

**ATTENDEES:** Louise Evans-Salt, Jim Burck, Mark McCutcheon, Maxime Evans, 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 AGENDA**

***MOTION: to approve the agenda as read for our Annual General Meeting of the Board, 15 May 2024. Trustee Soles/Trustee McCutcheon. Carried unanimously.***

***MOTION: to approve the minutes of the 17 May 2023 Annual General Meeting of the Board (appendix A). Trustee Evans/Trustee Soles. Carried unanimously.***

### **3.0 2023 ANNUAL CHAIR & LD MESSAGE (appendix B)**

### **4.0 2023 TREASURER'S REPORT (appendix C)**

### **5.0 NOMINATION AND ELECTION OF NEW BOARD TRUSTEES**

#### **5.1 Call for nominations from the floor/accept resignations – three positions**

Trustee Evans nominates Jacqueline Soles; Jacqueline accepts; three calls for nominations; carried unanimously.

Trustee Burck nominates Louise Evans-Salt; Louise accepts; three calls for nominations; carried unanimously.

Trustee Evans steps down from the role after eight years of volunteer service; three calls for nominations; no nominations received.

Eight Trustee positions filled; one position remains vacant.

**6.0 QUESTIONS FROM THE FLOOR**

No questions from the floor.

**7.0 ADJOURNMENT**

***DRAFT MOTION: TO adjourn the 15 May 2024 Annual General Meeting of the Board at 5:07.  
Trustee Burck/Trustee Soles. Carried unanimously.***

## FORT ST JAMES PUBLIC LIBRARY

Annual General Meeting of the Board

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

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**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 6:14pm. Trustee Greenaway/Trustee Teegee. Carried unanimously.***

## Appendix B – 2023 Annual Chair Message

### Chair Message 2023-2024

It has been an exciting year at the Fort St. James Public Library! We welcomed a new Trustee, while an outgoing Trustee received a 2024 BCLTA Trustee Excellence Award. Trustees and staff have demonstrated a strong commitment to professional development, implementing new reporting metrics which support governance decisions that are in the best interest of our community and the future of our library.

Through thoughtful acquisitions, program additions, and outreach efforts, we've worked to honor Indigenous perspectives and histories, while also creating spaces for dialogue and understanding. This commitment to Reconciliation remains at the forefront of our mission as we continue to deepen our relationships with Indigenous communities and integrate Indigenous knowledge systems into our library services.

Sustainability has been an important consideration in our work over this past year. Our partnership with FSJ Secondary School's Woods program has resulted in the addition of locally-sourced signage and a new recycling station. By embracing complementary e-resources, we are reducing our environmental footprint and promoting a greener future for generations to come.

In our dedication to accessibility, we have strived to ensure that every member of our community feels welcome and included within our library spaces. The BC Library Enhancement Grant has allowed us to update our facilities and digital services, reducing barriers and creating an environment that is accessible to all.

Community engagement is the cornerstone of our mission, and we're proud to report that our efforts in this area have flourished over the past year. Increased open hours, innovative programming, and collaborative partnerships have deepened our connections with community members of all ages. By actively listening to the needs and interests of our community, we've been able to tailor our services and programs to better serve those we are privileged to call our patrons.

We would like to extend our heartfelt gratitude to the dedicated staff of our library, whose passion, creativity, and hard work have been instrumental in our success. Their unwavering commitment to excellence and their efforts to serve our community have not gone unnoticed, and we continue to be inspired by their dedication and professionalism.

Finally, we're thrilled to announce the unveiling of our improved logo, designed by FSJ Secondary School's Carrier Language and Culture program, which embodies the spirit of our library. This refreshed identity symbolizes our continued evolution and our dedication to serving as a trusted resource and hub of community life.

Warm regards,

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

Appendix C – 2023 Treasurer’s Report

## 2023 Treasurer’s Report

FORT ST. JAMES PUBLIC LIBRARY

**STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS**

For the year ended December 31, 2023

	2023	2022
<b>REVENUE</b>		
District of Fort St. James	\$ 276,331	\$ 200,340
Province of British Columbia	184,965	32,569
Community Adult Literacy Program grant	31,008	-
Regional District of Bulkley Nechako	16,737	16,737
Donations	12,435	5,000
Interest	9,825	1,725
Other Revenue	5,474	2,761
Book sales and replacements	2,496	2,071
North Central Library Federation	2,041	2,779
Law Matters	1,000	1,500
Fort St James Community Foundation	-	1,000
Province of British Columbia Covid-19 relief and recovery	-	32,257
Integris Community Foundation	-	12,625
	<b>542,312</b>	<b>311,364</b>
<b>EXPENDITURES</b>		
Wages and benefits	230,025	159,880
One-time grant equipment and sundry	50,581	-
Circulation materials	33,305	19,917
Computer and program supplies	16,482	11,697
Janitorial and alarm system	14,558	10,446
Education and travel	9,896	3,172
Office and sundry	12,412	25,043
Repairs and maintenance	10,600	9,412
Hydro	8,367	11,831
Insurance	7,219	6,331
Telephone and internet	5,259	2,087
Accounting and legal services	1,950	1,650
Advertising and promotion	951	799
Registration fee	755	200
Consulting fees	160	1,416
Bank charges and interest	78	3
Subscriptions	-	2,297
Reading programs	-	2,015
	<b>402,598</b>	<b>268,196</b>
<b>EXCESS REVENUE FOR THE YEAR</b>	<b>139,714</b>	<b>43,168</b>
<b>NET ASSETS AT BEGINNING OF THE YEAR</b>	<b>275,727</b>	<b>232,559</b>
<b>NET ASSETS AT END OF THE YEAR</b>	<b>\$ 415,441</b>	<b>\$ 275,727</b>