



## BOARD MEETING

October 15, 2016

10:30 am

Terrace Public Library Board Room

### MINUTES

**Present:** Debbie Sullivan (Hazelton)  
Linda Campbell (Kitimat)  
Dee Macrae (Houston)  
Tim MacDonald (Prince Rupert)  
Corry Tremblay (Smithers, via FaceTime)  
Patti Chapman (Terrace)  
Tara Williston (Hazelton staff)  
Wendy Wright (Smithers staff)  
David Tremblay (Terrace staff)  
Lauren Wolf (NWLF staff)  
Denise McGeachy (Libraries Branch staff)

**Absent:** Sylvia Alderton (Stewart)

**Chair:** Debbie Sullivan

**Minutes:** Lauren Wolf

1. Approval of the Agenda

The meeting was called to order at 10:38. The agenda was approved as presented.

2. Adoption of the minutes of June 20, 2016

The minutes were adopted without revision (*Linda/Tim/carried*)

3. Strategic Plan Review

**Lauren** will ensure that all NCLF headings, titles and logos associated with the strategic plan are replaced with NWLF.

#### 4. Chair's Report

Tim reviewed activities undertaken since the last meeting, including the letter of support for the Stewart Public Library sent to Stewart Town Council. The board was apprised that the situation with the location of SPL has not changed. **Lauren** will send a copy of the letter to Denise.

Tim also informed the board that his term on the PRPL board ends at the end of this year, and that therefore a new NWLF chair should be elected at the AGM.

*The report was received (Linda/Dee/carried).*

#### 5. Treasurer's Report

The 3<sup>rd</sup> quarter balance sheet and income statement were reviewed and the 2017 draft budget was discussed.

*The report was received (Patti/Dee/carried).*

#### 6. Director's Report

*The report was received (Patti/Tim/carried)*

#### 7. New Business

##### a) 2017 priorities (based on Oct. 13 LDAG meeting recommendations)

Concern was expressed about changing the yearly NWLF conferences to every other year in order to fund travel to Prince George for the Beyond Hope conference in off years. Some members would prefer to continue with our own yearly conference as it supports Strategic Goal #3: Create a community of member libraries, while others feel Beyond Hope is worth the investment as it creates an even larger community of libraries across BC's North.

Wendy described the work underway in Smithers to gather potential library partners for a Reconciliation event (including the Friendship Centre, the Bridging Committee, Cultural Resource Management, the Town of Smithers, the Museum, the School District, and possibly the RCMP and Northwest Community College) and the benefits it has already brought to the library in terms of their inclusion in community planning and decision making.

A question was raised about Federation funding to backfill staff positions when training is required or desired.

**Lauren** will distribute a directors' survey to pinpoint the best use of Federation funds in 2017 and bring results back to the board.

b) 2016 AGM

The timing of the next AGM was discussed. Usually the AGM takes place in the spring, with an educational or team-building component for directors and board members. However, if the Federation is supporting travel to Beyond Hope in June, it would be better to hold the AGM via tele- or videoconference and possibly hold a short meeting in the fall. A decision was postponed until the results of the directors' poll are available.

8. Library round table

**Smithers (Wendy):** SPL is working hard to increase their relevance within the community to build the wide support needed to secure the funds to build a new library; this is reflected in programs such as the Teddy Bear Sleepover, live-streaming the Tragically Hip, working with the Smithers Community Services Association to run Stories in the Park, and sponsoring a campfire cookout and singalong, among others. The building will be a multi-purpose facility also housing the Tourism office and the Art Gallery.

Grants to support two new staff members have been secured to focus on increasing the involvement of non-users with the library, as well as to run the Summer Reading Club.

**Terrace (David):** The library is currently involved with school visits, kids programs, budgeting, greening the library research, and library of things research.

**Houston (Dee):** Houston is currently undertaking a strategic plan review; the library's marketing plan has been refreshed and a new logo designed; and a CEO recruitment effort has led to the hiring of a new library director. Dee is interested in reading the strategic plans from our other libraries. **Lauren** will make member libraries' strategic plans available in a secure section of the NWLF website.

**Hazelton (Debbie):** The board is happy that Tara is back part time from maternity leave and to report that previous staffing issues have been resolved. The development of a new strategic plan for 2017 is planned, as well as a number of policy manual updates. The Hazelton board has welcomed 4 new members this year.

**Kitimat (Linda):** KPL hosted Eden Robinson for a library event in partnership with the museum. A new 3D printer has been donated to the library by LNG. Overall attendance is down, and the decision was made to close the library on Sundays. This is a reflection of the current "bust" economy of Kitimat.

*Please note that at future board meetings, the member library report should reflect board functions as opposed to staff activities, and should be given by the board member present.*

#### 9. Libraries Branch report and discussion

Denise reported that the last six months at the Branch have been almost completely dedicated to the new provincial strategic plan for libraries. The draft is currently with the Minister of Education for approval, and they are hopeful to get the final ok to launch in November. This plan will replace the previous Libraries Without Walls, but will be less prescriptive and more of an enabling framework to support the field.

Library funding is expected to remain stable through 2019, although it should be recognized that government revenue streams can be variable. Library revenue stream and formula reviews will be undertaken as part of the strategic planning process.

The Libraries Branch would like to resume their focus on communication and consultation with the field now that the strategic plan is almost finished. They are anxious to engage with libraries, and encourage any questions our boards might have.

#### 10. Adjourn

The meeting adjourned at 12:32 *(Tim/Patti)*