



LDAG Meeting

Monday, March 25, 2019

10:00 a.m.

via teleconference

MINUTES

Present: David Tremblay, Virginia Charron, Joe Zelwietro, Rebecca Mitchell, Wendy Wright, Melissa Sawatsky

Regrets: Sara Lewis, Brian Butler

Meeting called to order: 10:02

1. **Approval of the Agenda**

Agenda accepted as presented.

2. **Adoption of the minutes of December 6, 2018**

David moved to accept the December 6, 2018 minutes as presented. Virginia seconded. Carried.

3. **Financial update**

a) Financial update—Balance Sheet as at February 28, 2019

NWLF has now withdrawn a portion (\$7,000) of the Emergency Reserve Term Deposit to cover some operational expenses until we receive the 2019 provincial grant payment. The same amount will be deposited back into the Term Deposit at that time.

b) Current Training Subsidy Calculation

Training subsidy allocations are lower than usual for 2019. David suggested spreading the entirety of the training subsidy equally among all member libraries. For the next budget revision, we could consider dividing subsidy funding equally among member libraries (instead of 50% per capita, 50% per library).

4. **Business Arising**

a) Leif David Tour check-in

The poster is coming and Melissa will forward both the digital and hard copy versions to each member library.

b) Ivan Coyote Tour check-in (dates, locations, promo)

Melissa will stay in touch with Ivan about any questions or needs regarding the September tour.

c) Policy Manual updates

Relevant sections of the NWLF Policy Manual were discussed at length.

Action: Melissa will revise the Policy Manual based on the discussion of each relevant section needing revisions. She will forward a draft version of the revised Policy Manual to the LDAG for comments and feedback before presenting it to the NWLF Board.

5. **Adjournment:** Meeting adjourned at 11:15 a.m.

Next LDAG meeting: June 2019

Tabled items:

- ILC discussion (reconciling lost/damaged items)
- Report on going fine-free (Smithers, Hazelton)