



Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

February 28, 2023 – in person and zoom

Call to Order: 5:40pm

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

Present Zoom: Krixia Padilla

Regrets: Wendy Fontaine, Skylar Kirschbaum, Eileen McPherson, Julia Nelson

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

Minutes: MOVED by Kelly, SECONDED by Krixia That the minutes of the January 24, 2023 regular board meeting be adopted. – CARRIED

Correspondence: All board members should now be receiving the BCLTA email bulletin. If not let Melissa know and she can send you the link.

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

MOVED by Victoria, SECONDED by Tanya That the treasurer report be received for information. – CARRIED

Dan notified the board that the budget has been approved and the PRRD minutes are posted online.

MOVED by Kelly, SECONDED by Dan That we pay the 4% increase to wages and the retro pay as of January 01, 2023 for the Chetwynd Public Library Employees on the March 2023 payroll. – CARRIED

Chair: Nil

Library Director: Staff completed an annual reflection opposed to a review. More information will be coming our way on the Freedom of Information and Protection of Privacy Act. We are in need of replacing three computers this year. Yearend payroll and compiling information for the annual review is complete. Attended the Work BC Job Fair where we promoted library services, highlighting our free online courses through linkedin learning and Gale. Offered two babysitters courses in January, free to the participants thanks to funding through our Early Years Service Grant. We started facilitating a Youth Living Life to the Full to 11 students at Chetwynd Secondary School. Moving forward with the Accessibility Committee and the other North East Library Federation Directors. We had a visit from the BC Hydro Northern Development Initiative Trust Fund representatives for the seed library. We have been approached by the Human Rights Commissioner to try and set-up a couple of focus groups for them for the end of March. Various meetings including Denise McGeachy, the Library Consultant for the Public Libraries Branch, in regards to the CPL needing to get approval from the Minister to occupy the new PRRD building and Jeff Green and Amy Lievers about identifying furniture options for the new space. Service providers meeting highlighting the Welcome to Chetwynd program and that the library offers a warming and cooling centre during temperature swings. Programs are running

strong and we are offering a few fun events in February (Friday night Flashlight and Baby Welcoming) and have had quite a few class visits. Working towards being able to do library on location at the hospital for the residents. Also included were stats, grants and funding as well as staff notes.

(NELF) North East Library Federation Representative: In person meeting will be held in Tumbler Ridge, BC on Saturday May 6th. Still looking to fill the alternate position if Kelly is unable to attend any of the meetings.

District of Chetwynd: Nil

Peace River Regional District: Wrapping up budgets

Library Project Committee:

We have been invited to a site tour on March 8th at 2:30pm, Kelly will follow-up to ensure this invite is extended to staff and all library board members. The board and staff have been hearing a lot positive feedback and have been engaged in some great conversations with positive questions about the new library. Melissa and Kayla had a zoom call with Amy Livers, the Architect and Jeff Green the Account Manager with Jonathan Morgan and Company to have Jeff's team present some furniture options for the library board to consider. Melissa will follow-up in hopes to have some items to present to the board for their next meeting. Kelly will ensure to follow-up on the microwave and oven.

Zach Sheridan-Carr joins the meeting at 6:04pm

Fundraising Committee: due to the economic downturn of our community with the announcement of the closure of the Canfor Mill, Krixia does not think the timing for fundraising is very good. Once ready to do so she would like to ask the friends group for help and was reassured by the board she would not be shouldering any large fundraising events on her own. The staff took clippings of the library plants, potted them and put them out for a little mini pop up fundraiser.

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

New Items:

The library board reviewed the Tri-Party Agreement from the Peace River Regional District. There was some great discussion, questions and areas asked for clarification.

MOVED by Zach, SECONDED by Victoria That the Library Director follow-up with Trish Morgan with the PRRD to review the areas noted. – CARRIED

MOVED by Victoria, SECONDED by Kelly That we approve the 2022 Provincial Public Library Grant Report submitted by the Library Director. – CARRIED

Discussion on floor maintenance over the Easter weekend, the board agreed it is business as normal until further notice while we are in our current building.

Adjournment: MOVED by Kelly, SECONDED by Dan to adjourn the meeting at 7:05pm. – CARRIED

Next Meeting: Tuesday April 04, 2023 at 5:30pm