



# Chetwynd Public Library

Regular Board Meeting Minutes- Approved

May 25th, 2016

**Call to Order:** 5:30pm

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

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

**Motion** to adopt the minutes of the April 30, 2016 regular board as amended. RE/RB MSC

## Reports

**Chair** – Margaret went over a few things for protocol for board meetings and thanked the board for their volunteer work and patience as we deal with some items which take up time. Apologies for the length of the meetings and we will continue to look for solutions to find a better balance for meetings and items needing discussion. Perhaps a new date and time to allow the Library Director to have all items prepared and sent out to board for pre-reading. Ana will create a poll to help us schedule meetings.

**Treasurer** – We have the year to date amounts. The DNU is a code Lana is using with Ana until things get sorted into the accounts they would like to see match the budget. The goal for report clarity is September 2016. Lana works once per week and has been doing a great job but we are looking forward to a clearer to understand format. Rosa pointed out a few amounts to explain the differences that may look odd.

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

Library Director- report attached

**Personnel:** We got the Canada Summer Student Grant and will be hiring a Junior Clerk to help with the book inventory. We are also hiring a Summer Reading Club Assistant to help Melanie with the program. Joanne has given notice for Maternity Leave which will be from July 2<sup>nd</sup>, 2016 to June 30<sup>th</sup>, 2017. She may return to work earlier to keep the digital content updated. We will not be hiring a maternity leave replacement.

Historian: nil

Public Relations - nil

**Fundraising:** We raised \$2925.90 at the Yard Sale fundraiser. The committee met to go over positives and negatives to refine future events. Overall the event was a success and there a few suggestions to improve the event.

**Motion** to move \$2925.90 into the HSIA Fundraising account. HK/JP MSC

**Renovations Committee:** We need to request the District sits down with us to discuss the options we have with facilities. Plan A will always be renovate the current location. The District is supportive of our situation and willing to facilitate a conversation about our facility.

**Motion** to request a strategy planning building meeting with the District of Chetwynd & the Peace River Regional District. SH/RE MSC

District of Chetwynd: Code Blue is a RCMP/community program going on. Vandalism to the carvings is a large issue for our community.

Peace River Regional District: nil

NELF: Sara and Ana attended the NELF AGM via telephone on May 19<sup>th</sup>. Sara accepted Vice Chair position of NELF for the year. There will be NELF strategic planning and Ana will forward a survey to staff and board that is open from June 1-June 17<sup>th</sup>. Please respond to the survey.

**Old Business:**

No jackets are needed at this time.

The HR Policy is edited but a few tweaks needed to be done to the appendices. There were a few wording changes that were suggested. Gloria will go over the edits with Ana and we will bring back to the June meeting. We will also look at Per Diem rates in June.

**New Business**

Gloria was the original founding member of the Friends of the Library which the CPL never really moved forward. We would like to create a proper group called Friends of the Library which would be a network of volunteer supporters to help us out with the “extras”. There is agreement that the 50<sup>th</sup> Anniversary is a great time to bring this forward. We will start with a network built upon past employees and board members. Sara and Gloria volunteered to work together on this with assistance from Ana.

BCLA & BCLTA reports attached

Ana suggested we open up advisory committee to the community to get more people involved in giving us feedback for our programs and services. We would look at Youth, Adult, Senior, First Nations & Newcomers. Jen Pierce volunteered to help with Hilde being an alternate.

A confidentiality agreement was brought forth that Ana will be using with the staff. Some board members had questioned why we do not have one for them and it was suggested that we can use this one. It will remind of the CPL policy on confidentiality.

There will be several summer events that Board members are encouraged to attend if schedules allow. Library staff will send out to the board and everyone is reminded to look at our Facebook page to keep up to date. Still need an idea for the 50th anniversary. Perhaps we can host a tea?

The Library survey will be released to the public at the circulation desk and programs to gather feedback from the patrons.

At this time the costs of liquor licensing & insurance are only feasible for large scale events. Staff will look at options to meet the requests from the public for wine at adult programs.

Meeting adjourned: 6:53pm