



Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

January 24, 2023 – in person and zoom

Call to Order: 6:09pm

Present In-person: Tanya Harmacek, Larry Houley, Eileen McPherson, Melissa Millsap (LD), Julia Nelson, Zach Sheridan-Carr, Kelly Wilson

Present Zoom: Krixia Padilla

Regrets: Wendy Fontaine, Skylar Kirschbaum, Victoria Peterson, Dan Rose

Agenda: MOVED by Julia, SECONDED by Tanya That the agenda be adopted. – CARRIED

Minutes: MOVED by Julia, SECONDED by Kelly That the minutes of the November 29, 2022 regular board meeting be adopted. – CARRIED

Treasurer Report: Reviewed the Comparison Income Statement and budget and fund spreadsheet.

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

November 02, 2022 LD emailed the proposed budget to the PRRD. The Chetwynd Public Library Board of Trustees asked for an increase this year. The CPL has not asked for nor received an increase since 2015. Due to the increase of library programming the CPL Board of Trustees approved a new Youth Program Coordination position. Recognizing inflation, the CPL Board of Trustees did a 4% Cost of Living Adjustment to wages.

MOVED by Julia, SECONDED by Tanya That we hold off paying the 4% Cost of Living Adjustment to the staff wages until the budget has been approved through the Peace River Regional District, at which time retro pay will be paid to the Chetwynd Public Library Employees as of January 01, 2023. – CARRIED

Chair: Zach is pleased to be filling the roll and adding new people to the library board.

Library Director: Contacted Shannon White and Tim Sheehan with PhoneCo to inform them of the board's decision. Let both PhoneCo and Alexander Security know that Faction Projects would be contacting them in regards to the new library project. Janitorial and Bistro Contracts renewed for another year. Switched our magazine provider from Apollo to EBSCO. Stan Fraser, local Elder, helped us put lights on the tipi and set-up an outdoor dream catcher on the side of the building. We were able to work with the RCMP to resolve a wallet theft that took place in the library. It was nice to celebrate Christmas parties this year. We hosted the Senior and Elder Community Christmas Dinner where we had the opportunity to work and connect with other community members, groups, and organizations as well as held three different children's Christmas parties in the library. Together with Crazy Beans Bistro, we held our 7th Annual Gingerbread House Contest. Barfoot photos and Peace FM held Santa pictures in the library with proceeds going towards the Chetwynd Christmas Bureau. BC Courts and Courthouse Libraries BC presented information sessions on legal reference, forms,

information sources and referrals, and practice case scenarios. Rise Women's Legal Centre held an information session on Creating Safety in BC Courthouses. Family literacy week is January 22nd-29th. This year's theme is "make-it-count" we will be promoting our board games and toy lending library. Also included in the report were stats, grants and funding, library on location, keeping up on regular library duties, continually incorporating fun new ideas into our children's programs and staff notes. Highlighted were the parent and caregiver evening out acrylic pour workshop and glass etching workshop. Welcomed our new Youth Program Coordinator and Library Clerk.

(NELF) North East Library Federation Representative: Need to fill the alternate position. The next meeting will be an in person meeting and will be held in Tumbler Ridge, BC on either May 6th or 7th. LD will send our updated list of Trustees to Babs Kelly to ensure all board members are receiving the BCLTA bulletin to their emails.

District of Chetwynd: Julia will be reporting back to Mayor and Council all the great things at the library. There was a letter sent to council in regards to a deficit. Being a public council meeting this unfortunately received some backlash. Dan is a champion for the new library and hopefully he will be able to explain to Mayor and Council to clarify and ensure there are no misunderstandings going forward.

Peace River Regional District: Nil

Library Project Committee:

1. Update on the budget and grant funding (project is fully covered by grants and no taxation)

Budget for the project was increased in 2022 due to refinement of the costing of building components. The increase will be paid for with additional grant funds through Area 'E' of the Peace River Regional District. As a result of the funding commitments of the partners and the community, the Regional District does not have to borrow funds and increase taxes for the construction of the new library.

Community partner donations:

- Family of Yvonne Elden \$5,000
- Northeast BC Community Foundation Yvonne Elden Fund \$5,215
- Canfor - Chetwynd Sawmill (lumber valued at \$9,335)
- West Fraser - Chetwynd Forest Industries (lumber valued at \$11,858)
- Coastal GasLink \$50,000
- Surerus Murphy Joint Venture \$50,000
- Northern Development Initiative Trust \$300,000

PRRD Electoral Area E, District of Chetwynd & Chetwynd Library Board:

- Electoral Area E Peace River Agreement Reserve: \$2,430,092
- Electoral Area E Community Works (Gas Tax) Reserve: \$735,759
- Electoral Area E Fair Share Reserve: \$235,759
- District of Chetwynd: \$1,000,000
- Chetwynd Public Library Association: \$840,000

TOTAL Capital Budget = \$5,651,825

2. Update on the timeline

Glulam structural beams and columns were delayed from an October delivery date to December, and without these pieces, minimal work could happen on site. The contractor did all they could to prepare for the structure so that when they arrived, work could begin right away. The cold weather snap before and around Christmas also contributed to the delay. Glulam delays have been a problem throughout the construction industry recently. Altogether, the project is delayed 6-8 weeks. The contractor will be looking into making up time in the schedule wherever possible, and will keep the team informed as to the status of the schedule as we continue on. The contractor is working towards completing the building by the end of the summer.

3. Where are we at construction-wise?

Structural beams and columns have been delivered and have been erected on site as of the second week of January. The structural insulated roof panels are expected to be shipped to site the week of January 23. The contractor is working with BC Hydro on exterior access to the electrical room, if the current design does not satisfy BC Hydro requirements a small change may need to be made to the layout to accommodate an exterior access door to this room.

4. What is being worked on?

Contemplated change orders

- Contemplated change order for changes for circulation desk
- Contemplated change order for analog clocks
- Contemplated change order for the donor wall

Utilities

- Phone service
- Internet service
- Security services

5. What's coming next?

Per the schedule, the next big milestones are; completing the structural installation, framing of the walls, installation of roofing, installation of windows, insulation and exterior cladding and masonry work.

Coordination of furniture and equipment planning and purchasing furniture and fittings for the new space should begin soon to accommodate delivery times to site.

6. Tri-Party Agreement

The Regional District has drafted a tri-party agreement for consideration by the District of Chetwynd and Library Board. The District is currently reviewing the agreement and we hope to be able to send it to the Library Board for review in early February and then all parties can follow-up with a meeting together to discuss the agreement. The agreement will outline responsibilities related to the operation and maintenance of the new library building, library funding, etc.

Discussion on the board focussing on next steps for furniture and fixtures and what contracts could potentially be the responsibility of the library board.

Fundraising Committee: Nil

Discussion about the importance of libraries, how they retain new families and bring the community together.

MOVED by Tanya, SECONDED by Krixia That we accept the reports as presented. – CARRIED

Adjournment: MOVED by Julia, SECONDED by Kelly to adjourn the meeting at 7:04pm. – CARRIED

Next Meeting: Tuesday February 28, 2023 at 5:30pm