



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

north west library federation

LDAG Meeting Minutes

Tuesday, May 15, 2018

10:00 a.m.

via teleconference

Attending: Wendy Wright (Smithers), Tara Williston (Hazelton), Brian Butler (Hazelton), Virginia Charron (Kitimat), Sara Lewis (Houston), David Tremblay (Terrace), Joe Zelwietro (Prince Rupert), Melissa Sawatsky (NWLF)

Regrets: Rebecca Mitchell (Stewart)

Chair: David Tremblay

Meeting called to order: 10:00 a.m.

ADOPTION OF AGENDA/PAST MINUTES

Motion to adopt the agenda as proposed with the addition of Digital Resources Consultation Group to New Business (Virginia/Wendy). Motion carried.

Motion to adopt the minutes of the October 17, 2017 meeting (Virginia/Wendy). Motion carried.

BUSINESS ARISING

2018 Budget Update

- Review of line items that have changed due to the transition of the Federation Director (payroll, office space, courier/postage, etc.)
- Provincial grant is late and therefore we are running low on operating funds this year.

Tours

Leif David: Good feedback on Leif David so far. Over 75 attendees in Kitimat and 65-70 attendees in Prince Rupert.

Science World (Darryl Hutcheon): Logistical planning seems to be going well in each community. Wendy noted that the poster needed to be recreated for promotional purposes.

Monty Bassett: Monty is unable to take on a full tour this year and only able to visit one or two communities. Consensus was to cancel plans for a fall tour in 2018 and utilize the remaining funds elsewhere as determined by LDAG.

Action: At the completion of the tours, Melissa will send out a feedback survey.

Action: Melissa will send an email request for 2019 tour suggestions.

Books for Babies (update)

B4B invoice has been paid by NWLF. Smithers, Terrace and Hazelton will be invoiced for orders after they arrive and are shipped.

NEW BUSINESS

ILC Connect label placement

Wendy shared that library staff members in Smithers are having trouble with ILC labels being placed directly over the barcode; please alert ILL/ILC staff about best practices for sending ILC materials. Virginia suggested operational concerns be addressed immediately via email.

Action: Wendy will send out an email to the Library Directors listserve regarding this issue.

NWLF/BC One Card Non-Return of Materials to Home Library

Virginia brought up the issue of lost or unreturned items from patrons with a BC OneCard or another home library. All libraries invoice for ILL non-returns and damaged items. However, if "Bill" used his BC OneCard to borrow a book directly from a library and did not return it, the home library does not reimburse the lender. Policy question: Can the home library be invoiced for all unreturned/damaged materials for their patrons, ILL or BC OneCard?

Action: Melissa will contact other Federation Directors to BC-wide policies on this issue.
Next meeting: Follow-up on this and create an NWLF policy (streamlined with Province)

Federation support for attendance at ABCPLD fall meeting

Wendy brought up the ABCPLD meeting in Abbotsford this fall (focus on technology, HR processes, union relations re: occupational health & safety, and other topics). Since attendance is not usually affordable for individual LDs, perhaps NWLF could provide funding for ONE library director per year on a rotating basis, with the aim of sharing info with other LDAG members. Discussed NWLF travel allowances and the consensus was that funding should continue to be divided in an equitable manner.

Digital resources consultation group

David asked everyone to please complete the survey from the Digital Resources Consultation Group (sent via Denise McGeachy). The group is aiming for 100% participation, and will use the results to recommend a core collection of digital resources for libraries to the Ministry of Education. Virginia mentioned use of apps such as Boopsie for Libraries/Discover Mobile as something that appeared to be missing from the survey.

Introduction of Hazelton's Interim Director, Brian Butler

Tara introduced Brian Butler, Interim Director. Formerly with NWCC, Brian brings expertise in technology and business to the table. He has 20 years of teaching experience (on campus and online) and has much knowledge of libraries from a patron's point of view. Welcome Brian!

AGM check-in

- a) **Tele- or videoconference options:** Due to lack of teleconference capabilities in the TPL meeting room, Melissa will be in touch with those who are calling into the AGM to figure out the best way to connect.
- b) **Agenda:** David asked to remove the Digital Resources Consultation Group item from the Board meeting agenda, since he addressed it during this meeting.

Fall Conference

- a) **Timing** (early/mid October): Working dates of October 19th-21st
- b) **Location:** Discussion of potential locations for 2018 led us to Houston (thank you Sara). Joe offered Prince Rupert as a potential destination for 2019 if funding allows for a conference next year.
- c) Useful session ideas/topics/themes: Technology focus; programming ideas for small communities; "Library of Things" (David); roundtable w/ rapid presentations + Q&A.

Action: Melissa to send a poll for topics of interest for conference (incl. ideas above)

Action: Melissa to call the Sunshine Inn in Houston re: availability of rooms.

Meeting adjourned: 11:10 a.m.