



# Chetwynd Public Library

Regular Board Meeting Minutes - March 30<sup>th</sup>, 2016 - Approved

**Call to Order: 5:34**

**Present:** Margaret Movold, Hilde Kirschbaum, Dana Bergan, Tanya Harmacek, Ana Peasgood, Dan Rose, Randi Brown, Sara Hoehn, Jennifer Pierce, Doug Flemming, Paul Gordon, Rosa Enes.

**Regrets:** Rochelle Galbraith, Gloria Millsap

**Introductions:** Welcome Doug Flemming & Paul Gordon

**Adoption of the Agenda:**

**Motion** to adopt the agenda. TH/RE MSC

**Delegation** Doug Flemming, Paul Gordon & Blaine Plamondon

Doug Flemming and Paul Gordon came from the District of Chetwynd as owners of the building to discuss the façade renovation. As requested by the CPL Board, the District had Ken Klikach look at the building. (see attached) Looking at the integrity of the building, what you see is what you get. There have been several concerns brought to the attention of the board and the District by the Library Director to issues which had been neglected in the past. At this point we need to look at all costs and come up with a 5 year capital expenditure plan or look at exploring new options which could include a new building. The CPL can't own a building under the Library Act. Paul will have more concrete numbers for the next board meeting at which time the CPL Board will weigh options to decide to stay the course, developing a 5 year plan, or look into other options.

**Minutes of the last meeting:** Motion to adopt the minutes of the February 24<sup>th</sup>, 2016 regular board meeting. SH/RE MSC

**Motion** to adopt the minutes of the March 11, 2016 special board meeting. SH/RE MSC

**Motion** to adopt the minutes of the Email Votes since Feb 24<sup>th</sup> Meeting. SH/RE MSC

## Correspondence

### Reports

- a. Chair - British Columbia Library Trustees Association has a conference in May. Randi and Jennifer volunteered to attend. TOP is confirmed in Chetwynd April 23<sup>rd</sup>.
- b. Treasurer – No monthly report as Lana Twin has just started to adjust the external system to an internal one. Sage 50 has been purchased at a discount of approximately \$300 for 2016. Renewal will be around \$700 per year. We have the 2015 financials and SOFI from Janette Guerrero. Agreed it is best for her to do these reports for us as she has the expertise in the field.  
**Motion** to accept the treasurer's report, including the 2015 Unaudited Financial Statements & the SOFI Report as presented. HK/TH MSC
- c. Library Director - See attached report
- d. Personnel – With recommendation from Ana, Dana, Margaret & Tanya evaluated the Library Director for a 6 month probationary period review. All came to the same conclusion with an overall score of Exceeding Requirements. 360 Competency based evaluation is new to the board and the ideas and format have been shared with other libraries. Probationary period is now over. As Ana requested, the Board will review compensation package.
- e. Historian – Hilde is working on the library history and there is not as much as we had hoped as much is duplication from the Chetwynd Echo.
- f. Public Relations - absent
- g. Fundraising Committee: Yard Sale update: No raffle this year. Jen to hand out flyers. Randi to promote in Moberly Lake. WE will have Face Painting, Upcycling demos etc. Please sign up for jobs.
- h. Renovations Committee: update
- i. District of Chetwynd - absent

- j. Peace River Regional District – the 2016 Budget has been approved, including the amended Library budget submitted
- k. (NELF) North East Library Federation Representative – nothing to report

1. **New Business**

- a) Trade Show: April 1, 2 & 3<sup>rd</sup> – Thank you for signing up. Ana and a few board members to sit at the library booth. Ana and Brenda to setup the booth.
- b) Bistro Lease: See Attached  
**Motion** to approve the Bistro Lease as presented. JP/DB MSC
- c) New Bank Account: Fundraising account should be setup to make sure we know how much we raise and keep it separate from operating and other grants.  
**Motion** to open an account at LVCU and to move \$1500 from the operating account to the new fundraising account. SH/THMSC
- d) b. Policy Updates: Draft copies of the CPL Policy Manual & CPL Human Resources Manual have been prepared since Jan 1 with no opportunity to go over properly. A Policy committee will now meet to go over the policy and give the board a recommendation. Jen, Tanya, Hilde Margaret, Gloria and Ana to be on this committee. Jen will arrange a date to go over the HR Policy first for approval at the next board meeting.

2. **Adjournment:** 7:34pm

3. **Next Meeting:** Wednesday, April 27th @ 5:30pm