

ATTENDEES: Louise Evans-Salt, Mark McCutcheon, David Nutbrown, Maxime Evans, Judy Greenaway, Judith Friesen, Val Crowley

REGRETS: Jacqueline Soles, Marilyne Teegee

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 Nation and Yekooche Nation.

2.0 CONSENT AGENDA

- 2.1 Approval of minutes of the Regular Meeting of the Board, 21 February 2024.
- 2.2 \$50,277.47 Enhancement Grant funds have been spent on enhancing multipurpose areas, programs, IT, safety/accessibility, and facilities. (appendix A)
- 2.3 The library's 2023 Provincial Library Grant Report (PLGR) was submitted to the BC Public Libraries Branch on 22 February.
- 2.4 ALD deleted records for items that were missing, lost, weeded, etc. Total items removed were 3704; 353 items were retained due to fines owing.
- 2.5 LD completed non-fiction weeding, inventory, assessment and acquisitions plan.
- 2.6 Magazine and newspaper slatwall was installed on 26 February.
- 2.7 Blackstone Unlimited audiobooks launched on 28 February.
- 2.8 Second children's table and chairs were installed on 28 February.
- 2.9 Demco steel shelving unit was installed to close adult fiction gap on 29 February.
- 2.10 Seedy Saturday was held at the library on 9 March (46 attendees).
- 2.11 Alt text has been added to all images on the library's website.
- 2.12 LD completed Identifying Community Needs for Public Library Management course.
- 2.13 LD attended the following meetings in the last month:
 - 2.13.1 North Central Library Federation – IT Topics
 - 2.13.2 Two Association of BC Public Library Directors
 - 2.13.3 CNC Nus'uzteleh Literacy Festival
 - 2.13.4 Binche Whut'en Chief and Council

- 2.13.5 Nak'azdli Whut'en Chief and Council
- 2.13.6 BC Libraries Coop – Comics Plus digital resource
- 2.13.7 BC Libraries Coop – Enhancement Grant working group
- 2.13.8 BCLTA – Trustee term limits with BCLTA E.D., Trustee Burck and Trustee Evans
- 2.13.9 Finance Committee
- 2.13.10 One student invigilation session
- 2.13.11 BC Libraries Coop – Sitka Cloning Reports

MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 20 March 2024. Trustee Burck/Trustee Greenaway. Carried unanimously.

3.0 AGENDA

MOTION: to approve the agenda as read for our Regular Meeting of the Board, 20 March 2024. Trustee McCutcheon/Trustee Friesen. Carried unanimously.

4.0 LIBRARIAN'S REPORT

- 4.1 February 2024 Librarian's Report (appendix B)
- 4.2 February 2024 Reconciliation (appendix C)
- 4.3 2024 District Variance Report – not available

5.0 BUSINESS ARISING

- 5.1 Outgoing Trustees – no change
- 5.2 Trustee Roles and Succession Planning

Trustees Burck and Evans met with the BCLTA Executive Director to learn more about sections 36 (4) and 36 (5) of the BC Library Act.

The Board's goal is to maintain a full membership of nine Trustees, for workload distribution and to ensure the transmission of institutional knowledge. They will continue to document all Trustee recruitment and succession planning efforts.

Chair Evans-Salt highlighted that succession planning also includes Trustee engagement and continuing education.

The Board will continue to extend membership invitations both collectively and individually. Interested parties may contact the Board at:

libraryboard@fortstjames.bclibrary.ca

6.0 STRATEGIC GOALS (Board reflection)

- 6.1 Advancing Truth and Reconciliation
- 6.2 Promoting Sustainability

- 6.3 Providing Equitable Access for All
- 6.4 Increasing Community Engagement

7.0 NEW BUSINESS

7.2 Nak’azdli Whut’en Chief and Council Feedback

A Nak’azdli Whut’en Councillor provided feedback around the library’s land acknowledgement and logo, asking for additional specificity for the library’s physical building and Nak’azdli dialect.

The Library Director will continue to develop relationships with all First Nations and invite feedback around the library’s Reconciliation efforts.

The Board and staff express gratitude for the opportunity to receive feedback and incorporate that feedback into our continued learning.

8.0 IN-CAMERA MEETING

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

MOTION: to move out of in-camera session at 6:28pm. Trustee Evans/Trustee Greenaway. Carried unanimously.

Regular meeting resumes at 6:28pm.

9.0 ADJOURNMENT

MOTION: adjourn FSJPL Regular Meeting of the Board, 20 March 2023 at 6:32pm. Trustee McCutcheon/Trustee Nutbrown. Carried unanimously.

