



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

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[WWW.NWLF.CA](http://WWW.NWLF.CA)

## **BOARD (with LDAG) MEETING**

Monday, January 15, 2018

### **MINUTES**

Present: Tara Williston (director, Hazelton)  
Dee McRae (trustee, Houston)  
Virginia Charron (director, Kitimat)  
Joanna Sluyter (trustee, Kitimat and meeting chair)  
Joe Zelwietro (director, Prince Rupert)  
Wendy Wright (director, Smithers)  
Rebecca Mitchell (director, Stewart)  
Patricia Lynn (trustee, Stewart)  
David Tremblay (director, Terrace)  
Patti Chapman (trustee, Terrace)  
Lauren Wolf (director, NWLF)

1. **Approval of the Agenda** (Virginia/Patti/approved)
2. **Review of current job description:** questions, suggestions

Suggestions for revision of the job posting include:

- Travel requirement (availability to travel approximately two times per year; valid driver's license; access to reliable transportation)
- Greater emphasis on grant writing
- Indicate salary or hour rate range

3. **Recruitment process:** discussion

Suggestions for placement of the job posting include:

- NWLF newsletter
- Library directors' listserve
- BCLA listserve
- The Partnership job board
- Civic Info BC
- Charity Village
- Distribution by libraries within their own communities
- General job sites such as Indeed

4. **Appointment of search committee**

The search committee includes Virginia Charron (director, Kitimat), Joe Zelwietro (director, Prince Rupert), Kay Mackenzie (chair, NWLF), and one other board member (to be determined). Lauren Wolf will assist in the process as needed.

5. **Other items**

6. **Adjourn** (Joe/Tara)