



# Chetwynd Public Library

Regular Board Meeting Minutes - DRAFT  
November 03, 2020 - Zoom & In person at the library

**Call to Order:** 5:39pm

**Present:** In person: Dana Bergen, Sara Hoehn, Gloria Millsap, Melissa Millsap, Dan Rose, Sherlana Schroeder. Via zoom: Danielle Burt, Janet Wark.

**Regrets:** Myra Grodzuik, Sorene Kampen, Krixia Padilla,

**Agenda:** MOVED by SH, SECONDED by GM That the agenda be adopted. – CARRIED

**Minutes:** MOVED by SH, SECONDED by GM That the minutes of the September 22, 2020 regular board meeting be adopted. – CARRIED

**Correspondence:** Nil

## **Treasurer Report**

Reviewed the proposed 2021 Draft Budget for the Chetwynd Public Library.

MOVED by DB, SECONDED by SS That the Library Board of Trustees approve the proposed 2021 Draft Budget for the Chetwynd Public Library. – CARRIED

LD will submit draft budget to the PRRD and keep all parties up-to-date on year end amounts.

Reviewed the comparative income statement and 2020-2021 grants & funding.

MOVED by DB, SECONDED by SH That the treasurer reports be received for information. – CARRIED

**Chair – Nil**

**Library Director** – update on library program ideas, planning, and implementations such as: caregiver make & take, children’s zooms, backpacks, sensory kits, youth programming, book clubs, library on location, Telus Babylon, Halloween kits and trick’r treat. Annual fire inspection and fall maintenance is complete. The virtual reality headsets are in and ready for patrons to use. Display of local art work, update on meetings, funding, and staff notes.

**(NELF) North East Library Federation Representative** – The NELF Library Directors have been in conversation with the NELF manager about the NELF libraries going into partnership for an Advantage Collection with Overdrive. The goal is to help eliminate or shorten the waiting period for our library patrons wanting to access online audio and digital books.

**District of Chetwynd** – District employees are in the process of installing new lights at Spirit Parks and the outdoor rink should be ready to go in the next week or so. In regards to Covid, District employees will be wearing masks when interacting with the public. The District is in the process of interviewing a new Fire Chief and at the last council meeting they welcomed Sargent Wahnesse Antonioni-Stevens who is the new RCMP Detachment Commander.

**Peace River Regional District** – Budget time. DR met with West Moberly First Nations about the new library project. Robyn Fuller is interested in joining the Library Board of Trustees. DR will be meeting with School District 59 to discuss partnership in regards to library services.

**Library Project Committee** – Nil

**Children’s Area Upgrade Planning Committee** – Nil

**Fundraising Committee** – Nil

**Friends of the Library** – Nil

MOVED by DR, SECONDED by GM That the reports be accepted as presented. – CARRIED

**New Items:**

Community room policy and usage.

MOVED by SH, SECONDED by SS That the LD will revise the community room rental form to incorporate the following Covid safety measures: maximum capacity, layout, online platform capability, and renters safety plan and That the LD update the community room policy to include that the room can be used by the staff and board for free for non-paying events. – CARRIED

Discussion: vendors using the library community room for markets. The consensus being that the markets will be welcomed by our community during this time and that the board is in favour of the vendors utilizing the library space.

Discussion: library hours, we will keep the same hours of operation that we are currently running with. Patrons no longer need to make an appointment to access library services. There will be a senior’s only time once a week. A couple of youth programs will be held in the library; however children’s in-house programming is still on hold at this time. Staff will put out children’s Christmas kits similar to what was put out for Halloween, and more age groups will be included.

MOVED by SH, SECONDED by DB That we approve the quote from BC Fire Safe Protection Services Ltd to have the 19 recalled heat sensors replaced and paid for out of our 2020 budget. – CARRIED

Discussion: Annual Community Seniors Christmas Dinner is not running this year due to Covid. The library staff have been in touch with a few of our community partners and received a quote from Chet TV to put together a Christmas video for the seniors and Elders. The board is in favour of the video but would like to come up with a few more ideas.

MOVED by SH, SECONDED by GM That we form a committee to come up with more ideas of what we can offer our seniors and Elders this Christmas. – CARRIED

**Old Items:**

Capital Asset Policy – tabled until next meeting

**Diary Items:**

Bylaws – tabled until next meeting

Lease agreement with District of Chetwynd

MOVED by DB, SECONDED by DR That the LD touch base with the District of Chetwynd CAO to review the lease agreement. – CARRIED

**In-Camera:**

Entered into in-camera meeting at 7:20pm

Resumed regular meeting at 7:26pm

**Adjournment:** MOVED by DB, SECONDED by SH to adjourn the meeting at 7:27pm. – CARRIED

**Next Meeting:** Tuesday December 01<sup>st</sup> @ 5:30pm both in person and zoom invite will be emailed out.

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Board Chair

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Library Director