



# Chetwynd Public Library

Regular Board Meeting Minutes - Approved

April 27th, 2016

**Call to Order:** 5:29pm

**Present:** Margaret Movold, Dana Bergan, Tanya Harmacek, Ana Peasgood, Dan Rose, Randi Brown, Sara Hoehn, Jennifer Pierce, Rochelle Galbraith, Rosa Enes, Gloria Millsap, Paul Gordon, Blaine Plamondon  
**Regrets:** Hilde Kirschbaum

**Motion** to adopt the agenda. RG/JP MSC

**Delegation:** Paul Gordon & Blaine Plamondon came to discuss projected costs for repairs and maintenance to the building. ( See Attached document) These repairs must be fixed in a 5 year plan or we can look at a new building as an option. Doug Flemming has some good ideas on what could work for the library. Roof repairs and the heating issues are our main issues. If work is done at a cost to the District, they need to look at increasing the rent to the library. A new building would be done under a cost sharing partnership. Under the Library Act we would need a Ministerial order to be able to enter into a new building lease. Repairs to heating and duct work are estimated to cause minimum of 2 months of interruption of service to current facility with upwards of 6 months of disruption.

**Motion** to ask Doug Flemming to come to the board to present options on a new building or alternate location. RG/GM MSC

**Motion** to adopt the minutes of the March 30, 2016 regular board as amended. SH/JP MSC

**Motion** to accept the correspondence from the Peace River Regional District & the Ministry of Education as information only. JP/RE MSC

## Reports

**Chair** - clarification on Roberts Rules of Order for boards under 12 people. WE can discuss items without a motion on the floor under informal procedures. In future add In Camera item to all agendas to allow the board to go to an in camera meeting with the proper notice to discuss any items which may come up.

**Treasurer** – We are starting to sort out the financials. The report is getting better but there are still more items to move around. Discussion on leasehold improvements and we will contact Janette to see what comprises this line item to see if some of it includes building renovations versus movable fixtures.

**Motion** to accept the treasurers report GM/TH MSC

**Library Director** – see attached

**Personnel** – new hire, Hannah Movold & posting for Summer Reading Club Assistant

**Historian** - nil

**Public Relations** - nil

**Fundraising Committee:** Yard Sale – May 7th update – going well, things well under control. Job list given to the board. Library shirts handed out at start of meeting.

Renovations Committee: nil

District of Chetwynd: Lunch n Learn going well along with other things like Welcome Home packages & Beautiful Garden contest coming up.

Peace River Regional District: Busy with the fires. Look at funding to hold the line but do not be surprised to be asked to decrease funding levels by 10% next year.

(NELF) North East Library Federation Representative - nil

### **New Business**

Program Planning Day: June 23, 2016 – any ideas for 2016/17 – see Ana

Capital Item Disposal: Shed cost just over \$3000. We would have to pay to move it from Fay's.

**Motion** to sell shed to Fay Asleson for \$1200 RG/RB MSC

BCLA & BCLTA Conferences: Ana, Randi & Jennifer are going to their respective conferences. Please let us know if any specific information is needed. Ana to also attend the Provincial Strategic Planning Session for BC Libraries.

Library Jackets: some were paid for in the past, some were not. Ana to look into the costs and let the board know what was done in the past and to take care of ordering new jackets for those who would like them.

Summer Reading Club 2016: Book a Trip – not sure if we have a funding partner this year but we do have this event as a budgeted item.

Policy Committee Update: having committee meeting on the CPL Human Resources Manual. They are going well. Hoping to approve the policy in May. The CPL Policy Manual will be looked at over the summer months and approved in the fall.

**Motion** to go In Camera MSC

In Camera Item: Library Director 6 month evaluation

**Motion** to adjourn In Camera Meeting DB/TH

Adjournment: 8:15pm

Next Meeting: Wednesday, May 25th, 2016 @ 5:30pm