



HAZELTON • HOUSTON • KITIMAT • PRINCE RUPERT • SMITHERS • STEWART • TERRACE • NWCC

north west library federation

NWLF Annual General Meeting

Saturday, June 2, 2018

1:00 p.m.

Terrace Public Library

MINUTES

Attending: Debbie Sullivan (trustee, Hazelton), Patti Chapman (trustee, Terrace), Joanna Sluyter (trustee, Kitimat), Dee McRae (trustee, Houston), Patricia Lynn (trustee, Stewart), David Tremblay (LDAG, Terrace), Joe Zelwietro (LDAG, Prince Rupert), Rebecca Mitchell (LDAG, Stewart), Brian Butler (LDAG, Hazelton), Virginia Charron (LDAG, Kitimat), Wendy Wright (LDAG, Smithers), Adrienne Wass (Libraries Branch), Melissa Sawatsky (NWLF staff)

Regrets: Kay MacKenzie (trustee, Smithers), Glenn Groulx (trustee, Prince Rupert), Sara Lewis (LDAG, Houston)

The meeting was called to order at 1:05 p.m.

1. Approval of the agenda

Patricia moved to approve the agenda as presented. Patti seconded. Motion carried.

2. Adoption of the minutes of April 6, 2017 AGM

Dee moved to adopt the AGM minutes of April 6, 2017. Patti seconded. Motion carried.

3. Chair's report

As Kay MacKenzie was unable to attend the meeting, Melissa moved to retrieve a 2017 report from her and circulate it to the Board and members via email. Patti seconded. Motion carried.

4. Treasurer's report

The Treasurer's report was received for information. In 2017, there was a \$14,359 deficit at year-end, which was budgeted for by using some of our reserve funds. Payroll, programs and training expenses went up slightly, while other line items went down. In total, we exceeded our

draft budget by approx 1,000. Patti moved to approve the Treasurer's report. Dee seconded. Motion carried.

5. Director's report

The Director's report was received for information. The inclusion of GrantStation as an NWLF funding initiative in the annual report was called into question, considering it has not yet proven to be successful in terms of outcome. It was also mentioned that perhaps part of its value was the fact that it was offered as an alternative means of seeking funding. Joanna moved to accept the Director's report. Patti seconded. Motion carried.

6. Libraries Branch update (presentation)

Adrienne Wass shared a presentation on behalf of the Libraries Branch (LB). Five year trends related to library services were broken down. The Internet Connectivity Project will seek to provide affordable broadband for all public libraries. This will be a collaborative effort and the Libraries Branch would like libraries to help with engaging citizens. The Provincial Digital Resources Project will seek to identify and provide a common suite of databases for all libraries. The LB is working with BC Libraries Coop on this and seeking feedback from all Library Directors and staff. Royal Roads University staff development courses are being offered due to the collaborative efforts of the NELF, NCLF and KLF. Call for feedback on LB vision and strategic plan renewal. The hope is that the strategic goals of the LB can be utilized to integrate with local and regional goals. Please share key priorities for northern communities with the LB.

QUESTIONS FOR ADRIENNE WASS (due to teleconference audibility issues):

1. Regarding circulation average of 13 items per person, is this per year over a 4 year time frame? Is there a further breakdown of item type/format for these statistics?
2. It is reported that circulation is down 10% in this period. Does that have something to do with decreased funding?
3. How does the Libraries Branch calculate grant funding for each library (per capita vs. lump sums)? If there is a discrepancy, how is that accounted for?
4. Request to clarify how the Royal Roads University courses are funded by NELF, NCLF and KLF and how this partnership works. Does all library staff in BC have access to this training opportunity?

Action: Melissa will send questions from the Board and Library Directors to Adrienne for further clarification on her presentation.

7. Library Director's roundtable

Hazelton: Brian has just begun his tenure as the Library Director in Hazelton. The library has a few tech kits that will be going into circulation in the near future and they are hoping to develop a Library of Things as well. Board trustees are currently going through a strategic planning process. Brian shared that his background includes business, education, and technology, so he will bring that to the table at Hazelton District Public Library.

