



Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

September 26, 2023

Call to Order: 5:34pm

Present: Wendy Fontaine, Tanya Harmacek, Melissa Millsap (LD), Julia Nelson, Walter (John) Puflett (ALD), Dan Rose, Kelly Wilson

Via Zoom: Eileen McPherson,

Regrets: Krixia Padilla, Victoria Peterson, Zach Sheridan-Carr,

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

Minutes: MOVED by Kelly, SECONDED by Julia That the minutes of the August 22, 2023, regular board meeting be adopted. – CARRIED

Correspondence:

MOVED by Kelly, SECONDED by Julia That the letter from Minister Anne Kang be received for information. – CARRIED

Treasurer Report: Reviewed the comparison income statement and budget fund spreadsheet.

MOVED by Julia, SECONDED by Wendy That the treasurer report be received for information. – CARRIED

Julia left the meeting at 5:57pm

Chair: Nil

Library Director: A busy time of posting, interviewing, hiring, and training new staff. The pop cooler stopped working in the bistro. Northern Xposure came to look at it. The pop cooler is irreparable, but he was able to do the fall maintenance to the building. Pam put a callout to borrow one, Dan will see about what may be available through BC Hydro Site C. The 2023/24 program guide is out in both paper and digital form on the CPL website. Narrowing down furniture options, we will have a better idea after we see the space. Donations and memorial donations are being given considerable thought for purposeful purchases. For the digitization of the old newspapers, we are waiting on confirmation from PRRD that our 2023 operating grant has been amended to accommodate 50% of the total cost. Summer reading was a success, we postponed the wrap-up party by one day due to smoke and weather, it was a pizza party with face painting at the splash park, and the District of Chetwynd dropped off the slippery slide, fun was had by all that attended. We held our annual planning day, and some staff received the Naloxone training thank you to Denise Freisen with the Tansi Friendship Centre. We once again ran the Kids' Zone at Harvest Fest, the District of Chetwynd had the bouncy castle present this year. Fall programs will start the beginning of October, they filled up fast many with a waitlist. We will also start back up with our library on location in October in all the schools, preschools, and daycares. The Good Food Community Kitchen starts back up again in October, we were successful in partnership with the Northern Lights College on CALP funding for this program. We will be offering monthly Parent & Caregiver nights as well as teen nights. Magic game night on Tuesdays evenings and Dungeons & Dragons on Thursday evenings. Kathy Swanson offered to host a meandering meditation. The Senior and Elder Community Christmas Dinner

will be Wednesday December 6th at the Royal Canadian Legion, and we are planning in partnership with Crazy Beanz Bistro to host another gingerbread house contest. Together with the Tansi Friendship Centre we attended a baseline meeting to review the initial draft findings of Human Rights in Chetwynd. Also included were stats, grants and funding, and staff notes.

(NELF) North East Library Federation: There are some programs and training coming up that the staff and library board may be interested in, Kelly will be emailing out the information.

District of Chetwynd: Nil

Peace River Regional District: Everyone back from holidays and fall pre budget is underway, the start of another year.

Library Project Committee: We received a construction update as of, September 20, 2023: some drywall work is being finished, painters starting today, sidewalk prepped for concrete pour, canopy knifeblades installed, and gas meter installation scheduled for Sept. 29. The proposed completion date is November 01st. After receiving a contradictory date of mid-November, PRRD will be getting a firm schedule. There was a proposed date for a site tour on Tuesday October 17th at 1:00pm. With this being the first day for the PRRD General Manager the site tour may be changed to October 18th or 20th. Melissa will let the board know as soon as the date and time have been confirmed.

The shelving units were ready to be shipped, Amy asked for them to be delayed and PRRD approved the storage fees. They are now schedule to arrive the last week of October. Melissa will check on the Appliances and see if we can get them delivered the end of October beginning of November.

Proposed dates from the library side, move the server on November 23rd and Alexander Security will be on site the week of November 27th.

Shannon with Phone Co has been in touch with the contractor to ensure they have the phones installed in a timely manner as well.

Discussion on if any feedback was given on the material being used in the bathrooms for the new library.

The board asked Melissa to search out some moving companies and obtain quotes.

Fundraising Committee: The hoodie order will be going in on Tuesday October 3rd.

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

Old Items:

MOVED by Kelly, SECONDED by Tanya That we thank Rotary for the AED and we will recognize them on our donor wall; however at this time we are unable to commit to the room name and would have to get more details on the proposed plaque. – CARRIED

We are still waiting for a response from the Chetwynd Community Arts Council on the funding request for the display cases.

PRRD did not approve the covenant and we met with our Lawyer to discuss the most up-to-date draft of the tri-party agreement. The agreement is written at this time that the library board must provide a large variety of services, however there is no commitment from PRRD on funding to see these services through.

The clause that the Regional District may terminate the agreement at any time for no cause to be effective 24 months after notice is concerning as well. Our Lawyer is in the process of responding to PRRD legal.

There was some discussion as to why the District of Chetwynd would take on the café space tender, but not the janitorial. Perhaps this is an area that may be addressed for potential revision and cost savings for the Regional District. It was also noted that the revenue from the café space is to go into a reserve for capital expenses for the new library.

Adjournment: MOVED by Tanya, SECONDED by Kelly to adjourn the meeting at 7:12pm. – CARRIED

Next Meeting: Monday October 23, 2023, at 5:30pm