



MINUTES
FSJPLA Board Meeting
Wednesday, September 25th, 2024 at 5:30pm
Zoom
Phone Number: 1-877-385-4099
Participation Code: 9632825#
Host Code:1335790#

Join Zoom Meeting: https://us02web.zoom.us/j/87277308964?pwd=U1FmOEJuZDdUTDhmVjl3MzRHbUdBdz09
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<u>Executive</u>	<u>Trustees</u>	<u>Appointed</u>	<u>Staff</u>	<u>Delegates</u>	<u>Guests</u>
Lyle Goldie - Vice Chair	Andy Ackerman	N/A	Matthew Rankin - Director / Board Secretary	N/A	N/A
Warren Craig - Treasurer	Dale Boissonneault				
	Rosemarie Lee				

Unable to Attend:	Michael Bourcet - Chair & Area C Patron Rep / Tanya Boyd - Staff / Sarah McDougall - Municipal Representative / Amber Harding / Karen Anderson
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1. CALL TO ORDER: 5:32pm

2. ADOPTION OF THE AGENDA (with Edits)

Motion: L. Goldie
 Second: A. Ackerman
 Result: Passed

3. ADOPTION OF THE CONSENT AGENDA

- 3.1** - Minutes of June 26th 2024 - Regular Meeting
- 3.2** - Director’s Report for July-August-September 2024
- 3.3** - OHS Committee Meeting Minutes
 - 3.3.1** July 2024
 - 3.3.2** August 2024

Motion: A. Ackerman
 Second: D. Boissonneault
 Result: Passed

4. DELEGATE: None.

5. ADOPTION OF THE FINANCIAL REPORT – as presented (CIS September)

5.1 - Cashflow September 2024

Motion: W. Craig

Second: R. Lee

Result: Passed

6. OLD BUSINESS:

6.1 - Lease Negotiation Update – Matthew

Discussion: No update available.

6.2 - 75th Anniversary Celebration Committee Update – Matthew & Amber

Discussion: Matthew provided update to Board, regarding the activities of the Committee. Venue and general advertising strategies being worked on. Updates to follow.

6.3 - NPCC External Renovations Update – Matthew

Discussion: Matthew's two contacts at the City of FSJ have either left or retired, so currently he is in contact with Kylah Blade regarding the current renovation project for the NPCC. According to Kylah, the city is looking for another manager to spearhead the project, but discussions with the architects have started. Updates to follow.

6.4 - Signing Authority Update - Matthew

Discussion: Matthew confirmed with North peace Savings (soon to be Beam Savings), that the signing authority has been fully updated. Those who needed to be removed, have been removed, and everyone who needs it is now on the list.

6.5 - CLICK Program – Area B Grant Update - Matthew

Discussion: Matthew applied for and received a replacement grant for the CLICK program from the PRRD Board, over the next 2 years.

6.6 - Changes to Policies

- Workplace Violence Prevention Update (EXISTING POLICY)
- Privacy Policy Update (EXISTING POLICY)

Motion to approve updates to FSJPL Workplace Violence Prevention and Privacy Policies.

Motion: L. Goldie

Second: D. Boissonneault

Result: Passed

6.7 - Approval of 2023 Annual Report

Motion to approve 2023 FSJPL Annual Report.

Motion: A. Ackerman

Second: W. Craig

Result: Passed

6.8 - BCGEU Collective Agreement Negotiations - Matthew

Discussion: Negotiations were completed on Thursday, September 17th 2024.

Overall, Matthew thought the negotiations were smoothly, with no major disagreements. He also wanted to extend his thanks to Michael and Warren for their assistance.

6.9 - NELF Update – Director Leaving - Matthew

Discussion: Thomas Knutson is leaving as joint Director of NCLF and NELF this fall. Replacement has yet to be announced. Matthew felt, an acknowledgement of Thomas's services to FSJPL and other regional libraries was warranted.

6.10 Proposed Change in Director of Library Services Job Description - Lyle

Discussion: Moved to the October Meeting.

6.11 Fall 2024 Updates

- **Budget 2025 Application – City of FSJ Only - Matthew**

Discussion: Matthew is currently working on the rough draft of the 2025 budget. He will likely be asking for increases, but based on experiences with the 2024 budget, specific cost breakdowns will be provided in greater detail.

- **November 1st, 2024 – PRRD Financial Reporting - Matthew**

Discussion: As part of the 2023-2028 agreement with the PRRD, the library will be providing a financial and general report to the Region by November 1st 2024. This is a requirement, along with general reporting in June of each year.

- **Christmas Closure 2024 – December 20th to January 1st – Last Day of Operations is December 19th and First Day of Operations in 2025 is Thursday, January 2nd.**

Discussion: Matthew provided a reminder to the Board about current holiday closure dates.

- **Strategic Plan 2026-2028 Planning**

Discussion: Matthew is asking the Board to start considering the next 3 year strategic plan for the library, as the current one runs out next year. Based on discussions with the Public Libraries Branch (PLB), there is an advisor who helps with the development of strategic plans available for no cost. He will do more research and reach out to PLB to set up a meeting with the Board.

7. NEW BUSINESS:

7.1 - The Director's Personal Growth Plan – Lyle/Matthew

Discussion: Defer to the October meeting.

7.2 - New LED Ceiling Lights Update - Matthew

Discussion: Curtis Redpath from the City has confirmed that the library lighting will be replaced with brighter LED lights. This has been a multi-year journey, as the light has been an on-going issue, in terms of brightness, ballasts replacement and the light cover themselves.

7.3 - 2025 Closures Update

Discussion: Matthew provided a general overview of closures in 2025. This includes all stat dates listing in the Collective agreement and the holiday closure at the end of December.

7.4 - 2025 NEW Hours Plan

Discussion: Matthew outlined plans to change existing open hours in January 2025. Specifically, Tuesdays-Thursdays + Saturdays 10-5 & Fridays 10-7.

7.5 - Board-Staff Pot-Luck Planning – December 2024

Discussion: Matthew reminded the Board that the annual Pot-Luck Google Form has been sent out to determine who, what, and when this year. Cut-Off Date will likely be on Halloween for responses.

IN CAMERA SESSION – 1 Item

Motion to Enter Closed In-Camera Session: A. Ackerman

Second: W. Craig

Result: Passed

Time: 6:29pm

Motion to Exit Closed In-Camera Session: W. Craig

Second: A. Ackerman

Result: Passed

Time: 6:58pm

Adjournment:

Motion: W. Craig

Result: Passed

8. Next Meeting Date: Regular Meeting – Wednesday, October 23rd 2024 @ 5:30pm