

ATTENDEES: Louise Evans-Salt, Jim Burck, Mark McCutcheon, David Nutbrown, Jacqueline Soles, John Robinson, Valerie Crowley

REGRETS: Judy Greenaway, Marilyn Teegee, Judith Friesen

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 AND AGENDA

- 2.1 Approval of minutes of the Regular Meeting of the Board, 17 April 2024.
- 2.2 \$61,522.380 of Enhancement Grant funds have been spent on enhancing multipurpose areas, programs, IT, safety/accessibility, and facilities. (appendix A)
- 2.3 Signed 2023 Financial Statements were submitted to Beswick Hildebrandt and Lund on 18 April.
- 2.4 The library's 2024 Statement of Financial Information (SOFI) was submitted to the BC Public Libraries Branch on 22 April.
- 2.5 Law Matters 2024 weeding and grant purchases (\$1000) were completed and filed on 23 April.
- 2.6 On 24 April, our library was notified that our ILS (integrated library system) provider, Sitka, experienced a privacy breach on 19 April. The email addresses (or phone numbers) of patrons who received notifications (e.g., holds, overdues, automatic renewals) was leaked. The content and other associated personal information was NOT leaked. This may increase the number of spam or phishing emails impacted patrons receive. Please refer <https://antifraudcentre-centreantifraude.ca/scams-fraudes/phishing-hameconnage-eng.htm> for information on protecting yourself from phishing fraud.
- 2.7 On 7 May, a 1YR NR GIC in the amount of \$73,367 was redeemed. \$50,000 was invested in a 2YR NR GIC with Aviso QTrade Securities at 4.98% and the remaining balance of \$23,367 was deposited into the Integris savings account.
- 2.9 LD completed *Grant Writing and Crowdfunding for Public Libraries* course.
- 2.9 LD attended the following meetings in the last month:

- 2.9.1 District of Fort St. James OHS
- 2.9.2 ABCPLD AGM and regular meeting
- 2.9.3 DoFSJ Mayor and Council
- 2.9.4 BCLTA AGM
- 2.9.5 NCLF AGM, *Emergency Planning & Business Continuity*, and Library Directors Advisory Group conference.
- 2.9.6 ABCPLD LD Roundtable
- 2.9.7 BCLTA - *The Board as Employer*
- 2.9.8 RDBN Libraries scholarship adjudication
- 2.9.9 Treasurer
- 2.9.10 Chair – AGM
- 2.9.11 Sitka Business Group
- 2.9.12 Canada Summer Jobs Agreement Holders
- 2.9.13 District of Fort St. James Emergency Preparedness Week
- 2.9.14 Trustee 2024 conference recap
- 2.9.15 Finance Committee

MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 15 May 2024. Trustee McCutcheon/Trustee Burck. Carried unanimously.

MOTION: to approve the agenda as amended (move 6.1 Executive Nominations to 3.1) for our Regular Meeting of the Board, 15 May 2024. Trustee Soles/Trustee McCutcheon. Carried unanimously.

3.0 EXECUTIVE NOMINATIONS

- 3.1 Trustee Burck nominates Trustee Evans-Salt as Chair; Trustee Evans-Salt accepts; three calls for nominations; carried unanimously.

Trustee McCutcheon steps down as Vice Chair.

Trustee Soles nominates Trustee Burck as Vice Chair; Trustee Burck accepts; three calls for nominations; carried unanimously.

4.0 LIBRARIAN'S REPORT

- 4.1 April 2024 Librarian's Report (appendix B)

Question for clarification of e-resources, which were explained by LD.

- 4.2 April 2024 Reconciliation (appendix C)
- 4.3 2024 District Variance Report – not available

5.0 BUSINESS ARISING

- 5.1 2024 BCLTA Trustee Excellence Award

A small celebration for former Trustee Hoy: 25-30 guests, evening event, catered with appetizers and light refreshments. LD will submit a tentative plan to the Board via email.

MOTION: to approve up to \$1000 for Trustee Excellence Award catering. Trustee Burck/Trustee Soles. Carried unanimously.

5.2 Trustee Roles and Succession Planning

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

6.1 Board reflection and observations: Advancing Truth and Reconciliation, Promoting Sustainability, Providing Equitable Access for All, Increasing Community Engagement

7.0 NEW BUSINESS

7.2 Chair Evans-Salt, Trustees Nutbrown and Evans, and LD attended Mayor and Council session on 23 April.

Discussion around clarification of incident reports, procedures and communications with RCMP and District.

