



BOARD MEETING

Wednesday March 28, 2018

7:00 p.m.

*via teleconference**

MINUTES

Present: Kay MacKenzie (trustee, Smithers)
Patti Chapman (trustee, Terrace)
Dee McRae (trustee, Houston)
Joanna Sluyter (trustee, Kitimat)
Wendy Wright (Smithers staff)
Melissa Sawatsky (NWL staff)

Absent: Debbie Sullivan (trustee, Hazelton)
Patricia Lynn (trustee, Stewart)
Glenn Groulx (trustee, Prince Rupert)

The meeting was called to order at 7:11 p.m.

1. Approval of the Agenda

The agenda was approved with the addition of item 3c (Patti/Dee/carried).

2. Adoption of the minutes of September 9, 2017

The minutes were approved as presented (Patti/Dee/carried).

3. Treasurer's Report

a) Income/Balance statements as at 02/28/2018

Income statement from January through Feb looks to be in order. No revenue to speak of, but we are waiting on our grant from the Libraries Branch (grant deposits are quite variable, so it may be a couple of months away). Equity and assets are currently balancing out, as they should.

b) 2018 draft budget for discussion re: bookkeeping

Melissa proposed to find a bit of money for bookkeeping training in the 2018 budget. Discussion of how that might work, but there was support for the idea to start the financial management off on the right foot. It was noted that Payroll should be double-checked for accuracy of 2018 projections.

Action: Melissa will touch base with LDAG for recommendations of which budget line items have flexibility and revise as appropriate. A revised draft budget will be submitted for approval at the next board meeting (after the AGM).

c) *Interim cheque signing process*

While we are waiting for the bank to process the change of signing officers on the NWLF account, Melissa will forward cheques to Joe and Patti for signatures as needed.

4. **Business Arising**

a) *Approval of updated Strategic Plan*

LDAG put forth the recommendation of re-titling the updated strategic plan to cover 2017-2019, since it was thoroughly revisited and revised in September 2017. Discussion ensued about the value of reviewing the strategic plan on an annual basis. Considering the extensive revision that took place last fall, the board is comfortable extending it for one year (to 2019), at which time a new strategic plan will be created for 2020-2022. A motion was made to approve the updated Strategic Plan with an amendment to the date covering 2017-2019 (Kay/Patti/carried).

b) *Federation advocacy plan*

An advocacy plan still needs to be developed in consultation with the LDAG. Some member libraries were interested in the NWLF advocating on their behalf, while others were not. Melissa plans to discuss ideas and options with the LDAG and other Federation Directors, as well as investigating BCTLA resources on the topic.

5. **New Business**

a) *SOFI timeline and review*

Action: Melissa will send a draft of the SOFI to Patti and Kay for review by the end of April (in time for the May 15th submission date).

b) *Upcoming AGM / board meeting: Date & location options*

Action: Melissa will send out a Doodle poll with AGM date suggestions (to be confirmed with David Tremblay) for a meeting in Terrace.

6. **Adjournment**

The meeting adjourned at 8:06 p.m. (Kay/Joanna/carried)

Next Board meeting: Directly after the AGM (date and location TBD)