



Chetwynd Public Library

Regular Board Meeting Minutes - Approved

September 27th, 2016

Call to Order: 5:23pm

Present: Margaret Movold, Dana Bergan, Ana Peasgood , Jennifer Pierce, Gloria Millsap, Hilde Kirschbaum, Sara Hoehn, Tanya Harmacek

Regrets: Dan Rose, Rochelle Galbraith, Rosa Enes, Randi Brown

Motion to adopt the agenda GM/JP MSC

Motion to adopt the minutes of the June 21 2016 Regular Board Meeting DB/SH

Correspondence: nil

Reports

Chair: nothing to report

Treasurer: Discussion on the report. Questions about valuation of Inventory & Leasehold improvements. Library will try to inventory the computers by the next board meeting. It may be a tight deadline with budget process & programs taking precedent.

Library Director: as attached

Personnel: staff member has given notice of retirement for Spring 2017. Summer students have finished for the year.

Historian: nothing to report

Public Relations: nothing to report

Fundraising Committee: Dana presented information on Corks & Kegs Raffle fundraiser idea. Prize will be \$500 of gift certificates and a donated wine rack and 4 wine glasses. Tickets are \$10 each with 1500 sold. Draw date will be December 28th. Tickets to be sold by board, staff & Friends of the Library.

Motion to spend \$500 to purchase gift certificates for Murrays Liquor Express for the Corks and Kegs fundraiser from the fundraising account. SH/TH MSC

Discussion about the Special Collections wall as artist Donna Ony is moving in the spring. We will close the wall and have Donna complete the names and remaining blank books.

Motion to close the special collections wall as of December 31, 2016. MSC JP/HK

Facilities/Renovations Committee: More information is needed on the Zwicks quote. Contact them for timeline and clarification about the quote.

District of Chetwynd: nil

Peace River Regional District: nil

(NELF) North East Library Federation Representative: Update on the NELF meetings. Strategic plan is being updated. Library Directors are now the alternate vote for the NELF representative. Sara is needing an alternate in case she can't make it. Gloria will act as an alternate for Sara if needed.

Old Business

Friends of the Library: up and running with an enthusiastic group of volunteers.

Library Policy – Gloria will come into the library with a thumb drive to edit the draft. Jen will arrange a meeting date and time with committee members: Jen, Gloria, Tanya, Margaret & Ana

New Business

2016/17 Library Service Plan: as presented.

First Nations Literacy Initiative: Discussion about initiatives. We support HH Public Library investigating options and will look at any ideas presented.

Emergency Plan/ Procedures: Gloria will draft a plan. Ana will reach out for other libraries emergency plan resources.

Presentation to the District of Chetwynd – Library Annual Update, October 3rd: Ana will be presenting the 2016/17 Service plan and the 2015 Annual Report.

2017 Budget Committee: We will commence in October with a meeting plan that will include Lana our Bookkeeper. Ana to confirm process with PRRD. Committee will be Rosa, Jen, Margaret, Dana & Ana.

In Camera: there were no In Camera minutes for approval. Previous In Camera meetings had been for discussion only.

Adjournment: 7:53pm

Next Meeting: Tuesday October 25, 2016 @ 5:15pm