FSJPL 2024 Board Meeting Dates

January 17, 5:00pm	May 15, 5:00pm	September 18, 5:00pm
February 21, 5:00pm	June 19, 5:00pm	October 16, 5:00pm
March 20, 5:00pm	July 17, 5:00pm	November 20, 5:00pm
April 17, 5:00pm	August 21, 5:00pm	December 18, 5:00pm

Fort St. James Public Library Board Committees

Finance:	Treasurer McCutcheon Chair Evans-Salt Trustee Teegee Elizabeth Hoy	Human Resource:	Trustee Friesen Chair Evans-Salt Trustee Greenaway
Policy:	Chair Evans-Salt Trustee McCutcheon Trustee Greenaway	Bargaining:	Trustee Evans Trustee Greenaway LD Crowley
Building:	Trustee Soles Trustee McCutcheon		
NCLF Representative:		Trustee Evans/Trustee Soles	
NCLF Alternate Representative:		Trustee Greenaway	
District of Fort St. James Representative:		Councillor Judith Friesen	
District of Fort St. James Alternate:		Mayor Martin Elphee	

Appendix A - Enhancement Fund Expenditures

BC Enhancement Grant (2023-25)				
REVENUE		2023	2024	2025
	BC Enhancement Grant	50,733.59	50,733.59	50,733.59
	carry forward		12,599.99	
	Revenue Total	\$50,733.59	\$63,333.58	\$50,733.59
EXPENDITURES				
Multipurpose spaces	Mezzanine	2,539.05		
	Tables	5,747.41		
	Locking file cabinet	651.83		
	Juvenile space	4,110.67	2,693.10	
	Gift Card - Winter Reading Challenge	50.00		
	DVD Integration	543.77		
	YA space	1,311.71	402.76	
	Subtotal	14,954.44		
Programs	Promotion (event supplies)	1,695.00	2,686.56	
	New logo	750.00		
	Community Calendar screen	512.40		
	Seasonal events	427.41		
	Digital games		394.39	
	Experience Vouchers		500.00	
	Seed library		195.46	
	STEM kits	494.09	36.95	
	Subtotal	3,878.90		
IT	Charging stations	129.86		
	Floor cables	270.70	43.67	
	WiFi	1,022.35		
	iPads, switches, oculus	3,948.01	52.63	
	Meescan	2,374.88	890.40	
	Video conference supplies	281.07		
	Subtotal	8,026.87		
Accessibility/Safety	PurpleAir monitors	709.26		
	Birth-18mo supports		736.45	
	Safety stools		650.73	
	Book supports	625.51		
	Subtotal	1,334.77		
Facilities	Slatwalls	2,408.30	3,817.47	
	Slatwall shelving	1,490.21	446.56	
	Shelving/bookcarts	1,862.34	905.54	
	Signage	120.00		
	Book displays	1,364.67	274.24	
	Dehumidifier		110.06	
	Subtotal	7,245.52		
	Expenditures Total	\$35,440.50	\$14,836.97	\$0.00
EXCESS REVENUE FOR THE YEAR		15,293.09	48,496.61	50,733.59
BC Enhancement Grant Total		\$152,200.77		
	2023 Expenditures	\$35,440.50		
	2024 Expenditures	\$14,836.97		
	2025 Expenditures	\$0.00		
	Expenditures Total	\$50,277.47		
	Balance	\$101,923.30		

