



Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

May 09, 2023

Call to Order: 5:25pm

Present: Wendy Fontaine, Tanya Harmacek, Eileen McPherson, Melissa Millsap (LD), Dan Rose, Zach Sheridan-Carr, Kelly Wilson

Regrets: Julia Nelson, Victoria Peterson, Krixia Padilla

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

Minutes: MOVED by Eileen, SECONDED by Kelly That the minutes of the April 04, 2023, regular board meeting be adopted. – CARRIED

Correspondence:

Reviewed the Provincial Public Library Grant letter.

MOVED by Eileen, SECONDED by Zach That we accept Skylar Kirschbaums letter of resignation from the CPL board. – CARRIED

Treasurer Report: Reviewed the Comparison Income Statement, budget and fund spreadsheet and financial statements from our annual review. Also complete is our annual charities report and the SOFI has been submitted to the province by our accountant. For 2022, the Library has an overall deficit of \$783,097 due to mainly paying out \$840,000 to PRRD for the new library building. Once this was adjusted for, our regular operating activities had an annual surplus of \$57,139 after depreciation was accounted for.

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

Chair: Nice to see how the financials turned out. Work has picked up and busy with consultants, but will try to make all the meetings that we may need to have with the construction of the new library this summer.

Library Director: ChetTV did a little televised interview with our Child and Youth Program Coordinators. Two staff are registered to attend the Beyond Hope conference in Prince George on May 15th & 16th. The floor in the bistro and community room were stripped and waxed over the Easter weekend. We are participating in the District of Chetwynd pitch in week on Thursday May 18th (Zach will see about recruiting volunteers). Tentatively approved for our summer student grant through Young Canada Works, put out the job posting. Easter Family Fun Night was a busy night with families participating in an Easter egg hunt, crafts, games, and snacks. The month of April we had 55 participate in the American Sign Language classes with Samuel Heine. We offered children, teen, and adult classes with a social planned for May 03rd to bring all the participants together. The Virtual Kitchen ended with Amanda moving from the community, she will be missed. The Good Food Community Kitchen will run until the end of May. There was a substantial increase in numbers at its last few kitchens. We will be setting out a new story on the same story book walk route we used last year. The seed library kits started going out the end of April. They fill up immediately, there is so much thought and care put into these kits with everything one needs to grow them, this year we have included a book to go along with each theme. Spring programming is

running strong and all programs are full. Mothers' day craft kits will be ready to go. We received grants from Canadian Heritage for Multiculturalism Day, Courthouse Libraries BC for Law Matters, Canadian Mental Health Association for Living Life to the Full, and we are in partnership with Northern Lights College in applying for the Community Adult Literacy Program Grant. Also included were additional grant and funding updates, stats, and staff notes on regular and ongoing operations of the library.

Wendy joined the meeting at 5:43pm

(NELF) North East Library Federation: Kelly and Melissa went to Tumbler Ridge this past weekend for the NELF AGM. It was nice to meet the members in person. It is a group of all the northeast libraries with exception to Dawson Creek; however, there was conversation about seeing if they would like to join now. We have a part time staff, the Director of NELF, that coordinates all the libraries. The benefit is the buying and sharing power between the libraries. We went over our 3-year goals as well as our vision and mission statements. We are keeping in line with what we had. A few ideas from some of the other libraries; Pouce Coupe is holding an emergency preparedness day for environmental emergencies. Kelly would like to attend and will share the information. A couple other things that were discussed were naloxone training and virtual book clubs.

District of Chetwynd: Nil

Peace River Regional District: Regular duties, and busy with fire season. Hoping to get the Grant & Aids out by the end of the month for the groups waiting. Met with Chief and council from both Saulteau First Nations and Doig River First Nations. It was a nice opportunity for collaboration and look forward to having a similar meeting with the Chief and council from West Moberly First Nations.

Library Project Committee:

Have not yet received a project update on the construction timeline. We have forwarded the tri-agreement to our lawyer, Tyler Holte, as per the Ministers requests. He has contacted Trish Morgan with PRRD with some concerns on the agreement.

Fundraising Committee: Instead of summer reading t-shirts the staff decide to order hoodies that they can wear for all events. There was some discussion about selling hoodies as a fundraiser. The board likes the idea of having hoodies on hand to sell as well as taking orders. Because the staff have purple, the colour of literacy, to have a variety of other colours for the public and keep purple for the staff so they can be easily identified.

We have a sample bag coming that we may want to connect with our partners on as swag for the grand opening of the new library. This may be more of a give-away item then retail.

The staff plan to do another plant fundraiser with clippings from the library plants and the left-over seedlings from the seed library.

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

Old Items:

Tri-party agreement, waiting to hear back from PRRD in regard to our lawyers comments.

New Items:

Reviewed and discussed various locations and pieces of furniture for the new library. Still waiting to hear back from PRRD on some items to ensure they are included in the contract budget as originally set out.

There was a recent list given that had some of the items moved to the library board furniture and fixtures budget. Once these items are confirmed it will be easier to determine what we can purchase now and what will have to wait. What makes the most sense and best practice. Brief discussion on accessibility and how that will play into the new building. The architect is aware, there has been some discussion on signage and all the NELF library directors are working together to form the Accessibility Committee so all northeast libraries will be compliant.

Starting in June minimum wage will be \$16.75 per hour. The board decided to increase only those that fall below the minimum wage threshold at this time, as per the BC Government guidelines, and we will look to increase all wages during budget time.

Discussion on the travel per diem and allowances.

MOVED by Kelly, SECONDED by Tanya That we increase our travel rate to the CRA travel amount and accept the meal allowances as presented. – CARRIED

Adjournment: MOVED by Dan, SECONDED by Kelly to adjourn the meeting at 6:50pm. – CARRIED

Next Meeting: Tuesday June 06, 2023 at 5:30pm