



# Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

April 09, 2024

**Call to Order:** 5:30pm

**Present In-person:** Wendy Fontaine, Tanya Harmacek, Melissa Millsap (LD), Julia Nelson, Dan Rose, Kelly Wilson, Zach Sheridan-Carr

**Present Zoom:** Krixia Padilla, Victoria Peterson,

**Regrets:** Eileen McPherson

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

**Minutes:** MOVED by Kelly, SECONDED by Victoria That the minutes of the January 23, 2024, regular board meeting be adopted. – CARRIED

**Treasurer Report:** Reviewed the comparison income statement, budget fund spreadsheet and financial reports from our annual review.

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

Dan reported that PRRD approved the budget for the Chetwynd Public Library Operational Grant.

MOVED by Julia, SECONDED by Zach That we approve the 8% wage increases with retro pay as of January 01, 2024 for the Chetwynd Public Library Employees on the April 2024 payroll, and that the creation of the Events Coordinator position be approved. – CARRIED

**Chair:** Still waiting on the new building, but it is looking good.

**Library Director:** Northern Xposure did the spring service and filter changes. Completed all financial and payroll yearend procedures. Replenished our Dementia resources. The newspapers were shipped for the digitization, bounded newspapers are going to be housed at the museum. The floor cleaner and AED for the new library are in. Two staff will be attending the Decoda Conference in Vancouver. Assistant Director has been working on setting up our internal SharePoint, digital registrations, and together with our IT technological updates going forward into the new library. New movie theater owners donated movie passes and the Chetwynd & District Rec Center donated two family swim passes for our children's programs. Quilting Guild would like to make bookmarks for the grand opening of the new library. New library culpability: damage to flooring during the installation of the bookshelves, dealing with this unfortunate situation contributed to additional time and billing from the architect of \$12,000 (which also included sourcing out furniture type options for the new library space, including blinds), issues with the internet going down which has impacted the cameras. (The library already holds the contract with Alexander Security; there are two panels, one for security the other for fire). The moveable walls are still

approximately 8 months out. The Director from the Chetwynd & District Rec Centre is the only one at this time granted access to do visual checks on the mechanical until the deficiency work is done. Ran the Flashlight Fridays again this year. Held our annual Baby Welcoming Party where we celebrated and welcomed 18 babies. Had a fun Easter Preschool Party where 45 preschoolers and their parents/caregivers were in attendance. Parent and Caregiver Make & Takes continue to be popular and our teen programs are going very well. Library on location visits to the schools, preschools, daycares, businesses, and the hospital residents continue to go well. The Good Food Community Kitchen is also a much loved well attended program. We were fortunate to have Stan Fraser run two drum making workshops and we were gifted with three Sauteau First Nations Drummers which added a spiritual depth and cultural meaningful experience for everyone involved. Had the opportunity to meet and learn from Knowledge Keeper Della Owens at the Northern Lights College. Wrapped up winter programs and added to and adjusted our spring programs with most of them filling up the first day. Also included in the report was a couple of incidents, meetings, policy review and development, grants and funding, staff notes and stats.

**(NELF) North East Library Federation:** The next in-person meeting will be in Dawson Creek:

Saturday, May 4

9 a.m. – 1 p.m. – Facilitated workshop on Emergency Planning & Business Continuity (open to library directors and trustees/alternates)

1 p.m. – 2 p.m. – Lunch

2 p.m. – 4 p.m. – LDAG meeting

Sunday, May 5

9 a.m. – 1 p.m. – Facilitated trustee development session (open to trustees, alternates, and library directors)

1 p.m. – 2 p.m. – Lunch

2 p.m. – 4 p.m. – NELF AGM

Kelly went last year and is planning to go again this year; Victoria would like to attend as well.

**District of Chetwynd:** Not a lot to report on at this time, just waiting for the move-in date of the new library.

**Peace River Regional District:** Budget approvals are done. Holiday season is fast approaching, and people are away. There is concern with the fire season. Dan has been part of some of the discussions with Prince George on the conversations around the fire base in Chetwynd.

**Library Project Committee:** There are some deficiencies, the interior consists of items such as: touch ups to paint, washing windows, gate installation at the circulation desk, etc. and the exterior consist of improving drainage on the east side of the building, landscaping etc. The operable walls to be installed when they arrive on site around the end of the year. The budget adjustment was to pay for the additional time the architect worked on furniture items as well as additional time put in due to unforeseen circumstances.

**Fundraising Committee:** We now have an online swag store that can be accessed under merchandise on our CPL website or through our Facebook page.

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

**New Items:**

The janitorial and café tenders will be going out the end of this week with a closing date of Friday May 10<sup>th</sup> at 2pm. Bidders will be contacting Robin Langille from the Chetwynd & District Rec Centre to schedule a site visit.

The board looked over the changes made to the janitorial contract and wanted to ensure there is an “exit clause” for termination and would like the contract to be for one year with the option to extend.

Discussion on the bistro equipment that is owned by the library board.

MOVED by Kelly, SECONDED by Zach That we let the programmers use what they may need and when the café tender is granted that an offer is made to the successor to purchase the bistro supplies. – Carried

Mover is tentatively booked for June 11<sup>th</sup> and 12<sup>th</sup>. Discussion on closing the library for two weeks to complete the move; June 10<sup>th</sup>- 23<sup>rd</sup>. This will be right after the International Chetwynd Chainsaw Carving Competition, the president has been made aware and is good with this date. Target date for the new library to be open to the public is Monday June 24<sup>th</sup>. This will potentially be a soft opening and a grand opening will be discussed at a later date.

MOVED by Kelly, SECONDED by Victora That we purchase a \$200 gift certificate from a local restaurant for Pam Engelland and family. – Carried

**Old Items:**

The AED has arrived, we are waiting until we move-in to install it. The board is happy to see that the staff will be taking one day during the move timeline on evacuation and safety procedures.

**Adjournment:** MOVED by Julia, SECONDED by Kelly to adjourn the meeting at 6:51pm. – CARRIED

**Next Meeting:** Tuesday April 30<sup>th</sup>, at 5:30pm