



# Chetwynd Public Library

## Regular Board Meeting Minutes – APPROVED

### November 28, 2023

**Call to Order:** 5:34pm

**Present:** Wendy Fontaine, Tanya Harmacek, Melissa Millsap (LD), Julia Nelson, Dan Rose, Zach Sheridan-Carr  
**Via Zoom:** Krixia Padilla

**Regrets:** Eileen McPherson, Victoria Peterson, Kelly Wilson

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

**Minutes:** MOVED by Dan, SECONDED by Julia That the minutes of the October 23, 2023, regular board meeting be adopted. – CARRIED

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

Discussion about the enhancement grants and internally restricted funds by the library board.

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

**Chair:** Although we are not in the new library as of yet, the construction is looking good. Looking forward to reviewing our financials in January.

**Library Director:** Staff had the opportunity to tour the new library site on October 17th. Due to a recent delay in our move and the extended use of our current space, our annual fire alarm testing has been rescheduled for Monday, December 4th. We've submitted our proposed 2024 operating budget to the PRRD. Final revisions to the tri-party agreement have been completed. I've contacted our insurance company to inform them of the upcoming move and made necessary requests. Delivery of appliances has been postponed, and we've notified PhoneCo, ESW, Extreme Signs, DC Moving & Storage, and Alexander Security about the delay. While Alexander Security can proceed with some camera installation and cleanup, activation of the entire system will be delayed until the server is moved, with the new target date being January 17th (with the latest possible date for City Furniture to retain the appliances being January 11th). DOC public works will move the desks and stored items from the district office when we are ready. On the programming front, we've had successful events, including a Halloween party with 40 participants, a well-attended Community Kitchen, full enrollment in all children's programs (with two spots left in I-read). In response to high demand, we hosted two epoxy paint pour nights for parents and caregivers. Our efforts to engage with teens included a youth coffee house where they had the opportunity to play instruments and enjoy snacks together. As we gear up for the holiday season, staff have been diligently planning and preparing for Christmas parties, programs, and festivities. We extend our gratitude to Chetwynd Masonic Lodge 187 for their generous \$500 donation towards the Imagination Library and West Fraser Mills for their \$5,000 donation supporting the Senior and Elder Community Christmas Dinner. The report also includes statistics, grant submissions, and staff notes. Our team is continuously seeking areas for improvement, streamlining processes, and creating new initiatives.

**(NELF) North East Library Federation:** Meeting was held via zoom on November 20<sup>th</sup>. Summary of the NELF strategic priorities. NELF was established in 2007, at that time Dawson Creek did not join. With the Provincial

enhancement funds, NELF will be granting membership to the Dawson Creek Municipal Public Library for the period of January 01, 2024 to December 31, 2026 with continued membership subject to a funding review and appropriate funding from the Public Libraries Branch. There was also an early discussion on merging the Northeast and North Central Federations. The next in person NELF meeting is scheduled to be in Chetwynd in May. The federation is excited to see and meet in the new library.

**District of Chetwynd:** Excited about the new library and what it will be able to provide and do for the community, thinking of the youth in particular and what this new space will mean for them. Mayor and council are on board with a “train of books” publicity photo for when we move into the new library. Excited for the Senior and Elder Community Christmas Dinner. There will be a tree light-up ceremony on Friday December 01<sup>st</sup> from 4-6pm with the merchants downtown. There will be Santa, hot chocolate, gifts, carols. The Chetwynd parade of lights will be on December 8<sup>th</sup>.

**Peace River Regional District:** the month of January will be full of budgets/financials.

**Library Project Committee:** Will be in touch with the contractor to get more information on the delay and to try to get a firm date for the completion of the new library.

Discussion on the move, dates, programing, and logistics.

MOVED by Wendy, SECONDED by Zach That we tentatively book Dawson Creek Moving and Storage LTD at a maximum of \$3,000 a day as verbally quoted. – CARRIED

**Fundraising Committee:** Nil

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

**New Items:**

MOVED by Wendy, SECONDED by Julia That we extend both the janitorial contract with Lori Spoklie and the bistro contract with Crazy Beanz Bistro on a month-to-month basis for the year of 2024 until we move into the new library. – CARRIED

Discussion on janitorial for the new library and the library board owning the cleaning supplies and equipment.

MOVED by Julia, SECONDED by Zach That we approve the purchase of a floor cleaner for the new library up to \$6,000. – CARRIED

MOVED by Zach, SECONDED by Wendy That we approve the janitorial tender and that it goes out in conjunction with the District of Chetwynd tender for the café space. – CARRIED

MOVED by Zach, SECONDED by Wendy That the library hours of operation will go back to its pre-covid hours of Mon-Fri 9am-8pm and Sat & Sun 12-4pm once we take occupancy of the new library, we will continue with the hours as is until then. – CARRIED

**Adjournment:** MOVED by Julia, SECONDED by Tanya to adjourn the meeting at 7:18pm. – CARRIED

**Next Meeting:** AGM & Regular Library Board Meeting, Tuesday January 23, 2024, at 5:30pm.