
FORT ST JAMES PUBLIC LIBRARY

Minutes for Regular Meeting

15 March 2023, 4:48-6:10pm

ATTENDEES: Louise Evans-Salt, Mark McCutcheon, David Nutbrown, Jacqueline Soles, Maxime Evans, Marilynne Teegee, Valerie Crowley, and two members of the public.

REGRETS: Judy Greenaway, Judith Friesen

ABSENT: Elizabeth Hoy

1.0 LAND ACKNOWLEDGEMENT (LD)

We would like to open our meeting by recognizing we are fortunate to live, work and learn on the unceded ancestral territories of the Nak'azdli Whut'en, on lands long connected with Binche Whut'en, Tl'azt'en Nation, Takla Lake Nation and Yekooche Nation.

2.0 CONSENT AGENDA (CHAIR EVANS-SALT)

2.1 Approval of minutes of the Regular Meeting of the Board, 15 Feb 2023.

2.2 A Special Meeting of the Board was held on 27 Feb 2023. Chair Evans-Salt, Trustees McCutcheon, Soles, Evans, Teegee, and Greenaway were in attendance. The following motions were approved:

MOTION: to approve the expenses for two Trustees to attend the 2023 BCLA Conference, including conference fees, travel, and accommodations. Trustee McCutcheon/Trustee Teegee. Unanimously carried.

MOTION: to approve the amended 2023 Fort St. James Library budget, as presented to the Library Board of Trustees by the District of Fort St. James. Trustee Evans/Trustee Greenaway. Unanimously carried.

2.3 2022 charity receipt was mailed on 15 Feb 2023

2.4 Trustee McCutcheon attended a BCLTA Governance Workshop Session.

2.5 Financial returns for the years 2005-2011 have been destroyed. Years 2012-2022 have been retained.

2.6 Staff records older than ten years (from employment end date) have been destroyed, LD records have been moved to the Board of Trustees locked filing cabinet.

2.7 ALD consolidated duplicate donated DVDs, older items were rerouted to the book sale, relevant titles were retained for replacing future lost or damaged DVDs, one Indigenous title (2017) was added to the collection.

- 2.8 Overdrive subscription was renewed at a cost of \$1519.42 for the 2023 year.
- 2.9 Year-end financial documents were delivered to Beswick, Hildebrandt, Lund on 24 Feb.
- 2.10 An email motion was sent out on 18 Feb 2023:

EMAIL MOTION: the Board approve the Provincial Library Grants Report, as provided in Appendix D of the Feb. 15 2023, Board meeting agenda, for submission to the BC Libraries Branch. Trustee Evans/Trustee McCutcheon. Carried with eight votes in favour, one abstention.

The 2023 Provincial Library Grants Report was submitted on 22 Feb 2023.

- 2.11 The care lift has been repaired.
- 2.12 New plexiglass barrier has been installed.
- 2.13 Three Conway Airmega air purifiers have been installed.
- 2.14 ALD attended the Nezul Be Hunuyeh Early Years Fair planning session.
- 2.15 ALD will be delivering an additional Storytime to ages birth-6yrs every Wednesday morning at the Early Years Resource Centre through May.
- 2.16 LD attended the following meetings in the last month:
 - 2.16.1 Two ABCPLD meetings
 - 2.16.2 NCLF monthly meeting
 - 2.16.3 Decoda CALP session
 - 2.16.4 Six-week performance review with HR Committee
 - 2.16.5 CUPE bargaining session
 - 2.16.6 District of Fort St. James team building session
 - 2.16.7 Human Resource Committee Meeting
 - 2.16.8 Finance Committee Meeting
 - 2.16.9 NWLF's Privacy Guidelines Webinar Series (1) for Public Libraries

MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 15 Mar 2023. Trustee Evans/Trustee McCutcheon. Carried unanimously.

3.0 AGENDA (CHAIR EVANS-SALT)

MOTION: to approve the agenda as read for our Regular Meeting of the Board, 15 Mar 2023. Trustee McCutcheon/Trustee Soles. Carried unanimously.

4.0 **LIBRARIAN'S REPORT** (LD)

- 4.1 February 2023 Library Statistics (appendix A)
- 4.2 February 2023 Reconciliation (appendix B)

☐ LD will reintroduce details on credit card expenditures in April.

- 4.3 Q1 District Variance Report available mid-April

5.0 COMMITTEE REPORTS

5.1 Finance Committee (Chair Evans-Salt)

MOTION: to approve the Financial Policy as revised (appendix C). Trustee Teegee/Trustee Evans. Carried unanimously.

MOTION: to approve the Integris GIC Redemption and Purchase Procedure as presented (appendix D). Trustee Soles/Trustee McCutcheon. Carried unanimously.