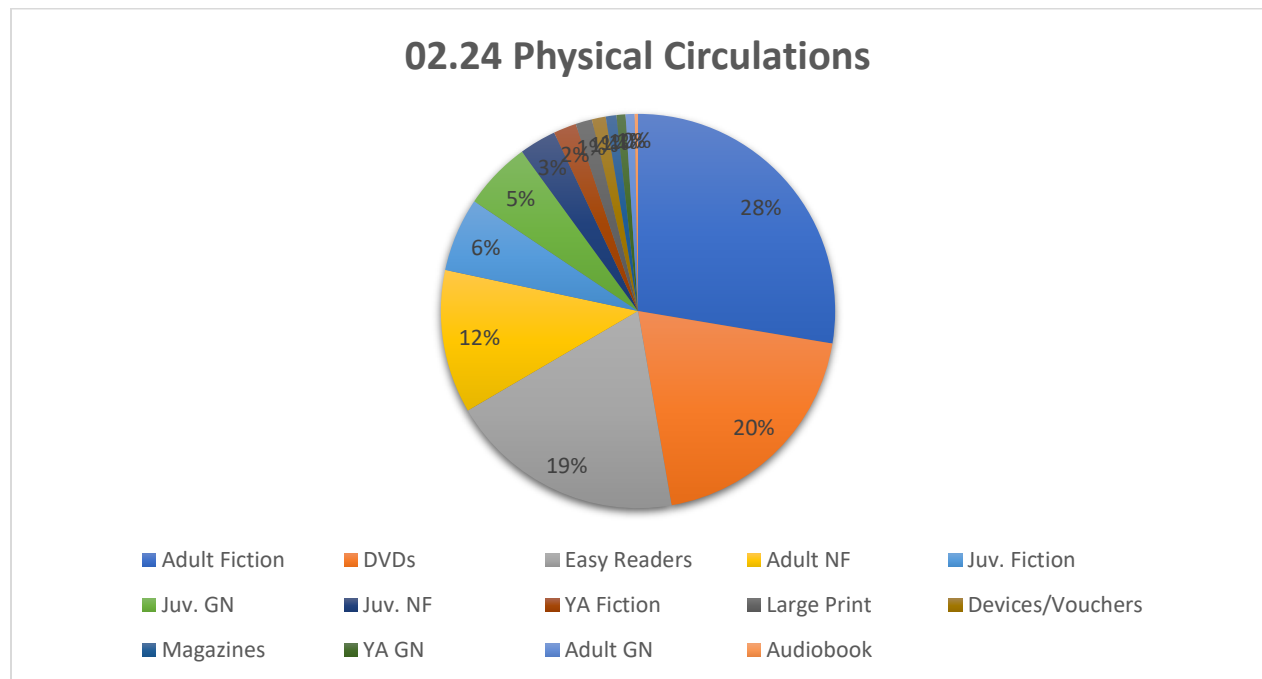
Appendix B – February 2024 Librarian’s Report

	FEB 2023	FEB 2024	Month % Change	YTD 2023	YTD 2024	Year % Change
Total Patrons¹	3706	3078 (832)	-17	3706	3078 (832)	-17
New Patrons	4	19	+375	11	39	+255
Visits²	1275	2005	+57	2230	3868	+73
Circulation	1091	1487	+36	2270	2922	+29
Interlibrary	209	319	+53	419	641	+53
Programs						
Programs	14	45	+221	29	94	+224
Attendees	211	421	+100	329	616	+87
Digital						
Computer sessions	112	135	+21	220	234	+6
Wifi Sessions	1097	1147	+5	2322	2394	+3
Web views ²	965	1539	+59	2005	4439	+121
E-Subscriptions						
Overdrive/Libby	187	475	+154	416	958	+130
Kanopy ³	-	33	-	-	33	-
Blackstone ³	-	3	-	-	3	-
Gale logins	1	18	+1700	1	26	+2500
Niche logins	4	1	-75	4	2	-50
Volunteer Hours³	-	35.5	-	-	69	-

¹Accounts inactive for 7+ years were deleted in 2023; active Patrons in brackets (defined as having borrowed a physical item in the last three years).

² Web views includes website page views and Facebook visits.

³ New or previously not reported; Kanopy and Blackstone added in the final week of February.



Appendix C – Bank Reconciliation

Integris Chequing Account

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
Feb	Bank starting balance			\$ 48,599.39				
-	9-Feb-24		Cash deposit	134.55	-	134.55	Misc	
-	10-Feb-24	00006	Recycling	-	40.95			1.95
-	13-Feb-24	00005	2024 Gale Courses	-	935.74			
-	13-Feb-24		MasterCard payment	-	5,000.00			
-	15-Feb-24	00008	FSJSS - mural project	-	200.00			
-	17-Feb-24	00010	DoFSJ - CALP	-	4,489.61			
-	17-Feb-24	00011	Duje Contracting - chair	-	202.76			9.50
-	21-Feb-24	00004	ABCPLD	-	275.00			
-	21-Feb-24		RBC balance deposited	3,388.68	-	3,388.68	Misc	
-	21-Feb-24		Cheque deposit (fines) #114	60.45	-	60.45	Fines	
-	28-Feb-24	00013	Valerie Crowley - UofM PLM	-	574.27			
-	29-Feb-24	00009	ULS	-	816.24			38.87
-	29-Feb-24		Bank fee	-	2.00			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
				3,583.68	12,536.57	3,583.68		50.32
Mar	Bank starting balance			\$ 39,646.50				

RBC Chequing Account (closed February 2023)

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
	Bank starting balance			\$ 3,398.63				
	21-Feb-24		Close acct cheque #8-516	-	3,388.68			
	21-Feb-24		Cheque fee	-	9.95			
				-	-			
				-	-			
				-	-			
				-	3,398.63	-		-
	Account closed on February 21, 2024			\$ -				

