



MINUTES
FSJPLA Board Meeting
Wednesday, November 27th, 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/83069432108?pwd=NDhxcndnYzI5cXpwR0dlb1UyelcWdz09>

<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	None	None
Lyle Goldie – Vice Chair	Amber Harding		Tanya Boyd - Staff		
Warren “Dub” Craig – Treasurer	Dale Boissonneault				
	Rose Lee				
	Karen Anderson				

Unable to Attend	
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1. Call to Order: 5:33pm

2. Adoption of the Agenda (With Additions)

Motion: A. Ackerman

Seconded: K. Anderson

Result: Passed

3. Farewell to Andy Ackerman – Michael

Discussion: Michael wanted to congratulate and thank Andy for his long service to FSJPLA, as he is currently ending his 16th year with the Board (end of 2nd Round). He has played a critical role in fundraising, board training and leading the board as chair, he will be deeply missed.

4. Adoption of the Consent Agenda

4.1 Minutes of the October 23rd, 2024, Regular Meeting



4.2 Director's Report for November 2024

4.3 OHS Committee Meeting Minutes

4.3.1 November 2024

Motion: D. Boissoneault

Seconded: W. Craig

Result: Passed

5. Delegate: None

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

6.1 Cashflow November 2024 – **IT Update**

Motion: K. Anderson

Seconded: A. Harding

Result: Passed

7. OLD BUSINESS:

7.1 - Lease Negotiation Update – Matthew & Michael.

Discussion: Michael mentioned no direct contact with the North Peace Cultural Society recently, with the exception of a brief conversation between Lyle and Connie Surerus about a possible agreement being presented soon. Updates to follow.

7.2 - 75th Anniversary Celebration Committee Update – Matthew

Discussion: Matthew mentioned that beyond booking the LIDO Theatre and Starting the invitation list for the Saturday May 24th Event, nothing else has been confirmed yet with the 75th Anniversary. Updates to follow.

7.3 - The Director's Personal Growth Plan update - Michael

Discussion: Michael explained that Lyle created a personal growth plan for Matthew and the Director's position generally to track training, certifications, and general knowledge upkeep, along with funds to assist with some costs. Updates to follow.

7.4 - 2025 NEW Hours Plan



Discussion: Matthew reminded the Board that Hours will be changing to 10-5 Tuesdays to Saturdays, effective January 2nd 2025. Changes will be posted soon.

7.5- Director of Library Services Evaluation

Discussion: Michael reminded the Board that starting in February 2025, Matthew's Annual Evaluation will need to be completed. Warren and Michael will be involved in the staff survey and evaluations. Updates to follow.

7.6 - Friends of the Library – Fall Book Sale – December 7th, 2024 @ 10am to 2pm

Discussion: Michael and Matthew issued a reminder to Board members about volunteering and help setting up on December 6th and take down. Matthew also mentioned that the library will be open an hour later (6pm) on the 7th to act as a warm venue to watch the Santa Claus Parade.

7.7 - 2025 Renovations & LED Ceiling Lights Update – Windows

Discussion: Matthew spoke to his city contacts about the 2025 planned renovations to the NPCC and the on-going updates to the interior lighting system in the library. Overall, everything is still planned to be completed within 2025, at some point. Updates to follow.

8. New Business:

8.1 - Update Fall 2025 Closures

Discussion: Matthew provided a list of closures for the year 2025. Including statutory holidays and Christmas holiday closures.

8.2 - Hot Chocolate with Santa – Festival Plaza – 11am to 2pm – November 30th (Partnership with FSJ Sunrise Rotary).

Discussion: Talia, Jill, and Alita from the Friends will be at the Festival Plaza building to serve Hot Chocolate and host a craft program during photos with Santa run by Sunrise Rotary.



8.3 - Director Vacation Update

Discussion: Matthew updated the board on when he will be away in December from the 14th until December 31st.

IN CAMERA SESSION

Motion to Enter In-Camera Session: M. Bourcet

Seconded: W. Craig

Result: Passed

Motion to Exit In-Camera Session: A. Ackerman

Seconded: A. Harding

Result: Passed

Adjournment: 6:51pm

Motion to Adjourn: A. Akerman

Result: Passed

9. Next Meeting Date: Annual General Meeting – Wednesday, January 22nd 2025 @ 5:30pm