MOTION: to approve up to \$18,626.96 from our RBC Chequing Account to complete Covid-19 Relief & Recovery, Emergency Planning & Preparedness Funding projects, as outlined in our 2023 Provincial Library Grants Report. Trustee Evans/Trustee Nutbrown. Carried unanimously.

5.2 HR Committee (Trustee Evans, HR Chair)

5.2.1 Trustee Evans provided a verbal update and excerpt from the LD's six-week review. The review will be kept in the Trustee file cabinet.

6.0 BUSINESS ARISING (CHAIR EVANS-SALT and LD)

6.1 Verbal update on LD transition.
LD has requested flexibility in the District overtime policy. Flex within a two-week window would reduce future overtime; a retroactive application would reduce overtime currently on the books.

6.2 Board Positions and Terms
Discussion regarding NCLF Alternate Representative, HR Committee, AGM and terms. In April, we will schedule our May AGM date.

7.0 STRATEGIC GOALS (LD)

7.1 Advancing Truth and Reconciliation
ALD attended the Nezul Be Hunuyeh Early Years Fair planning session.

7.2 Promoting Sustainability
Mixed recycling, ecotank printer

7.3 Providing Equitable Access for All
Moon Time Sisters grant application to provide free menstruation products.

7.4 Increasing Community Engagement
Twice weekly Facebook posts

☐ Trustees are encouraged to submit items for the Strategic Goals section of our agenda in future months.

8.0 NEW BUSINESS

8.1 BCLTA Workshops

Trustee McCutcheon attended two BCLTA workshops (Mechanics and Arts of Chairing and Leading Meetings), providing a verbal update and encouragement to other Trustees to attend in future.

8.2 Building Committee

Trustees Soles and McCutcheon are interested in joining the Building Committee, as we plan for future mezzanine space use and expansion options.

8.3 New Printer

EcoTank Pro ET-5850 printer to reduce ink cartridge use

MOTION: to approve up to \$1400 from our RBC Chequing Account to purchase a EcoTank Pro ET-5850 printer. Trustee Soles/Trustee Evans. Carried unanimously.

9.0 QUESTION AND ANSWER PERIOD

9.1 A member of the public recommended the Library consider Canada Reads programming/book club for the 2024 year.

9.2 A member of the public inquired about Trustee numbers and terms.

Chair Evans-Salt noted the Library Act allows five to nine trustees, with one position reserved for a representative from the District of Fort St. James Mayor and Council. Trustee terms are two years, to a maximum of four consecutive terms. The Library currently has nine Trustees, although one or two are considering transitioning off the Board.

Members of the public interested in standing for Trustee positions should attend the May AGM. There are also opportunities to serve on Board Committees – you do not need to be a Trustee to be appointed to a Committee.

10.0 IN-CAMERA MEETING

MOTION: to move to an in-camera session at 5:40pm. Trustee Soles/Trustee McCutcheon. Carried unanimously.

MOTION: to move out of in-camera session at 6:00pm. Trustee McCutcheon/Trustee Evans. Carried unanimously.

REGULAR MEETING RESUMES AT 6:00pm. *Motions brought into regular meeting:*

MOTION: to increase the Library Director salary to \$78,000 per annum retroactive to 1 January 2023. The Board will provide a 3.8% increase, as per the District of Fort St. James' grant increases for years 2024-2027. We amend the employment agreement to include these changes, as well as change the overtime provision from the District policy to one that would state "An additional 10 days of leave be granted in lieu of overtime." Trustee Evans/Trustee Teegee. Carried unanimously.

11.0 ADJOURNMENT

11.1 Next meeting date is April 19 at 4:45pm.

MOTION: adjourn FSJPL Regular Meeting of the Board, 15 Mar 2023 at 6:10pm. Trustee Soles/Trustee Nutbrown. Carried unanimously.

FSJPL 2023 Board Meeting Dates

January 19, 4:45pm	May 17, 4:45pm	September 20, 4:45pm
February 15, 4:45pm	June 21, 4:45pm	October 18, 4:45pm
March 15, 4:45pm	July 19, 4:45pm	November 15, 4:45pm
April 19, 4:45pm	August 16, 4:45pm	December 20, 4:45pm

Fort St. James Public Library Board Committees

Finance:	Trustee Hoy, Chair Chair Evans-Salt Trustee Teegee	Human Resource:	Trustee Evans, Chair Chair Evans-Salt Trustee Greenaway
Policy:	Trustee Hoy, Chair Chair Evans-Salt Trustee McCutcheon	Bargaining:	Trustee Evans Trustee Greenaway LD Crowley
Building:	Trustee Soles Trustee McCutcheon		

NCLF Representative:	Trustee Evans
NCLF Alternate Representative:	vacant
District of Fort St. James Representative:	Councillor Judith Friesen
District of Fort St. James Alternate:	Mayor Martin Elphee