Appendix C (cont.) – MasterCard Reconciliation

	Date	Source	Detail	Debit (payments)	Credit (charges)	GST
Feb	Mastercard starting balance				2,411.71	
-	22-Jan-24	CA Library Supply	Magazine slat wall	-	1,070.18	50.96
-	22-Jan-24	Amazon	Refund - book	26.83	-	
-	23-Jan-24	Amazon	Book	-	26.63	1.27
-	23-Jan-24	Owl Kids	Juv magazines	-	34.60	1.54
-	24-Jan-24	Amazon	Office supplies	-	35.15	1.57
-	25-Jan-24	Eventbrite	CALP conference reg fee	-	325.00	
-	26-Jan-24	Amazon	After school kits	-	36.95	1.65
-	26-Jan-24	Amazon	Ethernet cable	-	43.67	1.95
-	26-Jan-24	Payment		3,551.44	-	
-	26-Jan-24	4Imprint	Banner and tablecloth	-	835.15	37.28
-	26-Jan-24	Indigo	Book	-	20.99	1.00
-	27-Jan-24	Amazon	Refund - office supplies	32.07	-	
-	29-Jan-24	Amazon	CALP 4R Club supplies	-	146.67	6.55
-	31-Jan-24	Amazon	Seed library supplies	-	65.48	1.46
-	1-Feb-24	Indigo	Gift cards - FSJSS, winter rea	-	100.00	
-	1-Feb-24	Cinema 1	DVDs	-	144.41	6.45
-	2-Feb-24	Amazon	DVDs	-	72.79	3.25
-	2-Feb-24	Amazon	ILC shipping envelopes	-	51.09	2.28
-	2-Feb-24	Amazon	ILC shipping envelopes	-	23.34	1.04
-	2-Feb-24	Amazon	DVD	-	11.19	0.50
-	2-Feb-24	Amazon	Book	-	228.18	
-	5-Feb-24	Indigo	Gift cards - survey, photos	-	100.00	
-	5-Feb-24	Amazon	DVD	-	36.95	1.65
-	5-Feb-24	Amazon	DVD	-	44.78	2.00
-	5-Feb-24	Amazon	DVD	-	32.47	1.45
-	6-Feb-24	Seeds of Diversity	Seed library book	-	20.00	
-	7-Feb-24	Indigo	Books	-	511.00	24.33
-	7-Feb-24	Indigo	Book	-	12.59	0.60
-	7-Feb-24	Indigo	Books	-	109.91	5.24
-	7-Feb-24	Amazon	Book	-	18.89	0.90
-	7-Feb-24	Amazon	Book	-	22.71	1.08
-	7-Feb-24	Amazon	Book	-	18.89	0.90
-	7-Feb-24	Amazon	Books	-	50.37	2.40
-	7-Feb-24	Amazon	Office supplies	-	12.39	
-	7-Feb-24	Amazon	Books	-	76.62	3.65
-	8-Feb-24	Amazon	Book	-	20.99	1.00
-	7-Feb-24	Zoom		-	46.41	2.07
-	8-Feb-24	Amazon	Books	-	56.06	
-	8-Feb-24	Amazon	Book	-	25.95	1.24
-	7-Feb-24	Strong Nations	Books	-	142.58	6.80
-	8-Feb-24	CA Library Supply	Book easels	-	274.24	11.04
-	12-Feb-24	Amazon	Books	-	54.96	2.62
-	12-Feb-24	Amazon	DVD	-	19.30	0.86
-	12-Feb-24	Amazon	DVD	-	15.67	0.70
-	12-Feb-24	Amazon	Book	-	38.38	1.83
-	13-Feb-24	Payment		5,000.00	-	
-	13-Feb-24	Meescan	Meescan kiosk	-	890.40	39.75
-	14-Feb-24	Indigo	Book	-	15.70	0.75
-	14-Feb-24	Amazon	Refund	8.29	-	
-	14-Feb-24	Amazon Prime		-	11.19	0.50
-	15-Feb-24	Indigo	Credit	20.99	-	
-	16-Feb-24	Amazon	Epson ink maintenance	-	40.31	1.80
-	16-Feb-24	Amazon	Sleeve for event chromeboo	-	30.23	1.35
-	17-Feb-24	Amazon	Graco pack and play	-	139.99	6.25
-	17-Feb-24	Uline	Safety stools	-	650.73	29.05
-	18-Feb-24	Amazon	Epson ink maintenance	-	162.32	7.25
-				-	-	
-				-	-	
-				-	-	
				8,639.62	6,974.45	277.81
Mar	Mastercard starting balance				746.54	