



## LDAG Meeting

Thursday, November 7, 2019

10:00 a.m.

via teleconference

### MINUTES

**Present:** Virginia Charron (Kitimat), Joe Zelwietro (Prince Rupert), Wendy Wright (Smithers), Brian Butler (Hazelton), Melissa Sawatsky (NWLF)

**Regrets:** Sara Lewis (Houston), Rebecca Mitchell (Stewart), David Tremblay (Terrace)

*Meeting called to order: 10:08*

1. **Approval of the Agenda**

Virginia moved to approve the agenda for November 7, 2019. Seconded by Joe. Carried.

2. **Adoption of the minutes of July 11, 2019**

Wendy moved to approve the minutes from July 11, 2019. Seconded by Virginia. Carried.

3. **Financial update**

*a) Financial update: Income & expenditures as at September 30, 2019*

We're on track to not stray too far from our 2019 budget goals. There are some leftover funds in our Travel Expenses budget, which Melissa suggested we use to increase the Training Subsidy for 2019. Wendy, Virginia, Joe, and Brian would appreciate these funds being moved to increase the training subsidy.

**Action:** Melissa will send a request to board to increase our 2019 Training Subsidy with unused funds from Travel Expenses.

*b) 2020 Draft Budget for review*

Brief discussion of the 2020 draft budget with a few clarifications. Virginia moved to accept the 2020 Draft Budget. Seconded by Brian. Carried.

4. **Business Arising**

*a) NWLF Policy Manual updates (to finalize)*

Melissa will edit the Policy Manual based on feedback from Denise McGeachy and send to the LDAG for a final review (before presenting to the Board for adoption).

*b) 2020-22 Strategic Plan update*

LDAG members expressed appreciation for the October 5<sup>th</sup> Strategic Planning session. It was described as a "huge success, with a spectacular venue and great food." The draft Strategic Plan will be circulated to the NWLF Board at LDAG for review prior to the November 27<sup>th</sup> Board Meeting.

*c) 2020 Tour option & proposed schedule*

Discussed the proposed May 2020 schedule for a tour with Andy the Musical Scientist. Some members expressed the need to adjust start times.

**Action:** Melissa will be in touch with everyone individually to nail down the dates and times and liaise with Andrew.

5. **New Business**

*a) 2020 Fall Conference (location and date preferences)*

Tentative dates for NWLF Fall Conference: **October 16-17, 2020 in Prince Rupert** (thank you Joe!) Session ideas: Staff roundtable, conflict resolution; intellectual freedom. **LDAG is encouraged to send Melissa any ideas or preferences for session topics.**

**Action:** Melissa will send out a survey to gauge interest in specific topics and seek proposals from NWLF members.

*b) Roundtable (2-minute updates)*

**Kitimat PL:** Shawn Durocher replaces Teresa DeLisser as Acting Director in the Director's absence. The Library presents its 2020 budget to mayor and council on November 25, 2019 asking for the maximum 2% over last year's grant; our salaries and benefits increase by 2.5%.

**Smithers PL:** In Smithers, staff tried a new format for programming with a "Candidating" event and received an unexpected level of appreciation from those who participated. The event offered 3 minutes of 1-on-1 time with federal election candidates. Smithers PL also helped with the All Candidates debate in partnership with the Smithers District Chamber of Commerce. Both of these civic-oriented events felt like a perfect match for the library's role in the community.

**Prince Rupert PL:** Busy working on a new strategic plan (5-year). The library is currently collating input from patrons and online surveys in order to create a first draft.

**Hazelton:** Brian is on day 4 as the permanent Head Librarian in Hazelton. He's excited to move forward with more availability to participate both locally and with the NWLF.

6. **Adjournment:** 11:02 p.m.

**Next LDAG meeting:** TBD