Appendix A – Library Statistics

March 2023 Librarian's Report

Feb 2023 Patrons			
PL Adult			1816
PL BC OneCard			97
PL Circ +Copy Edit			1
PL Circ +Full Cat			2
PL Circulator			1
PL General Staff			3
PL ILL			111
PL Juvenile			327
PL Local System Admin			2
PL New User			488
PL No-fines			6
PL Non Resident			813
PL Print Disabled			2
PL Temporary			36
SIP-Client			1
Total			3706 ^a
New Patrons			
	2021	2022	2023
January	11	3	7
February	3	3	4
March	9	21	
April	3	16	
May	11	7	
June	8	11	
July	11	11	
August	7	10	
September	10	12	
October	11	10	
November	7	14	
December	3	6	
Total	94	124	11 ^b

General Activity			
February	2021	2022	2023
Foot Traffic	681	757	1275 ^c
Public Computers	71	60	112
Wireless	757	365	1097
Hours Open	124	119	119
Circulation	840	966	1091

Circulation Details			
February	2021	2022	2023
Adult Fiction	417	359	367
Adult Non-Fiction	102	111	127
Audiobooks	-	2	1
DVD AF	95	136	212
DVD ANF	1	1	4
DVD JF	13	27	35
DVD JNF	0	-	2
Easy Readers	111	138	210
GN	2	3	2
ILL	98	90	3
JGN	5	9	27
Juvenile Fiction	15	25	54
Juvenile Non-Fiction	34	23	24
LP AF	11	30	5
Magazines	15	4	12
TGN	0	-	-
Young Adult	16	1	9
Stacks	0	1	-
Totals	840	966	1091

Programs				
February 2023	Programs	Attendance	YTD Programs	YTD Attendance
KIDS/FAMILIES	9	87	17	172
ADULT	0	0	0	0
OUTSIDE LIBRARY	3	105	6	109
MEZZANINE/MEETINGS	2	19	6	48
Totals	14	211	29	329

Appendix A – Library Statistics (cont.)

ILL and ILC Circulation			
February	2021	2022	2023
ILL			
Outgoing	39	50	63
Incoming	1	8	2
TOTAL	40	58	65
ILC			
Outgoing	67	83	77
Incoming	81	74	65
TOTAL	188	157	142
BC ONE			
Returns	2	12	2
TOTALS	190	227	209

Feb 2023 Collection by Modifier		
	Titles	Items
Audiobook	75	75
Book	8680	8927
CD and book	1	1
DVD	2388	2559
Graphic novel	638	663
Interlibrary loan	50	50
Juvenile collection	3965	4049
Juvenile serial	1	1
Large print	314	315
Literacy Kit	112	113
Magazine	15	98
Non-circulating	12	18
Other	1	1
Oversize	42	42
Paperback	1028	1042
Totals	17,324	18,010 ^d

Feb 2023 Collection by Shelving Location		
	Titles	Items
Adult Fiction	5616	5675
Adult Non-Fiction	3514	3714
Audiobook	76	76
DVD AF	1909	2033
DVD ANF	58	60
DVD JF	421	467
DVD JNF	6	6
Easy Readers	1834	1892
First Nations	1	2
GN	209	214
ILL	50	50
JGN	281	299
Juvenile Fiction	1392	1416
Juvenile Non-Fiction	857	869
LP AF	312	313
LPANF	7	7
LPNCLF	2	2
Magazines	16	128
North Central Block	5	5
Stacks	3	3
TGN	155	158
Young Adult	588	615
Totals	17,312	18,004

2023	Overdrive Circ	Niche Acad	GALE Logins	GALE Minutes	Total E-format	Facebook Visits	Website Visits	Website Page Views	Website Total	Total Activity
JAN	242	0	0	0	242	160	459	880	1499	1741
FEB	211	4	1	0	215	125	436	840	1401	1616

Appendix A – Library Statistics (cont.)

Interpreting the numbers:

- a. We had 3590 patrons in February 2022; we've added 116 patrons in the last year.
- b. January correction to new patron numbers!
- c. Pandemic return to business; now tracking traffic via laser counter at door.
- d. We had 16,593 items in February 2022.