Houston: Houston's strategic plan has been fulfilled. In 2017, the carpet was replaced with linoleum and some furnishings/sections were rearranged. During this time, the library was closed for two weeks. As a result of this renovation, the library now feels more spacious. Some staff transitions are on the horizon. A district councillor on the current Board of Directors and is a great advocate for the library's cause.

Terrace: Usage has been going well. 3D printing and related training sessions are gaining in popularity with children and families. The month-long 50th anniversary celebration in the fall of 2017 was hugely successful. The library hosted an open house with members of the community and other organizations. The Library of Things has been very successful with lots of usage (items lent out on faith, with limited losses so far). Other activities included partnering with a local coffee shop to create a special Library Blend, as well as working with a local brewery to include the library logo on one of their brews. Terrace PL also partnered with local businesses (e.g. Misty Rivers, Bert's Deli, Flying Fish) for "The Smartest Card in Your Wallet" promotion. Terrace PL recently concluded CUPE negotiations and advocacy plans are in the works in connection with the upcoming municipal elections.

Stewart: In 2017, Stewart Public Library needed to vacate the space they had occupied for 42 years. Library staff and board packed up the library and moved out in May 2017. The transition to its new home took 5 months, with much advocacy and effort from the board. The new space in downtown Stewart was ready for occupancy in October. The library is now able to open year-round, since operations are not tied to the school schedule. As a result, Stewart's first SRC program will be running this summer. The library has an ongoing book sale (by donation) due to the need to downsize the collection considerably after the move. One part-time employee has been hired and the library is going to try opening on Saturdays. Youth programming emphasizes digital literacy, which has been lacking in the past. There are 12 families in town who home school their kids, so Rebecca has started a homeschooling program in the library. She also runs the Ripley's Corner story time for children under four.

Kitimat: Virginia circulated the Kitimat Public Library's 2017 Annual Report. She encouraged the group to visit KPL's Facebook page and website for complete resources and services including current and past programming and activities, Calendars of Events, Board Minutes and Collective Agreements. She offered new LDAG members training opportunities by seasoned staff (computer, cataloguing and children's) and the possibility of puppet play outreach visits.

Prince Rupert: During the negotiation of a new collective agreement, Prince Rupert PL pushed for wage equity. The board addressed that need to a certain degree. The library is starting a new relationship with the city at this point. Advocacy and dialogue is an ongoing process. When there is transparency, there is more success, some of which manifested this year. Regarding human resources, the library is dealing with possible retirements and looking for new technical staff. Circulation is down a bit, but foot traffic is higher. The library is trying to canvass the public to find out what they want/need from the library. Board has been in transition and is currently rediscovering its vision.

Smithers: Smithers recently negotiated new CUPE agreement and developed a new strategic plan with lots of collaboration between the library board and staff. Strategic priorities include ongoing workload assessment for staff, advocating for a new building (the town issued an RFP for concept design), and inclusivity and diversity. The library has been actively reaching out to underserved groups (e.g. LGBTQ+ community) and this has led to fortuitous community partnerships. The library is part of the Smithers Pride Committee, which grew this year to include many businesses and organizations. This year's Smithers Pride Celebration brought together between over 150 community members. The library also organized its first ever Pride-themed story time, which had a humble turnout, but feedback from those in attendance was excellent. Wendy has recently begun a term as Director at Large of the BCLA.

8. Election of 2018 Board of Directors

Patricia moved to accept all nominees for the 2018 NWLF Board of Directors as presented. Joanna seconded. Motion carried.

9. Signing officers update

When Melissa was hired in March 2018, the following changes were made in the NWLF business account:

- a) Lauren Wolf and Tim MacDonald were REMOVED as signing officers.
- b) Melissa Sawatsky, Kay MacKenzie, Patti Chapman, and Joe Zelwietro were ADDED or REMAINED as signing officers.

10. Adjournment

Joe moved to adjourn the meeting. Unanimously seconded. Meeting adjourned at 3:24 p.m.