



NWLF BOARD MEETING

Tuesday, November 20th

7:00 p.m.

via teleconference

MINUTES

Present: Kay Mackenzie (Smithers), Patricia Lynn (Stewart), Patti Chapman (Terrace), Stephanie Lysyk (Prince Rupert), Debbie Sullivan (Hazelton), Joanna Sluyter (Kitimat), Brian Butler (LDAG, Hazelton), Virginia Charron (LDAG, Kitimat), Wendy Wright (LDAG, Smithers)
Regrets: Dee McRae (Houston)

Meeting called to order: 7:00 p.m.

1. Approval of the Agenda

Motion to approve the agenda as presented (Kay/Debbie). Carried.

2. Adoption of the minutes of June 2, 2018

Motion to adopt the board meeting minutes of June 2, 2018 as presented (Patti/Joanna). Carried.

3. Treasurer's Report

a) *Balance/Income statements as at 10/31/2018*

Patti discussed the financial statements reflecting NWLF income and expenses to the end of October 31, 2018. Income statement from October reflects the majority of the expenses from the conference and subsidy fund line items. Motion to pass the Balance/Income statements as at 10/31/2018 (Patti/Joanna). Carried.

b) *2019 draft budget for discussion*

Melissa presented the current financial position of the NWLF, taking into account that there are separate timelines for the fiscal year and operational spending needs. We need approximately 6 months of reserve funds (\$22 – 25,000) at the end of every fiscal year to carry on with operations until we receive our annual grant (approximately June of each year). Currently, we're falling \$8 – 10,000 short of that reserve. Melissa will meet with the LDAG to discuss how best to handle the shortfall for 2019. Motion to approve the discussion of the 2019 budget and table the approval of the 2019 Budget (Patti/Joanna). Carried.

Action: Melissa will meet with the LDAG to discuss the budget and present their proposal to the board ASAP.

5. Business Arising

a) *Strategic Plan (2017-19) check-in*

Melissa's 2019 workplan was presented and discussed. Board members supported the focus on skills/resource sharing to help create community among NWLF member libraries. Utilizing local talent/skills for training is a great way to cut back on expenses.

b) *Issues sharing*

Melissa shared her intention to send quarterly reports to the Board to keep everyone more informed. These will include both financial spending to date and activities of the NWLF each quarter.

6. New Business

a) *NWLF Policy Manual updates (pending)*

Melissa will work with the LDAG to amend and update the NWLF Policy Manual. Once all members have approved the changes, the revised policy manual will be presented to the Board for final approval. (Note: The revised policy manual needs to also be approved by the Libraries Branch to be put into effect.)

b) *2019 Fall Meeting: Strategic Planning (2020-2022)*

Discussion of possible locations for the strategic planning session in fall 2019. A more central location is preferred by board members. Debbie mentioned that New Hazelton has a free meeting space the NWLF could use for this purpose.

7. Adjournment: 7:35 p.m.

Next Board meeting: Early in 2019