



Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

September 24, 2024

Call to Order: 5:45pm

Present In-person: Wendy Fontaine (6:21pm), Eileen McPherson, Melissa Millsap (LD), Julia Nelson, Dan Rose, Zach Sheridan-Carr,

Present Zoom: Krixia Padilla

Regrets: Tanya Harmacek, Kelly Wilson

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

Minutes: MOVED by Zach, SECONDED by Eileen That the minutes of the May 28, 2024, regular board meeting be adopted. – CARRIED

Correspondence: MOVED by Julia, SECONDED by Dan, that the Chetwynd Public Library Board of Trustees formally accepts the letter of resignation from Victoria Peterson as a Library Trustee. – CARRIED

Treasurer Report: Reviewed the comparative income statement and budget fund spreadsheet for the end of July 2024. Reviewed the donations and capital and expense items associated with the move.

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

Chair: It is great to see the library come together. Has been actively advocating for the library and promoting information sharing regarding this project. This collaborative effort serves as an inspiration for other community groups, demonstrating the power of working together to bring positive initiatives to fruition.

Library Director: The library saw an increase in use by Fort Nelson evacuees, highlighting our role as a community support hub during emergencies.

Decoda Literacy plans to feature our drum-making workshops with Stan Fraser in an upcoming story, showcasing our commitment to cultural education.

The transition to the new library building was complex, involving coordinating movers, resolving door key issues, and addressing deficiencies in the building. Despite these hurdles, the team successfully relocated with a strong focus on maintaining services. We managed to negotiate down moving costs and ensure smooth operations during the move. A huge thanks goes out to staff and volunteers for their tireless efforts throughout the process.

Operational tasks during the move included setting up staff access, managing payroll, and addressing recurring internet connectivity issues. The installation of Telus Fibre greatly improved our connectivity, enhancing our service capabilities.

Throughout the transition, we continued to offer vibrant programming, including a Health and Wellness Night, a Multiculturalism Day celebration, which coincided with our soft opening on June 27, 2024, and Summer Reading Club. We actively participated in community events, such as National Indigenous Day and the Canada Day Parade, maintaining strong engagement despite the move.

Due to paving work affecting accessibility, the Grand Opening of the new library has been postponed. We anticipate high community turnout once paving is complete, along with final installations, such as moveable walls for enhanced meeting space flexibility. The library's new environment has been well-received, with patrons expressing excitement about the updated, welcoming space.

Special thanks go out to Telus, staff, and community members who supported us during this transition. Donations, such as technology items and funds for furniture, have supported our resources. The continuous positive feedback from the community reinforces our efforts to establish the new library as a central, vibrant community hub.

Overall, the transition has been marked by challenges, teamwork, and community support, setting the stage for a thriving future in our new library space.

Stats, staff notes, grants and funding were also included in the report.

(NELF) North East Library Federation: Nil

District of Chetwynd: Although the Northern Development Initiative Trust board members were unable to hold their meeting in the new library due to a lack of privacy until the walls are installed, Julia provided them with an exclusive tour of the new facility. Meanwhile, the demolition tender for the old library building is set to go out next month, with demolition projected to take place this winter.

Peace River Regional District: Budget process is starting up again.

Library Project Committee:

MOVED by Wendy, SECONDED by Julia That we close the Library Project Committee, and we add Safety Items. – CARRIED

Fundraising Committee: Nil

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

New Items:

Moved by Julia and seconded by Wendy that the Chetwynd Public Library Board of Trustees waive fees associated with the Bistro's operations during the first week of June when it was located in the old library, as well as moving-related fees. Furthermore, the Board agrees to transfer ownership of the kitchen supplies currently in use by Crazy Beanz Bistro in the café space to Crazy Beanz Bistro in exchange for a monetary donation to the Chetwynd Public Library, excluding any appliances, including the two fridges located in the storage room. – CARRIED

Discussions:

It was agreed to postpone the exterior window cleaning this fall due to ongoing paving construction and weather permitting. The plan is to engage Palms Window Cleaning for both interior and exterior cleaning as part of the library's annual maintenance schedule. Exterior window cleaning will be conducted twice a year, in the fall and spring, while interior cleaning will align with the annual maintenance project.

Operation hours over the Christmas Holidays, dependant on staff availability. Melissa will report at November meeting. The library primarily closes early on Christmas Eve and Closed on Christmas and Boxing Day.

MOVED by Wendy, SECONDED by Krixia to implement Square for debit and credit transactions. – CARRIED

Consideration was given to implementing direct deposit for payroll in the new year, utilizing the services offered by Lake View Credit Union specifically tailored for non-profit organizations.

Melissa let PRRD and the Architect know about the concerning marks on the ceiling as well as the ongoing water issue at the main entrance when it rains.

We are in the process of testing out a staff scheduling app.

Movable wall installation is delaying our furniture upgrades and occupancy numbers.

Policy revisions will be postponed until the new year, as priority is currently being given to safety inspections and emergency procedures for the new building.

Adjournment: MOVED by Wendy, SECONDED by Julia to adjourn the meeting at 6:57pm. – CARRIED

Next Meeting: Tuesday October 22, 2024, at 5:30pm