



## **BOARD MEETING (with Library Directors Advisory Group)**

Saturday June 2, 2018

3:00 p.m.

Terrace Public Library

### **MINUTES**

**Attending:** Debbie Sullivan (trustee, Hazelton), Patti Chapman (trustee, Terrace), Dee McRae (trustee, Houston), Patricia Lynn (trustee, Stewart), Joanna Sluyter (trustee, Kitimat), Virginia Charron (LDAG, Kitimat), Rebecca Mitchell (LDAG, Stewart), David Tremblay (LDAG, Terrace), Joe Zelwietro (LDAG, Prince Rupert), Brian Butler (LDAG, Hazelton), Wendy Wright (LDAG, Smithers), Melissa Sawatsky (NWLF staff)

**Regrets:** Kay MacKenzie (trustee, Smithers), Glenn Groulx (trustee, Prince Rupert), Sara Lewis (LDAG, Houston)

*Meeting called to order at 3:20 p.m.*

#### **1. Approval of the Agenda**

Patricia moved to approve the agenda as presented. Patti seconded. Motion carried.

#### **2. Adoption of the past board minutes of March 28, 2018**

Debbie moved to approve the board meeting minutes of March 28, 2018 as presented. Joanna seconded. Motion carried.

#### **3. Treasurer's Report**

- a) Income/Balance statements as at 04/30/2018  
We are still waiting on annual grant deposit, which is expected at the end of June. Income tax needs to be paid. Patti moved to accept the financial statements as presented. Dee seconded. Motion carried.

#### **4. Business Arising**

- a) 2018 draft budget for final approval  
Discussion revealed that clarification was required. One suggested change is to rename the "Training" line item "Training Subsidy" for greater clarity. Melissa will also identify what the "Databases" (\$1,000) line item was for and investigate cost of Grant Station (and how it fit into the 2017 budget).

**Action:** Melissa to send a revised draft budget (with the clarifications noted above) to the Board and LDAG via email with a motion to approve.

**Follow-up:** The 2018 draft budget was redistributed via email with minor edits and clarification of the Databases budget line. Dee moved to approve the 2018 draft budget. Joanna seconded. Motion carried.

- b) Online authorization for bank account transfers and CRA remittances  
Discussion about setting up specified bank transactions online (such as payroll remittances and account transfers) with a second authorized signor. Patricia made a motion to add Patti Chapman as a second signor on the NWLF account with Northern Savings. Joanna seconded. Motion carried.

**Action:** Melissa to submit this request to our representative at Northern Savings.

- c) Canada Revenue Agency form to sign  
Patti signed the form required to add Melissa as an NWLF representative with the CRA.

## **5. New Business**

- a) Operational update  
Melissa has had four, 1-hour sessions (at \$30/hr) with a bookkeeper so far and will continue to get bookkeeping training as required. These sessions will be paid for from the Training Subsidy budget.
- b) NWLF Fall Conference (Houston, October 19-21, 2018)  
BCLTA and Vantage Point were suggested as contacts for sessions on board training and development. Further discussion was tabled. Board and LDAG members will send session ideas and presenter suggestions to Melissa.

## **6. Adjournment**

The meeting adjourned at 4:09 p.m.

**Next Board meeting:** October 2018 at the Fall Conference in Houston.