Trustee Nutbrown leaves at 5:48pm

7.3 2024 Conference Attendance & Reports (appendix D)

6.3.1 CALP Coordinator attended the Decoda Literacy Conference (April 17-19)

6.3.2 Trustees Soles and Burck attended the BC Library Conference (April 24-25)

Verbal report on the resolutions presented at the BCLTA AGM. TABLED for further discussion at the June Board meeting.

Trustee Soles leaves at 5:54pm

6.3.3 Assistant Library Director attended the Sitka online conference (April 23-24)

6.3.4 Trustee Evans and Library Director attended the NCLF AGM/Emergency Preparedness and Business Continuity conference (April 28-29).

7.4 2024 Canada Summer Jobs and Tl'azt'en Nation Bladerunners – TABLED.

8.0 ADJOURNMENT

MOTION: adjourn FSJPL Regular Meeting of the Board, 15 May 2024 at 5:54pm. Trustee Burck/Trustee McCutcheon. 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 Trustee Councillor Friesen Trustee Teegee	Human Resource:	Trustee Evans 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	12,505.05	
	Gift Card - Winter Reading Challenge	50.00		
	DVD Integration	543.77		
	YA space	1,311.71	658.57	
	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	
	Kanopy audiobooks		884.10	
	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	293.05	
	Book displays	1,364.67	274.24	
	Dehumidifier		110.06	
	Subtotal	7,245.52		
	Expenditures Total	\$35,440.50	\$26,081.88	\$0.00
EXCESS REVENUE FOR THE YEAR		15,293.09	37,251.70	50,733.59
BC Enhancement Grant Total		\$152,200.77		
	2023 Expenditures	\$35,440.50		
	2024 Expenditures	\$26,081.88		
	2025 Expenditures	\$0.00		
	Expenditures Total	\$61,522.38		
	Balance	\$90,678.39		

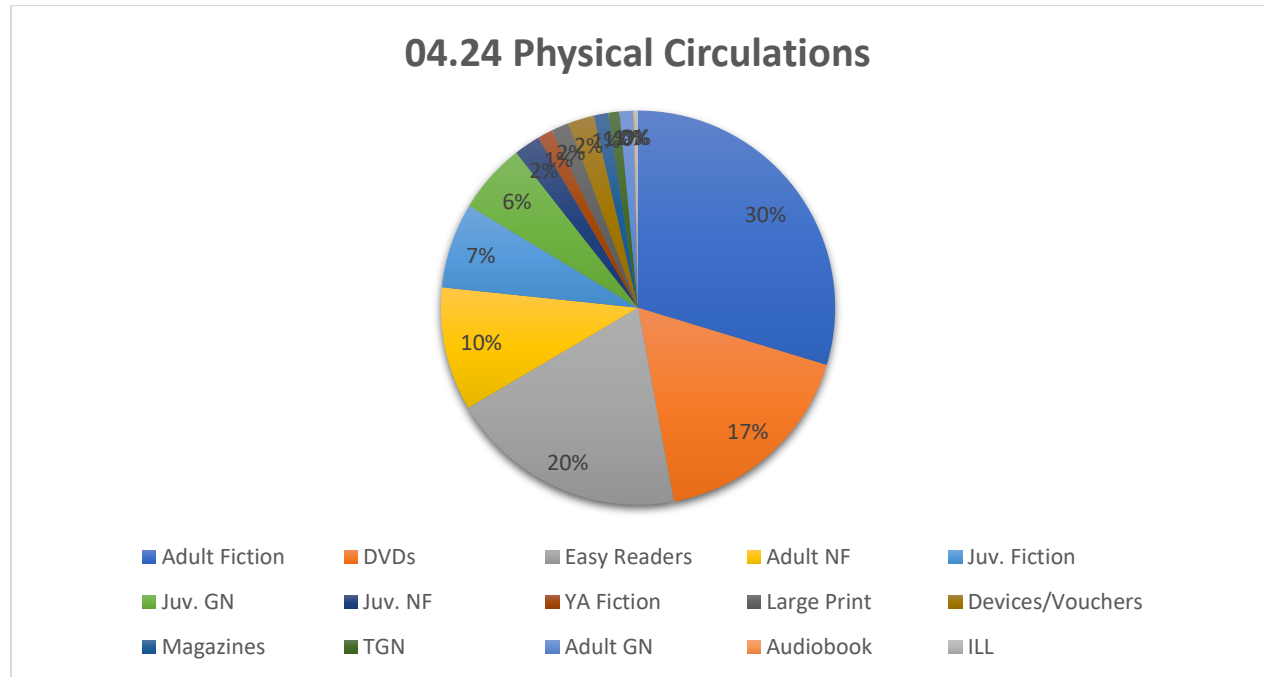
Appendix B – April 2024 Librarian’s Report

