



# Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

October 25, 2022 – in person and zoom

**Call to Order:** 5:34pm

**Present:**

**In-person:** Tanya Harmacek, Melissa Millsap (LD), Zach Sheridan-Carr, Dan Rose, Kelly Wilson

**Zoom:** Sorene Kampen,

**Regrets:** Skylar Kirschbaum, Krixia Padilla, Janet Wark,

**Agenda:** MOVED by Kelly, SECONDED by Zach That the agenda be adopted. – CARRIED

**Minutes:** MOVED by Zach, SECONDED by Sorene That the minutes of the September 27, 2022 regular board meeting be adopted. – CARRIED

**Treasurer Report:**

Reviewed the Comparison Income Statement, budget and fund spreadsheet, 2023 proposed budget, and 2023 budget preparation package from the PRRD.

MOVED by Zach, SECONDED by Kelly That the treasurer report be received for information. – CARRIED

MOVED by Tanya, SECONDED by Zach That the LD revise the proposed budget keeping all budget items the same as last year and add 4% to wages and email it to all board members for review and approval. – CARRIED

MOVED by Dan, SECONDED by Zach That the LD bring yearend projections to the November meeting. – CARRIED

Dan will inquire about insurance for the new library and the timeline the funds will be released from PRRD to the library for the 2023 budget year.

**Chair – Nil**

**Library Director:**

Update on where we are at with the public libraries accessibility committees and framework and what it may potentially look like. The province has an accessibility working group in place. Delivered the bank draft of \$840,000 to PRRD for the construction of the new library. Launched our Toy Lending Library, families are now able to check out sensory and themed based toys for their children. All Candidates Forum was held at the library. Addition to our regular library programs and library on location, this past month Gloria Millsap did a presentation for our Young@Heart group on the Falkland Island and Kathy Swanson did a meandering meditation. Revised the storybook walk with a pumpkin theme. We offered a free babysitter course and are currently facilitating a free Living Life to Full course through the Canadian Mental Health Association. Staff training for Food Safe and Standard First Aid. Also included was webinars and meetings attended as well as grants, funding,

stats and staff notes. The library received a thank you letter and donation from a couple who visited the library from Pinckney Michigan.

**(NELF) North East Library Federation Representative:**

Kelly's first meeting as the library rep will be on Monday November 21<sup>st</sup> at 7pm via zoom.

**District of Chetwynd – Nil**

**Peace River Regional District:**

Busy time with elections. The last board meeting of this term will be Thursday October 27<sup>th</sup>. New board members will be sworn in on Thursday November 10<sup>th</sup>, there is a mixture of new and old. They will be busy with orientations.

**Library Project Committee:**

On October 11<sup>th</sup> the Advisory Committee met at the library with Amy. The samples and colours are consistent with the design of neutral earth tones. The consensus for the donor wall is to go with the electric screens. It was agreed that their functionality of being able to be updated quickly and having multi purpose use will be nice. With not a lot of wall space due to the windows, the screens will offer versatile use with taking up the least amount of wall space. Construction is on schedule with completion in 2023. PRRD has a camera up and the link is on their website to view the process on the construction. Surerus Murphy has offered to donate some of their office furniture to the library. There is flexibility with materials in order to stay on time and on budget. Our main focus at this time is where we are at with construction and if we are meeting our timelines and are on schedule.

**Fundraising Committee – Nil**

**Friends of the Library – Nil**

MOVED by Tanya, SECONDED by Kelly to accept the reports as presented. – CARRIED

**Adjournment:** MOVED by Dan, SECONDED by Zach to adjourn the meeting at 7:13pm. – CARRIED

**Next Meeting:** Tuesday November 22, 2022 at 5:30pm

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Board Chair

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Library Director