



## **NWLF BOARD MEETING**

Wednesday, May 6, 2020

*via Zoom*

### **MINUTES**

#### **Attending:**

Dee McRae (Board, Houston)  
Bernice Szydlik (Board, Smithers)  
Patti Chapman (Board, Terrace)  
Braunwyn Henwood (Board, Hazelton)  
Anna Graeme (Board, Kitimat)  
Cary Dalton (Board, Prince Rupert)  
Patricia Lynn (Board, Stewart)  
Brian Butler (LDAG, Hazelton)  
Jess Dafoe (LDAG, Terrace)  
Wendy Wright (LDAG, Smithers)  
Anna Babluck (NWLF)  
Greer Kaiser (Guest, Terrace Public Library Board Chair)

**Regrets:** None

*Meeting called to order: 7:12 p.m.*

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

Patti moved to approve the agenda as presented.

Cary seconded

Carried

#### **2. Adoption of the Minutes**

a. Patti moved to approve the minutes of November 27, 2019 as presented.

Cary seconded

Carried

b. Patti moved to approve the minutes of March 16, 2020 as presented.

Patricia seconded

Carried

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

Patti reviewed the Balance Sheet and Comparative Income Statement to April 30, 2020. The expected budget for this year is subject to change after the LDAG meets to discuss reallocation priorities next week. If changes are required, Anna will circulate the new amended 2020 budget for review by email.

Patti moved to accept the Treasurer's Report as presented.

Braunwyn seconded                      Carried

**4. Director's Report**

Anna gave a verbal update on the written submission of the 2020 workplan to date.

Patricia moved to accept the director's report as presented.

Cary seconded                              Carried

**5. Old Business**

a) Credit Card Policy

The Board discussed the Credit Card Policy as drafted and agreed to a credit limit of \$2000.

Anna moved to adopt the credit card policy as presented, with the amendment to the credit limit.

Braunwyn seconded                      Carried

**6. New Business**

a) Records Management

Patricia moved to adopt the Records Management Policy and Retention Schedule as presented.

Patti seconded                              Carried

b) Financial Software Proposal

Anna presented a proposal to move from Sage to QuickBooks for NWLF bookkeeping and subscribe to Telpay for payments by direct deposit.

Patti moved to approve the proposal as presented and purchase QuickBooks and Telpay.

Braunwyn seconded                      Carried

c) Meeting Arrangements

The Board discussed meeting preferences and agreed to hold this Fall's regular meeting via Zoom due to uncertain travel conditions concerning covid-19. It was suggested that some of those travel funds may be diverted for Anna Babluck to take a tour of the NWLF libraries this summer. She will cost this out and discuss it with the LDAG at the next meeting. It was also agreed that future online Board meetings should be held at 7:00pm, if possible.

**7. Libraries Roundtable**

a) Stewart Public Library:

- Adopted a new Strategic Plan for 2020-2023.

- Closed March 19 due to covid-19. They are currently offering door to door book delivery, but no returns service.
- Delivered at-home activity kits for kids.
- Went fine-free in 2019.
- Will be hosting a Board workshop with Babs Kelly (BCLTA) this summer, travel permitting.
- Held their AGM on February 2 and have two new Board members.
- Is offering a new recreational lending library (sports equipment) in partnership with their local recreation coordinator and paid for via fundraising activities.

b) Terrace Public Library:

- Hired Fiona Bruce as their new Library Director. She is set to begin later in May. Jess Dafoe is the interim Director.
- Has new library cards.
- Is offering a take-a-bag program.
- Is offering multi-generational programming, funded by a grant, in partnership with a local seniors' centre. So far, the program has had teen volunteers socialize and make Valentine's cards with the seniors and has hosted a baby time program at the seniors' centre, which was remarkably successful!
- Is offering online programs centred around books with activities for families on themes such as science, movement, and cooking.
- Went on virtual field trips to showcase local producers. Programs so far include beekeeping, farming/greenhouses, hatching ducks and chicks.

c) Hazelton and District Public Library:

- Has all staff on regular shifts, with social distancing measures in place.
- Is doing major weeding and stack rearrangement projects.
- Used the Technology Grant to improve their connectivity, increasing their bandwidth and significantly widening the range of their wireless services outside the building.
- Is offering information and support for homeschooling (both for students and teachers) on their website.
- Is offering online library card registration.
- Will begin book pick up services next week and has a 5-phase plan in place for reopening.

d) Smithers Public Library:

- Is working on funding their new building. They were not approved for a major provincial-federal grant that they were hoping for, but are reverting back to Plan A for fundraising and will continue looking for smaller grants and donations once the covid crisis has settled.
- Is working on establishing procedures for reopening.
- Has all staff working on weeding projects and there is enough work to keep everyone employed in their regular hours.
- Will reinstitute holds pickup and returns soon.

e) Kitimat Public Library:

- Will begin drop offs and limited-interaction openings in mid-May (to be announced May 15.)

f) Prince Rupert Public Library:

- Is offering delivery services.
- Is working on their new Strategic Plan and is close to finishing!
- Contracted to have the exterior of the building repainted.

8. **Adjournment:** 7:55 p.m.

**Motions passed by email on May 19, 2020**

Anna Graeme moves that the Federation Director, Anna Babluck, be issued a credit card with a limit of \$2000 for Federation use.

Patti Chapman seconded

Carried

Anna Graeme moves that the revised 2020 budget be approved as presented.

Patti Chapman seconded

Carried