
FORT ST JAMES PUBLIC LIBRARY

Annual General Meeting of the Board

Minutes for 17 May 2023, 6:00-6:14pm

ATTENDEES: Louise Evans-Salt, Mark McCutcheon, Elizabeth Hoy, David Nutbrown, Judy Greenaway, Maxime Evans, Jim Burck, Jacqueline Soles, Marilynnee Teegee, Judith Friesen, Valerie Crowley

1.0 LAND ACKNOWLEDGEMENT

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 AGENDA

MOTION: to approve the agenda as read for our Annual General Meeting of the Board, 17 May 2023. Trustee Evans/Trustee Greenaway. Carried unanimously.

MOTION: to approve the minutes of the May 17, 2022 Annual General Meeting of the Board (appendix A). Trustee Soles/Trustee McCutcheon. Carried unanimously.

3.0 CHAIR AND LD ANNUAL REPORT (appendix B, pgs. 2 and 4)

MOTION: to approve the 2022 Annual Report as presented. Trustee Hoy/Trustee Soles. Carried unanimously.

4.0 FINANCIAL REPORT (appendix B, pg. 3)

EMAIL MOTION: to approve the 2023 Financial Statements as presented. Trustee Hoy/Trustee McCutcheon. Carried unanimously.

5.0 NOMINATION AND ELECTION OF NEW BOARD MEMBERS (CHAIR EVANS-SALT)

5.1 Call for nominations – five positions

Marilynnee Teegee. *Trustee Evans/Trustee Greenaway.* By acclamation.

Judy Greenaway. *Trustee Teegee/Trustee McCutcheon.* By acclamation.

Mark McCutcheon. *Trustee Greenaway/Trustee Hoy*. By acclamation.

David Nutbrown. *Trustee Teegee/Trustee Evans*. By acclamation.

Jim Burck. *Trustee Greenaway/Trustee Soles*. By acclamation.

6.0 QUESTIONS FROM THE FLOOR

7.0 ADJOURNMENT

MOTION: to adjourn FSJPL Annual General Meeting, 17 May 2023 at (time). Trustee Greenaway/Trustee Teegee. Carried unanimously.

Appendix A – 2022 AGM Minutes

**FORT ST. JAMES PUBLIC LIBRARY BOARD
ANNUAL GENERAL MEETING OF THE BOARD
MAY 17TH, 2022 AT 4:45 PM AT THE LIBRARY/ON ZOOM**

START TIME: 4:46PM

ATTENDEES: Louise Evans-Salt, Maxime Evans, Elizabeth Hoy, Mark McCutcheon, David Nutbrown, Jacqueline Soles, Marilyne Teegee, Judy Greenaway

REGRETS: Martin Elphee

LAND ACKNOWLEDGMENT by Louise Evans-Salt

AGENDA WITH ADDITIONS AND ACCEPTANCE

MOVED/SECONDED: Elizabeth/Mark.

CARRIED.

Minutes of the AGM May 18, 2021, sent out May 10, 2022

MOVED/SECONDED: Elizabeth/David.

CARRIED.

Chair's Report (see appendix 1)

MOVED/SECONDED: Mark/Marilyne.

CARRIED.

Librarian's Report (see appendix 2)

MOVED/SECONDED: Jacqueline/Marilyne.

CARRIED.

Financial Report

MOTION TO ACCEPT: Financial Statement, sent out May 5, 2022

MOVED/SECONDED: Maxime/Jacqueline.

CARRIED.

Nomination and Election of New Board Members

Maxime Evans.

MOVED/SECONDED: Louise/Judy.

CARRIED.

Louise Evans-Salt.

MOVED/SECONDED: Elizabeth/Mark.


CARRIED.

Martin Elphee.

MOVED/SECONDED: Louise/Judy.

CARRIED.

Appendix B – 2022 Annual Report



BOARD of TRUSTEES

Louise Evans-Salt, Board Chair
Mark McCutcheon, Vice Chair
Elizabeth Hoy, Treasurer
Valerie Crowley, Secretary
Maxime Evans
Judy Greenaway
David Nutbrown
Jacqueline Soles
Marilyne Teegee






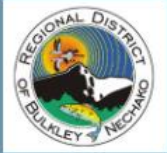

STAFF

Valerie Crowley, LD
Jenny Vogelsang, ALD
Kyla Grudstrom, LA I
Angelina Honeywell, LA I
Lyra Negrillo, LA II

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Fort St. James Public Library
2022
Annual Report
For the 2023 AGM

THANK YOU TO OUR FUNDING PARTNERS:



Chair and Director Message 2022-2023

The Fort St. James Public Library has completed another successful year post-pandemic, returning to regular services and programming. Board Committees have been active and focused: the Policy Committee has successfully reviewed, revised and developed new policies; the Finance Committee purchased GICs with a higher return rate and quarterly redemption schedules; a schematic for reserve funds is being developed; and we are developing our first draft operating budget.

