



# Chetwynd Public Library

## Special Board Meeting Minutes – APPROVED

### October 06, 2021 – in person and zoom

**Call to Order:** 7:11

**Present:** Dana Bergen, Tanya Harmacek, Melissa Millsap (LD), Trish Morgan, Krixia Padilla, Dan Rose, Zach Sheridan-Carr, Kelly Wilson, Sorene Kampen

**Regrets:** Danielle Burt, Liz Landon, Janet Wark

**Agenda:** MOVED by KW, SECONDED by TH That the agenda be adopted. – CARRIED

**Chair:** DB thanked everyone for attending on such short notice.

Through screen sharing, KW showed the board members the new library design and asked for comments, questions, and feedback.

The general feedback is that the board is happy with the layout and design, they like the flexible space, open entrance, and the storytelling circle looks amazing.

Discussion on how the decision was reached to build the library on the new/back location opposed to between the Rec Centre and skate-park.

Discussion on green energy ideas, civil construction and type of building materials to reduce carbon in heating the building such as green roofs and the maintenance involved.

Would like committee member to ask/confirm with the architect if they can

- Add colour and lighting ideas into the plans for a better visual.
- Confirm that outside lighting and security cameras are part of the design and plan and if so that the exterior lights are part of the building.

Asked if we are confident that we have allowed enough space for our adult collection; the committee believes with the flexible space that we have. The board is happy to see we have room for growth in the children's section.

They liked the outdoor patio, but would like to change it up with a different design. Suggestion was given of latticework with greens and semi closed off; this idea could go well with our seed library and future planters.

Also like the soft seating, could see it being a popular area; and liked the shared space with the food services.

DR gave an update on funding. The Request for Proposal is for an 8000 sq. foot building for under 5 million dollars. This includes contingency. Peace River Regional District is contributing 2 million and the District of Chetwynd 1 million. There is a grant opportunity through Northern Development Initiative Trust. We believe that there is active interest in the area from commercial industry that would like to contribute to the project as well. We would like to solidify the amount of money coming from the library board for the project tonight.

LD reviewed the financials with the board. Showed the 2021 budget and actuals. We received \$25,150.00 less from the PRRD this year. It will show-up at yearend as a budget cut. This money was reallocated by PRRD to help fund the public engagement and/or referendum if we had to go that route. As of the end of August 2021 we show that we still need \$269,593 before we max out on our annual expense budget. When PRRD gave us a lump sum instead of paying monthly installments, DB and LD transferred some of the money into the HISA Contingency Fund as per the boards motion. At the end of last year, the HISA

Contingency Fund was earmarked for the new library, the HISA for furniture and fixtures, and the HISA Fundraising for the children's area. Note that some of the accounts made interest prior to Covid; the interest rates have been very low this last year. With exception to \$45,000 from Enbridge and \$20,000 fundraised to go towards the children's area it is thought that the majority of funds in the reserves came from prior years surplus and donations.

Discussion about what is included in the new library, how much of the staff area will be millwork and how much will we need for furniture and fixtures. We want to ensure we are able to furnish the building and run programming. TM assured we will not be on our own, that it is part of the scope of work.

DR mentioned that PRRD will be working with the Civic Properties Commission on a maintenance agreement for the library. PRRD will also be creating a capital reserve fund to ensure things are replaced in a timely manner.

Discussion on what budget amounts may increase in the new building such as utilities and janitorial.

With this large amount of funds the board would like to make sure we are allocating the funds wisely, that we are transparent, and accountable to the tax payers.

The idea is to get the construction underway, and if need be there are funding options down the road such as grants, fundraising, donations, and short-term borrowing for the furniture and fixtures. We need to find out from Amy what fixed furniture is included with the design. After that is confirmed, we will put together a furnishings budget for the new building.

We will need to establish reserves going into the new building and determine what the board is comfortable with. Typically, libraries have 6 month to a year of their operational budget in reserves. PRRD is around 30%. The nice thing about now receiving funds in a lump sum at the beginning of the year from the PRRD is the library has the funds on hand early in the year for leveraging grant money and/or having to put money up front before the grant money is received.

Question about when and how PRRD would like to receive the funds from the library board. At this time it is not certain, the PRRD is just looking for a commitment of the funds at this point.

The plan is for the new library to be complete within the year of 2022.

Question about what will happen to the current building. Being owned by the District of Chetwynd, they will be the ones to decide what happens to it.

MOVED by DB, SECONDED by ZS-C That the Chetwynd Public Library commits to \$750,000.00 to go towards the construction costs of the New Library building and we will work out the payment timing and amounts with the Peace River Regional District at a later date. – CARRIED

**Adjournment:** MOVED by DR, SECONDED by KW to adjourn the meeting at 8:22pm. – CARRIED

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Board Chair

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Library Director