet – Chair & Area C Patron Rep	Andy Ackerman	Sarah McDougall – Municipal Representative	Matthew Rankin – Director / Board Secretary	Alita van Deventer – President of Friends of Library	
Lyle Goldie – Vice Chair	Amber Harding		Tanya Boyd - Staff		
Warren “Dub” Craig – Treasurer	Dale Boissonneault				
	Rosemarie Lee				
	Karen Anderson				

Unavailable	Andy Ackerman
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- 1. Call to Order: 5:30pm**

 - 2. Adoption of the Agenda (with corrections & additions)**
 Motion: D. Boissonneault
 Seconded: L. Goldie
 Result: Passed

 - 3. Trustee Nominations**
 - 3.1 Karen Anderson**
 Nominated by M. Bourcet
 Result of Appointment – Passed - No Objections
 - 3.2 Rosemarie Lee**
 Nominated by M. Bourcet
 Result of Appointment – Passed - No Objections

 - 4. Adoption of the Consent Agenda (with corrections).**
 - 4.1** Minutes of the May 1st, 2024, Regular Meeting
 - 4.2** Director’s Report for *May-June 2024*
 - 4.3** OHS Committee Meeting Minutes
 - 4.3.1** May 2024

4.3.2 June 2024

Motion: L. Goldie

Seconded: S. MacDougall

Result: Passed

5. Delegate: Alita van Deventer – President of the Friends of Fort St. John Public Library.

Discussion: Alita provided an overview of her recent history with the Friends, the general activities of the Friends, including the general Book Store running out of the Library, along with fundraising activities for the Library, including the Spring and Fall Book Sales each year.

6. Adoption of the Financial Report – as presented (CIS June)

6.1 Cashflow June 2024

Discussion: There were some concerns among the Board that there are overages in several categories, even with the resultant enhancement grants included in the current budget. Matthew explained that some of the increases came from several 3rd party grants from SRC, the donation from Surerus, and support from the Friends. Spending in some categories such as IT support has increased due to extra on-site repairs needed with some computer systems as well as the failure of a couple of individual computers. Possible replacement of other computer may come within the next 12 months, but Matthew is monitoring it.

Motion: D. Boissonneault

Seconded: S. MacDougall

Result: Passed

7. Old Business:

7.1 Lease Negotiation Update to Old Business – Matthew & Michael.

Discussion: Matthew and Michael mentioned that the lease negotiations have remained the same as last reported in May 2024, and from the last joint meeting in January 2024. Updates to follow, but with a legal advisory, not much is likely to change until the NPCB Board requests another meeting.

7.2 SRC Update – June 2024 - Matthew

Discussion: New Summer Students hired and started June 10th, 2024, they have been working with Alisa to set up the SRC program schedule for July and August.

7.3 75th Anniversary Celebration Committee Update – Matthew & Amber

Discussion: Matthew mentioned that the committee has had its first meeting in June, with planned meetings each month going forward. Alita from the Friends has joined the committee, along with a possible partnership with the North Peace Museum to digitize the remaining files and photographs at the library. Updates to Follow.

7.4 Email Motions:

7.4.1 *Motion to approve the 2023 Financial Report as prepared by Sander Rose Bone Grindle LLP (SRBG), Fort St. John and approval for submission of Statement of Financial Information (SOFI) to the Public Library Branch.*

Motion: A. Ackerman

Seconded: M. Bourcet

Result: Passed

8. New Business:

8.1 Signing Authority Motion

Motion Draft:

Motion to add Lyle Goldie, Warren Craig, and Alexa Rogers to Library signers list at North Peace Savings. Additionally, remove Andy Ackerman and Debbie Hoza from the signers list.

Motion: S. MacDougall

Seconded: A. Harding

Result: Passed

8.2 Changes to Policies

8.2.1 Workplace Violence Prevention Update (EXISTING POLICY)

Discussion: Board will take more time to review.

8.2.2 Privacy Policy Update (EXISTING POLICY)

Discussion: Board will take more time to review.

8.2.3 3D Printer Policy (NEW)

Motion to approve 3D Printer Policy with language adjustments and Board recommendations.

Motion: A. Harding

Seconded: D. Boissonneault

Result: Passed

8.3 Re-Application for CLICK Program Grant with PRRD Area B

Discussion: The current CLICK program is supported by the PRRD – Area B Grant, as well as formerly by a BC Gaming Grant. Matthew will be submitting the grant sometime in July.

8.4 NELF Update – Director Leaving

Discussion: Thomas Knutson announced he is leaving NELF and NCLF as Executive Director at the end of August 2024. Otherwise, the NELF Board composition remains the same.

8.5 Proposed Change in Director of Library Services Job Description to New Business

Discussion: Michael proposed changes to the Director’s job description to more clearly outline how the Director and the Board interact regarding the hiring and termination of employees.

Motion: **Motion to add proposed changes to the Director of Library Services Job Description.**

8.6 Summer & Fall 2024 Update

- 8.6.1** September 17th to 19th – BCGEU Collective Agreement Negotiations
- 8.6.2** Budget 2025 Application – City of FSJ Only
- 8.6.3** November 1st, 2024 – PRRD Financial Reporting
- 8.6.4** Christmas Closure 2024 – December 20th to January 1st – Last Day of Operations is December 19th and First Day of Operations in
- 8.6.5** Strategic Plan 2026-2028 Planning
 - Current plan expires in 2025. Matthew is consulting with ABCPLD and PLB about the next plan for 2026-2028.

8.7 Approval of 2023 Annual Report

IN CAMERA SESSION – None.

Adjournment: 6:59pm

- 9. Next Meeting Date:** Regular Meeting – Wednesday, September 25th, 2024 @ 5:30pm