	APR 2023	APR 2024	Month % Change	YTD 2023	YTD 2024	Year % Change
Total Patrons¹	3731	3101 (843)	-16.9	3731	3101 (843)	-16.9
New Patrons	12	14	+16.7	40	74	+85
Visits	1365	1960	+43.6	5298	7962	+50.3
Circulation	962	1529	+58.9	3639	5221	+43.5
Interlibrary	215	325	+51.2	894	1231	+37.7
Programs						
Programs	20	52	+160	111	191	+72.1
Attendees	166	271	+63.3	651	1214	+86.5
Digital						
Computer sessions	85	109	+28.2	428	494	+15.4
Wifi Sessions	1340	1717	+28.1	5059	5694	+12.6
Web views ²	975	1559	+64	4232	7591	+79.4
E-Subscriptions						
Overdrive/Libby	276	378	+35.5	761	1800	+136.5
Kanopy ³	-	17	-	-	70	-
Blackstone ³	-	6	-	-	35	-
Gale logins	0	8	-	3	51	+1600
Niche logins	0	0	-	15	4	-73.3
Volunteer Hours³	-	12	-	-	116.25	-

¹ Accounts inactive for 7+ years were deleted in 2023; active Patrons in brackets (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.



Appendix C – April Bank Reconciliation

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
Mar	Bank starting balance			\$ 39,646.50				
-	6-Mar-24	00014	Jenny Vogelsang - lib tech	-	535.00			
-	7-Mar-24	00016	BC Lib Conf - Burck	-	439.00			
-	7-Mar-24		Cash deposit	53.70	-	53.70	Misc	
-	7-Mar-24		Cheque deposit (prints)	112.00	-	112.00	Misc	
-	8-Mar-24		BC Lib Conf - Soles	-	439.00			
-	8-Mar-24		Cash deposit (correction)	105.00	-	105.00		
-	9-Mar-24	00020	Duje Contracting 50% dep	-	5,250.00			
-	12-Mar-24		MasterCard payment	-	3,160.76			
-	15-Mar-24	00012	BC Coop - Kanopy 2024	-	884.10			
-	15-Mar-24	00018	Imperative Recycling	-	68.25			3.25
-	15-Mar-24	00007	BC Coop - NoveList 2024	-	110.78			5.28
-	19-Mar-24		MasterCard payment	-	2,500.00			
-	20-Mar-24	00023	Burck flight	-	319.46			
-	20-Mar-24	00017	ULS	-	668.73			31.84
-	26-Mar-24		MasterCard payment	-	5,000.00			
-	28-Mar-24	00024	Midway Purnel	-	117.17			5.23
-	28-Mar-24		TELPAY 001	1,394.75	-	1,394.75	Regional District	
-	31-Mar-24		Bank fee	-	2.00			
-				-	-			
-				-	-			
-				-	-			
				1,665.45	19,494.25	1,665.45		45.60
Apr	Bank starting balance			\$ 21,817.70				

