



# Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

May 28, 2024

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

**Present In-person:** Wendy Fontaine, Eileen McPherson, Melissa Millsap (LD), Victoria Peterson (5:41pm), Dan Rose, Zach Sheridan-Carr, Kelly Wilson

**Present Zoom:** Krixia Padilla

**Regrets:** Tanya Harmacek, Julia Nelson

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

**Minutes:** MOVED by Eileen, SECONDED by Kelly That the minutes of the April 09, 2024, regular board meeting be adopted. – CARRIED

**Treasurer Report:** Reviewed the comparative income statement and budget fund spreadsheet for the end of March 2024, along with a summary for April 2024 month-end. The PRRD has approved our annual operating budget. In accordance with the tri-party agreement, we received 50% of the funds, and based on our annual financial report, the remaining amount will be disbursed on June 1st. Additionally, our annual charity report, GST, and financial statements are complete.

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

**Chair:** Reving up to be busy with the move. Happy with the flexibility of the new space at the new library. We received two tenders, after the reviewing process and negotiations the contract has been awarded to Miranda Anderson with, I Glass Janitorial Ltd.

**Library Director:** Summary: Emailed PRRD our provincial report, financial report and annual stats survey as per the tri-party agreement. Site visit to the new library, there is still deficiency work to be done. The online swag store is only open for the first two weeks of every month. Replenished our library swag. Ordered items to put together some grab & go kits in support of the 72-hour emergency preparedness course put on by our CALP Coordinator and Fire Chief. Process of working with PRRD and the insurance company for our insurance during the transition to the new library. Discussion on sealing the floor for the new library, manufacture specifications state it does not need to be sealed. Donor wall is quite low, concern for viewing and damage. Moving dates have been approved by PRRD and library staff have been granted access. Measured shelving units to order storage bins, and workstations for the grommets. Fire Chief did preliminary walkthrough for occupancy. Site visit from our NELF Federation Director. Communication and sending pictures to PRRD on deficiency work to be done. Internal posting and filled the Events Coordinator position and the Youth Program Coordinator position. Summer Student Position through Young Canada Works and casual position are posted. Working on policy revisions, information sessions for Intellectual freedom and the responsibilities of libraries to protect them. Updated contractors on move to the new library. Met with the Linda Krystina House to see how the library can partner and support. Attended the Centre of Excellence for Children and Youth meeting. Letter in support of our Mayor and Council regarding the Baseline Project. Succeeded in getting our VR's back up and running.

Two staff attended the Decoda Conference in Vancouver, staff worked together to ensure programs ran smoothly during this time. Coding and guitar classes are up and running with rave reviews. Incident with a dog tied up at the entrance of the library, our local bylaw officer and RCMP responded quickly, and we have not yet experienced any further incidents of this nature. Our modem stopped working and we lost internet for a few days, and our printer needed repairs as well. Temperature in the library is either way too hot or way too cold, toilet in the lady's washroom is on its last leg. Participated in the annual Trad Show. We had 35 people utilize the Community Volunteer Income Tax Program, thank you to Ramona! Class visits to the library, Don Titus Students will be visiting the library as part of their MALT (multi age learning time) program. Many upcoming events: Rec Centre Health and Wellness Week, Filipino Independence Day, National Indigenous Peoples Day, Multiculturalism Day, Canada Day, Sauteau First Nations Pemican Days, Summer Reading programming. Training, meetings, library on location, stats, staff notes, grants and funding were also included in the report.

**(NELF) North East Library Federation:** Melissa attended the emergency planning workshop and directors meeting on Saturday, May 4th, in Dawson Creek. Both Kelly and Melissa participated in the trustee development session with Babs Kelly on Sunday, May 5th. The session focused on the purpose and benefits of NELF, emphasizing its group purchasing power and the sharing of ideas and resources. NELF supports board members and library directors through its network. During the AGM, goals and strategies for the upcoming year were reviewed. BCLTA workshops for library board members are available, with the next session scheduled for June 4th from 6:30-8:00 pm. Kelly will ensure all board members receive BCLTA emails.

**District of Chetwynd:** Nil

**Peace River Regional District:** Staff are busy with the EOC.

**Library Project Committee:** Working through the deficiency list. Access has been granted to library staff so that is great and nice to see the janitorial contract secured.

**New Items:** Discussion on Policy Review: The library board will review the presented policies and any additional ones in the next agenda. The board aims to review approximately 10 policies per meeting to ensure thorough coverage. A link to the existing policies on the CPL website is included in the email. The policies attached to the agenda are the draft revisions.

**Old Items:** Melissa requested the library board's assistance with items left at the old library while staff set up the new location for its opening on Monday, June 24th. The board decided that all remaining items should be available by donation. They will help advertise, advocate, and assist with moving and finding new homes for these items. Library board and staff should not get priority to the items. There was also discussion on dumping fees and the District of Chetwynd's expectations regarding the condition of the old building and what items can be sold. Melissa will confirm details with Steve from the District of Chetwynd.

The plan is to focus on moving items to the new library during the week of June 10th and on clearing out the old library during the week of June 17th. All tasks need to be completed by June 23rd.

MOVED by Wendy, SECONDED by Zach That we approve the Pine Valley Seniors Association's request for the book racks, and they must have someone come to pick them up the week of June 17th. – CARRIED

Tentative date for the grand opening is Wednesday September 04<sup>th</sup>.

**Adjournment:** MOVED by Eileen, SECONDED by Kelly to adjourn the meeting at 7:00pm. – CARRIED

**Next Meeting:** Tuesday June 25<sup>th</sup>, at 5:30pm

Following the meeting the library board members had a tour of the new library.