



Chetwynd Public Library

Regular Board Meeting Minutes - Approved

February 24th, 2016

Call to Order: 6:01

Dana acting as chair

Present: Margaret Movold, Hilde Kirschbaum, Dana Bergan, Tanya Harmacek, Ana Peasgood, Dan Rose, Randi Brown, Sara Hoehn, Jennifer Pierce, Gloria Millsap (via phone)

Regrets: Rochelle Galbraith, Rosa Enes

Introductions: Welcome Jennifer Pierce

Adoption of the Agenda: ~~Adoption of the Agenda:~~ Motion to adopt the agenda. SH/TH MSC

Minutes of the last meeting: Motion to adopt the minutes of the January 27th, 2016 regular board meeting. HK/TH

Correspondence

Letter from Jennifer Pierce (See Attached)

Reports

a. Chair

- i. Board Development – TOP Training In April 2016 in Chetwynd
- ii. British Columbia Library Trustees Association representative – membership renewed in BCLA & BCLTA. Annual Conference is in May, set the date aside if you would like to attend.

- b. Treasurer – n/a Ana gave a report. Concerned about the books not being done to GAAP standards. Recommends hiring a bookkeeper to do the books internally to give us a more accurate reflection. Sage 50 has the capability to produce better reports if used properly. The spreadsheet is dated and can have more user errors. Lengthy discussion by whole board on financials and where we should be.

Motion: Have Dan ask for an opinion on our financial reports & system from Kim Frech at the PRRD, have Ana ask NELF Libraries what they do for bookkeeping & hire a bookkeeper. JP/RB MSC

c. Library Director – see attached

- d. Personnel – Ana's 6 month evaluation is due, how do we proceed? Evaluation committee of Dana, Margaret & Tanya to meet and evaluate Ana.

- e. Historian – Hilde to sort the extensive history and then we will have a scanning work bee. Hilde will create a scrapbook to showcase our documents.

- f. Public Relations- nothing to report

- g. Fundraising Committee - \$3984 is what we made for the Cash Raffle. The theme of the Yard Sale is Trash to Treasure. Open committee if anyone wants to join in the planning. Hilde & Margaret may not be here for the event

- h. Renovations Committee – Waiting for updated drawings that came from the meeting. NDIT application is in. District is committed to \$100,000, PRRD to 1/3 up to \$100,000, Library portion TBD

- i. District of Chetwynd – n/a

- j. Peace River Regional District – busy with budgets

- k. (NELF) North East Library Federation Representative - nothing to report

Motion to accept reports as presented. SH/MM

New Business

1. Bistro Damage Deposit - \$250 deposit is not accounted for. We will set aside \$250 of the operating bank account to be this refundable deposit. Lease is coming up. Ana to meet with Pam and then present a new lease in March board meeting for board approval.

2. Library Building Lease – we did not have one which was current. Ana caught this and we now have a new lease ready for approval. Cost increased to \$2 per year, payable upfront for a 5 year term. Margaret to sign on behalf of the board.
3. Motion to renew the building lease with the District of Chetwynd at the new cost of \$2 per year for a 5 year term. HK/TH MSC
4. Library Director 6 month Performance Review – dealt with in personnel report
5. Policy Updates
 - CPL Policy Manual
 - CPL Human Resources ManualPolicy will be looked at in March as not everyone read over it and time is late. Request to add committee job descriptions into policy.
6. Jennifer to sit on the fundraising committee
7. TOP Training: Randi, Jennifer, Rosa, Gloria, Tanya & Ana (if room allows)

Adjournment: 7:47pm

Next Meeting: Wednesday, March 30, 2016 @ 5:30pm