Appendix C (cont.) – April MasterCard Reconciliation

	Date	Source	Detail	Debit (payments)	Credit (charges)	GST
Apr	Mastercard starting balance				- 1,264.79	
-	22-Mar-24	National Geograph	Kids magazine	-	66.49	
-	25-Mar-24	CA Library Supply	Juv shelving, easels, shippin	-	4,561.95	217.23
-	26-Mar-24	Payment		5,000.00	-	
-	27-Mar-24	Amazon	DVDs	-	26.87	1.20
-	27-Mar-24	Amazon	Book	-	28.88	1.38
-	27-Mar-24	Strong Nations	Book	-	182.41	8.69
-	1-Apr-24	Amazon	DVDs	-	26.87	1.20
-	1-Apr-24	West Coast Seeds	Seed donation shipping	-	10.00	
-	3-Apr-24	Cinema 1	DVDs	-	333.65	14.90
-	4-Apr-24	UPS	Cee Chairs import fee	-	35.46	2.44
-	4-Apr-24	Cinema 1	Refund DVDs	67.19	-	
-	4-Apr-24	Amazon	DVD replacement	-	6.71	0.30
-	4-Apr-24	Amazon	DVD replacement	-	14.19	0.63
-	4-Apr-24	Strong Nations	Books	-	82.39	3.92
-	5-Apr-24	Indigo	Books	-	59.43	2.83
-	5-Apr-24	Indigo	Books	-	1,092.68	52.03
-	5-Apr-24	Amazon	Book	-	27.29	1.30
-	5-Apr-24	Amazon	Refund book	39.56	-	
-	5-Apr-24	Amazon	DVD	-	17.91	0.80
-	5-Apr-24	Amazon	Book replacements	-	45.12	2.15
-	5-Apr-24	Amazon	Refund DVD	26.87	-	
-	7-Apr-24	Amazon	Zoom	-	46.41	2.07
-	8-Apr-24	Canada Post	Postage	-	638.40	30.40
-	8-Apr-24	Amazon	Books	-	53.99	2.57
-	8-Apr-24	Amazon	Book	-	21.27	0.95
-	8-Apr-24	Amazon	Refund - DVD	26.87	-	
-	9-Apr-24	Amazon	Book binding glue	-	20.12	
-	9-Apr-24	Indigo	Refund - book	28.88	-	
-	9-Apr-24	Amazon	Battery for window rollers	-	17.62	0.78
-	9-Apr-24	Amazon	Refund - DVD	26.87	-	
-	10-Apr-24	Staples	Printer toner	-	89.47	3.99
-	10-Apr-24	Indigo	Book	-	13.64	0.65
-	10-Apr-24	Amazon	Acrylic signs - eResources	-	179.16	2.00
-	11-Apr-24	Amazon	Book	-	28.34	1.35
-	11-Apr-24	Amazon	QR shelf tags	-	113.44	
-	13-Apr-24	Amazon	Book	-	29.72	
-	14-Apr-24	Amazon	ILC shipping envelopes	-	23.15	1.03
-	14-Apr-24	Amazon	Prime membership	-	11.19	0.50
-	16-Apr-24	BC Living Wage	Annual recertification	-	100.00	
-	18-Apr-24	Amazon	DVD	-	22.27	1.00
-	18-Apr-24	Carr McLean	Book tape	-	180.33	
-	24-Mar-24	International	Transaction fee (Nat Geo)	-	1.66	
-				-	-	
				5,216.24	8,208.48	358.29
May	Mastercard starting balance				1,727.45	

Appendix D – 2024 Conference Reports

CALP Coordinator – Decoda Literacy Conference

This biennial conference consisted of a pre-conference (17th) and two days of learning including a panel discussion and break-out sessions (18th & 19th). The conference theme was “Literacy: The Ripple Effect.” I had the opportunity to attend the sessions on the 18th and 19th.

The panel was led by economist, Craig Alexander. The discussion focused on the connection between literacy levels and economic growth. The panel members were speaking to data collected by the Organisation for Economic Co-operation and Development (OECD) on adult competencies. The research revealed that Canada’s literacy challenges are bigger than people think, particularly with digital and numeracy skills. Key take-aways for me are the importance of meeting people at their literacy level and, when possible, where they are physically located.

I attended four break-out sessions over the two days. These included sessions on web-based literacy tools as well as the federal government’s *Skills for Success* model. The latter focussed on the *Indigenous Skills for Success Journey* refresh project. I learned about literacy tools we can use in our programming, and I also realized how I can broaden my scope when it comes to program delivery.

In addition to the formal learning sessions, I enjoyed the opportunity to meet face-to-face with other literacy program providers. For me, this was the most valuable part of the conference. I am excited to implement the tools and ideas introduced at this conference.

Assistant Library Director - Evergreen International Conference (online)

The Evergreen conference was a valuable experience. It was interesting to learn what other libraries are doing and to discover new ways of using our Integrated Library System to enhance our productivity.

Since the conference, I have created lists within Sitka-Evergreen for our books written by Indigenous authors, replacing the Excel workbook that was previously used. I have learned how to merge records and am using the tools within the system for my current cataloguing clean-up project.

The Evergreen community is committed to accessibility for both staff and patron users and adds more accessibility features with each update. I look forward to continuing to learn and grow within our Evergreen Integrated Library System.

Thank you for this wonderful opportunity.

Appendix D (cont.) – 2024 Conference Reports

Library Director – NCLF AGM and Emergency Preparedness/Business Continuity

The NCLF's Emergency Preparedness and Business Continuity session for Public Libraries addressed crucial strategies for ensuring libraries' resilience in times of crisis. The session aimed to explore proactive measures, best practices, and approaches to mitigate risks and maintain essential library services during emergencies.

The group explored strategies for optimizing resource allocation during emergencies, staff training, budgetary considerations, and leveraging partnerships with local authorities, community organizations, and neighboring libraries.

Library Directors from the Regional District Bulkley-Nechako held a roundtable meeting to discuss operations, finance, human resources, and programming opportunities and challenges specific to rural librarianship in our region.

Thank you to our Board of Trustees for prioritizing Trustee and staff professional development in the library's 2024 Operating Budget!