

**LDAG Meeting: MINUTES**

Monday, August 13, 2018

10:00 a.m.

*via teleconference**

Attending: Wendy Wright (Smithers), Virginia Charron (Kitimat), Joe Zelwietro (Prince Rupert), Sara Lewis (Houston), Rebecca Mitchell (Stewart), Brian Butler (Hazelton), Melissa Sawatsky (NWLF staff)

Regrets: David Tremblay (Terrace)

ADOPTION OF AGENDA/PAST MINUTES

Motion to adopt the August 13th agenda with the addition of **Financial Review** to 2018 budget update under Business Arising, and **Book Club Set Redistribution** under New Business (Virginia/Rebecca). Motion carried.

Motion to adopt the minutes of the May 15, 2018 meeting (Brian/Joe). Motion carried.

BUSINESS ARISING**2018 budget update: Use of subsidy funds/financial review**

Financial review: There is a discrepancy in funds in/out for Books for Babies. Motion to divide and bill the remaining shipping funds—a subsequent charge for shipping all the books to Smithers—to the purchasing libraries for 2018 (Smithers, Terrace, and Hazelton). Motion to accept the discussion and related actions (Virginia/Wendy). Motion carried.

Subsidy Funds (Database & Training): Melissa will email out a reminder to everyone about the allocation of funds for each member library for both **database** and **training** subsidies. Note: Training allocations are inclusive of both library staff and board trustees. It was mentioned that the remaining \$5,000 in Programs for 2018 could be deferred to 2019, but ideally allocated for reporting by the end of 2018.

Action: Melissa to divide and bill the shipping invoice between purchasing libraries 2018 member libraries—DONE (invoices are on the way)

2018 Tours: Feedback survey

Wendy was astounded by the Science World presentation. Although the poster needed to be recreated for effective promotion, the event itself was incredibly successful. Virginia noted that changing up the message/design of posters provided to us is common practice for library events.

Action: Melissa to send out a combined feedback survey for both Science World and Leif David.

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

Melissa will confer with Federation Directors on this issue and relay any useful information.

Melissa suggested that both the **NWLF Policy Manual** (item 2.5 in particular) and the **Northwest Library Federation Agreement** both be reviewed for proposed updates to bring to the Board.

Note: Any approved Board updates need to be submitted to the Libraries Branch for review/approval before the changes are official.

Action: Melissa to send out a call for review of specified sections to the LDAG prior to the Fall Conference.

Fall Conference

- a) Draft schedule for feedback – For the CMHA presentation, it was suggested that the content could be expanded to the context of patron interactions, as well as the workplace.
- b) Outstanding needs/presenters – Kathy Wilford (Smithers) was suggested as a potential facilitator for the Library Staff Roundtable. A second option would be Sara's assistant in Houston.
- c) Registration/hotel bookings – Priority

Action: Melissa will ask Kathy Wilford about her availability to facilitate.

Action: Melissa will get the registration page/hotel booking info ready and sent out ASAP.

NEW BUSINESS

Book Club Set Redistribution (deleted sets)

Sara is willing to receive and distribute deleted copies of Book Club Sets as needed.

Action: Melissa will relay this information to Amber Norton (Book Club Set Coordinator)

2019 Tours: Potential presenters/speakers (survey)

Feedback from Virginia and Wendy that Ivan Coyote would be a top choice, preferably tied to Pride Week celebrations. Note: On the 2019 tour survey, please include dates of major events in your community from May to August to avoid conflicts.

Action: Melissa will email out an official survey of 2019 tour preferences.

BCMA Conference

Wendy has been invited to speak at the BCMA Conference pre-session in October. The topic is centred on what is being done in libraries surrounding reconciliation. Wendy asked NWLF Library

Directors to email her with information about any events or initiatives in which the library had a conscious or leading role.

Meeting adjourned: 11:10 a.m.

Next LDAG Meeting: October 19, 2018 at Houston Public Library (Fall Conference)