



Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

October 23, 2023

Call to Order: 5:30pm

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

Via Zoom: Eileen McPherson,

Regrets: Krixia Padilla, Zach Sheridan-Carr

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

Minutes: MOVED by Kelly, SECONDED by Julia That the minutes of the September 26, 2023, regular board meeting be adopted. – CARRIED

Correspondence:

Enhancement funds from Decoda, and correspondence from Johathan Morgan & Company LTD on the floor scan.

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

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

Discussion on draft 2024 budget for approval to submit to PRRD.

MOVED by Kelly, SECONDED by Wendy That we increase the wages by an additional \$50,000. – CARRIED

MOVED by Wendy, SECONDED by Victoria That we approve the 2024 budget for submission to the PRRD with the amended wage amount. – CARRIED

Chair: Nil

Library Director: Busy onboarding new staff, two new Casuals and a new Children's Program Coordinator. Staff are continuing to network with community partners: promoting Gale courses with WorkBC, attending the National Day of Truth and Reconciliation hosted by the Tansi Friendship Centre, and library on location to all participating businesses, schools, preschools, and daycares. The library is facilitating the planning for the Annual Senior and Elder Community Christmas Dinner. Working on the emergency evacuation plans for the new library. District of Chetwynd conducted sampling of the building. Compiled information on the benefits of libraries to share with the Human Rights Commissioner. Welcomed many new families into the library. Programs are running smoothly most have very lengthy wait lists. A couple of successful class visits, one class helped us put orange hand prints up in recognition of Truth and Reconciliation. A lot of fun was had by all through a library tour, interacting with the library pets, craft station, building station, and a bots station. The visits were topped off with an ice cream treat from the bistro. Also included were stats, grants and funding, and staff notes.

(NELF) North East Library Federation: Nil

District of Chetwynd: Nil

Peace River Regional District: Budgets

Library Project Committee:

Bryna Casey, Community Services Manager with the PRRD shared an update, via email, as to why the Chetwynd library project's substantial completion has been pushed and confirmed that the new turnover date is November 29.

Staff were able to have a site tour on October 17th. It is a beautiful building and staff are excited to soon be occupying the new space. The library board will have the opportunity for a site tour on Tuesday October 24th at 1pm.

Received confirmation that there will be tile around the toilets in the washrooms.

Melissa searched out moving companies, one did a site visit and we are awaiting a quote, still waiting on a site visit from the other. The District of Chetwynd had the public works department do the heavy lifting for their move.

Fundraising Committee: We sold 6 child hoodies and 15 adult ones.

MOVED by Julia, SECONDED by Victoria That we accept the reports as presented. – CARRIED

Old Items:

Received a letter from the Chetwynd Community Arts Council that they are not able to come up with the funds to cover the cost of the display cases.

Discussion on the tri-party agreement, our lawyers' recommendations, and response from PRRD's legal to our lawyer. With the absence of our board chair, it was decided to hold a special meeting on Wednesday November 1st in hopes to have a resolution to the PRRD by the November 3rd deadline.

Adjournment: MOVED by Julia, SECONDED by Kelly to adjourn the meeting at 7:32pm. – CARRIED

Next Meeting: Tuesday November 28, 2023, at 5:30pm, with exception to the Special Meeting on November 01, 2023, at 5:30pm.