In October 2022, the Library said goodbye to Karli Fisher, Library Director (LD) of 3 years. In January 2023, the HR Committee worked to create a smooth transition for the recruitment and on boarding of new LD, Valerie Crowley. Thank you to our Assistant Library Director, Jenny Vogelsang, for her invaluable assistance throughout this transition.

We said goodbye to a Trustee, who stepped into the role of Mayor and, fortunately, another Trustee was able to fill this position. We welcomed a new District Representative, Judith Friesen, rounding out a full slate of nine Trustees. The Library's Strategic Plan encourages Trustee professional development, and this year they attended workshops, conferences, and Indigenous Awareness training.

The Library's Five-Year Strategic Plan (2023-2027) was approved in May of 2023. To ensure the plan remains relevant, vibrant and realistic, the implementation of these goals are highlighted at every Board meeting.

The Bargaining Committee helped negotiate a second collective agreement with CUPE (2023-2025). An increased budget from the District of Fort St. James allowed us to offer wage equity for staff - something the Board has advocated for during annual presentations to Mayor and Council for many years. We sincerely appreciate this recognition of the work library staff do and the importance of wage equity in retention and recruitment. This support allows the library to provide a high standard of service and programming to the community, and we know this is valued by current local political leadership.

As we continue to transition to regular services and programming, we would like to acknowledge the BC Libraries Branch for their financial assistance, guidance, and leadership. Our staff's continued initiative and creativity are the foundation of library services - your efforts are apparent, and we look forward to another successful year with you.

Thank you to our volunteer Trustees for their ongoing time, commitment, and expertise. Your governance and advocacy support the development of libraries, and this coming year will be another opportunity to continue to grow the FSJPLA.

Louise Evans-Salt, Board Chair
Valerie Crowley, Library Director

The Fort St. James Public Library gratefully recognizes that we live, work and learn on the unceded ancestral territories of the Dakelh peoples.

2022 Treasurer's Report

FORT ST. JAMES PUBLIC LIBRARY

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

For the year ended December 31, 2022

	2022	2021
REVENUE		
Grants		
District of Fort St. James	\$ 200,340	\$ 177,919
Province of British Columbia	32,569	32,569
Province of British Columbia Covid-19 relief and recovery	32,257	1,209
Regional District of Bulkley Nechako	16,737	18,937
Integrus Community Foundation	12,625	-
Donations	5,000	-
North Central Library Federation	2,779	-
Other Revenue	2,761	-
Book sales and replacements	2,071	4,988
Interest	1,725	3,333
Law Matters	1,500	2,000
Fort St James community foundation	1,000	-
	<u>311,364</u>	<u>240,955</u>
EXPENDITURES		
Wages and benefits	159,880	133,326
Office and sundry	25,043	13,569
Circulation materials	19,917	15,585
Hydro	11,831	12,051
Computer and supplies	11,697	-
Janitorial and housekeeping	10,446	10,015
Repairs and maintenance	9,412	15,472
Insurance	6,331	5,292
Education and travel	3,172	987
Subscriptions	2,297	-
Telephone and internet	2,087	3,228
Reading programs	2,015	504
Accounting and legal services	1,650	1,540
Consulting fees	1,416	4,498
Recycling fees	799	570
Registration fee	200	2,683
Bank charges and interest	3	4
	<u>268,196</u>	<u>219,324</u>
EXCESS REVENUE FOR THE YEAR	43,168	21,631
NET ASSETS AT BEGINNING OF THE YEAR	232,559	210,928
NET ASSETS AT END OF THE YEAR	\$ 275,727	\$ 232,559

Fort St. James Public Library

2022
NUMBERS

12,104
circulations



140
programs



1020
attendees



11,914
visits



3,892
patrons

12,896
wi-fi
connections



Top Ten Borrowed Books