Appendix B – Bank Reconciliation

		RBC Account		Feb-23		
Reconciliation by Month for RBC Account #01860 100-327-6						
BANK RECONCILIATION						
MONTH	DATE	Chk #	Name	Details	Credit	Debit
				TOTALS FROM PREVIOUS MONTH:	\$3,362.39	\$7,737.25
Feb	1		Deposit #0052	Petty Cash		\$209.05
Feb	2	2212	Twisted Media	Plexiglass Barrier - C19	\$3,115.00	
Feb	6		GIC interest			\$42.21
Feb	6		GIC interest			\$85.99
Feb	6	2214	Midway Purnel Sanitary	Washroom supplies	\$58.13	
Feb	10	2213	BC Libraries Cooperative	Invoice #10219 (NoveList)	\$105.74	
Feb	13	2217	Imperative Recycling	Invoice #3350	\$34.13	
Feb	16	2215	ABCPLD	Invoice #1139 (annual dues)	\$250.00	
Feb	21		Collabria MasterCard	Online payment #5242	\$4,195.26	
Feb	28	2218	Stuart Lake Recycling	Invoice #2100	\$27.30	
				SUBTOTAL	\$7,785.56	\$337.25
				YEAR-TO-DATE TOTALS:	\$11,147.95	\$8,074.50
				Jan 2023 Reconciliation	\$52,375.51	
				Credit	-\$7,785.56	
				Debit	\$337.25	
				SUBTOTAL	\$44,927.20	
Outstanding cheques			Chq #2216 - BCLTA membership		-\$324.96	
			Chq #2219 - BC Libraries Co-op		-\$1,519.42	
			Chq #2220 - BCLTA workshop		-\$25.00	
			Chq # 2221 - BCLA membership		-\$180.00	
			Balance		\$42,877.82	

Appendix C – Financial Policy Draft Changes

- 1.1 The signing authorities of the Fort St. James Public Library shall be the ~~Head Librarian~~, **Library Director** the Chair of the Board, **Vice Chair** and the Treasurer.
- 1.3 Any two of the above signing authorities ~~may~~ **will** sign. **A payee should not sign their own cheque or be an authorizer on the payment when other payments are used.**
- 2.1 The Fort St. James Public Library is committed to fair, open and competitive purchasing with purchasing decisions made on the basis of price, quality, availability and sustainability:
- a. Regular purchasing of collection-related material is at the ~~Head Librarian's~~ **Library Director's** discretion.
 - b. For goods or services costing **less** than ~~\$500~~ **\$1000**, purchases may be made by the ~~Head Librarian~~ **Library Director** without Board approval.
 - c. For goods or services costing **more** than ~~\$500~~ **\$1000**, the ~~Head Librarian~~ **Library Director** will consult with the Board, who will make the final approval.
- 8.1 The ~~Head Librarian~~ **Library Director** will prepare a schedule of fees, fines and charges to be approved by the Board.
- 9.1 The ~~Head Librarian~~ **Library Director** is responsible for preparing a draft operating budget for the grant from the District of Fort St. James by October 30 of each year.
- 10.3 Property with an estimated value of less than \$1000 may be disposed of at the discretion of the ~~Head Librarian~~ **Library Director**.

Administrative Responsibility:	BOARD HEAD LIBRARIAN Library Director
Date Adopted:	March 19, 2014
Related Policy:	<i>Conflict of Interest, Fees, Travel and Expenses, Gifts, and Fines</i>
Reference:	<i>BC Library Act</i> <i>Freedom of Information and Protection of Privacy Act</i> <i>Financial Information Act</i> <i>Funding and Service Agreement Between the Fort St. James Public Library Association and the District of Fort St. James</i>

INTEGRIS GIC REDEMPTION AND PURCHASE

This task is performed by the signatories of the Board Executive (Chair, Vice-Chair, Treasurer).

1. Signatories for Integris and Credential QTrade Securities are the Board Executive (Chair, Vice-Chair, Treasurer).
2. When a board member joins the Executive of the Library Board of Trustees, they need to be added as a signatory both on the Integris Account and via a new Stakeholder Form with Credential Qtrade Securities.
3. When purchasing GICs at Integris/Credential QTrade Securities, the money will come from our Library Business Prime (savings) Account at Integris Credit Union or by cheque from the RBC Library Chequing Account.
4. When redeeming GICs at Integris/Credential QTrade Securities, the money will go directly into the Library Business Prime (savings) Account at Integris Credit Union.
5. All redemption and purchase transactions are recorded:
 - a) Integris Credit Union: on the monthly bank statement AND by retaining a pink copy of the Journal Voucher from the teller's desk:

[illegible]

Appendix D – Integris GIC Redemption and Purchase Policy Draft (cont.)

- b) RBC: by cheque, bank statement and in the Bank Reconciliation
- 6. The Library Director has a log in email and password (Z>Library Director>003.Passwords, network info, etc) for the Credential Qtrade Securities account and can view all transactions. This email and password can be shared with account signatories (Executive of the Board of Trustees).
- 7. A motion must be approved by the Board to make investment changes within these accounts.
- 8. Once a motion has been approved, any one signatory can then inform Integris/Credential Qtrade Securities to process the approved transaction.
- 9. This procedure may need to be updated to reflect changes which may improve clarity and quality of these transactions.