



# Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

June 06, 2023

**Call to Order:** 5:32pm

**Present:** Wendy Fontaine, Tanya Harmacek, Eileen McPherson, Melissa Millsap (LD), Julia Nelson, Victoria Peterson, Dan Rose, Zach Sheridan-Carr,

**Regrets:** Krixia Padilla, Kelly Wilson

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

**Minutes:** MOVED by Wendy, SECONDED by Victoria That the minutes of the May 09, 2023, regular board meeting be adopted. – CARRIED

**Treasurer Report:** Reviewed the comparison income statement and budget fund spreadsheet. Let the trustees know that we received paper copies of our SOFI report for anyone that wants one. Annual charities report is signed and will be submitted by our accountant.

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

**Chair:** Nice to see the progress on the construction of the new library and our financials are in good shape.

**Library Director:** Looking into furniture options for the new library, also sourcing out screens for the donor wall, and AED for the new location. Alexander Security is looking into patron counters for us, Phone Co has been in touch regarding installation. Reached out to the District of Chetwynd and PRRD regarding the tendering process for the janitorial contract. Reached out to PRRD on the opening ceremony. Letter of support for the Tansi Friendship Centre in their grant application for program supplies and nutritional snacks for their afterschool groups. Student doing community hours is helping with planting for our seed library. Received 3 new computers as part of the computer upgrade project. Updated liability insurance under one coverage eliminating us having to obtain any special events policies. Chetwynd museum will take a sampler box of the additional old newspapers before we recycle them. Due to the temperature, smoke, and lack of participants we notified the District of Chetwynd that we postponed our pitch-in garbage pick-up day. Spring programs are wrapping up and summer reading club registration is open. We currently have a drop-in Dungeons and Dragons night. We had to move the location of our story book walk and with the permission from the District of Chetwynd it is hung on the spray park fence. Events coming up: National Indigenous Day with the Tansi Friendship Centre at Spirit Park, Aboriginal Day festivities at Saulteau First Nations, Multiculturalism Day Market at the library, soccer wrap-up party at the Rotary Soccer Fields, and Canada Day parade and festivities at the spray park. Also included, meetings, grants, funding and staff notes.

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

**District of Chetwynd:** Nil

Julia joined the meeting at 6:07pm

**Peace River Regional District:** Trish Morgan is no longer working for the PRRD, Kari Bondaroff will be filling in in her absence. There is some controversy on social media right now regarding rural property rights and creating access.

**Library Project Committee:** Still on target for completion date being the end of September 2023. Dan will touch base with Bryna for an update and site visit for library board and staff.

**Fundraising Committee:** Nil

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

**Old Items:**

Tri-party agreement, waiting to hear back. The last report from Trish was she was waiting to hear back from the District of Chetwynd on the changes. Discussion on our lawyer's recommendations for Schedule A and the covenant.

Discussion on Furniture break-down and budgeting for the new library.

MOVED by Dan, SECONDED by Julia That we order the seed library shelving, storage room shelving, book shelving and magazine display bins. – CARRIED

**New Items:** Discussion on what the move will look like to the new building. The library board agrees to hire a moving company. Zach is in the process of looking for one and will keep the library in mind. Please bring any recommendations forward.

**Adjournment:** MOVED by Victoria, SECONDED by Eileen to adjourn the meeting at 6:37pm. – CARRIED

**Next Meeting:** Tuesday August 22, 2023 at 5:30pm

*LD will update the board on any items that may arise before the next meeting date via email.*