



Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

October 22, 2024

Call to Order: 5:43pm

Present In-person: Wendy Fontaine, Eileen McPherson, Melissa Millsap (LD), Julia Nelson, Dan Rose, Kelly Wilson

Regrets: Tanya Harmacek, Krixia Padilla, Zach Sheridan-Carr

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

Minutes: MOVED by Eileen, SECONDED by Kelly That the minutes of the September 24, 2024, regular board meeting be adopted. – CARRIED

Treasurer Report: Reviewed the comparative income statement and budget fund spreadsheet for the end of September 2024.

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

Incamera: 6:17pm-6:52pm

Reviewed the Proposed 2025 Operating Budget

MOVED by Julia, SECONDED by Wendy That the proposed 2025 budget be approved as presented and submitted by the Library Director to the PRRD by the November 1 deadline. – CARRIED

Chair: Nil

Library Director:

In September, the Chetwynd Public Library was bustling with activity as we hosted community events, developed new programs, and managed important building updates. The paving project surrounding the library made substantial progress but created challenges, as the fencing around the area made the building look closed off and limited access for patrons. Delays in the moveable walls have postponed some furniture upgrades. Still waiting on RSA Custom Finishing Ltd. to return to complete the cupboards locks and cabinet installation in the makerspace room.

The library team ensured daily operations ran smoothly. Staff completing First Aid training, learned how to conduct facility inspections, and worked on drafting emergency procedures for the new space. Staff are trialing a new staff scheduling app. In the process of transitioning to online banking for nonprofits and set up a new Square device for patron payments. Will be investing in Deep Freeze software to secure user privacy on public computers.

The library attended the Saulteau First Nations Health Blitz, providing resources, the blood pressure machine, baby scale, and promoting library programs. Staff collaborated on the Income Tax Program,

promoting Conuma Coal's community bulletin on the community calendar, and joined the Tansi Friendship Centre for the Day of Truth and Reconciliation.

Program registration saw over 100 sign-ups on the first day alone. The new digital registration system streamlined the process, allowing programs to fill quickly. Staff are safely escorting children from school buses to the library for after-school programs. Family-friendly events, such as Disney Trivia Night, drew enthusiastic crowds with sundaes and prizes. Family Feud Night did not have sign-ups, though staff plan to reschedule after the paving project concludes. The Good Food Community Kitchen will relaunch in October.

The new meeting space, though limited by wall delays, welcomed free-use requests for other nonprofit organizations from the Hospital Foundation, Rotary, the Wabi Mountain Biking Association, and the Chetwynd Chamber of Commerce.

Other highlights included: Harvest Fest – The library hosted a Kid Zone with games, contests, and a tattoo station, creating a fun, family-friendly atmosphere. Storybook Walk & I-Spy Trail – Despite challenges posed by the paving project, we set up engaging outdoor literacy activities, including a storybook walk and an I-Spy bug scavenger hunt along the trail system behind the library. The walks were extended throughout October, allowing more families to enjoy them. Next year, we plan to start the storybook walk directly from the library for easier access. Class Visit – Staff welcomed students from Muskoti Elementary, offering hands-on activities and sending each student home with special library keepsakes.

Our Young Canada Works Grant final report has been submitted. Staff have researched AI's implications for libraries, continue to brainstorm new programming ideas, and are committed to creative and engaging activities. While some patrons expressed frustration with the paving delays, feedback on the new building itself has been overwhelmingly positive. Also included were staff notes and statistics.

(NELF) North East Library Federation: Thomas resigned from his position and we have a new NELF Director: Abi Ward. There are upcoming workshops through BCLTA

- Oct 23rd – Financial Best Practices
- Nov 05th – Board Succession and Recruitment
- Nov 20th – Financial Processes

District of Chetwynd: Rotary is organizing the downtown tree light up and parade this year. It will be held on Friday November 29th. Confirmed the tentative date for the library grand opening is June 2025. Preparation of the demolition of the old library is in the works.

Peace River Regional District: Budgets and winter safety

Safety Committee:

The Library Board of Trustees appointed Kelly to serve as the representative on the Safety Committee.

- All staff have been re/certified in Standard First Aid and have completed WHMIS training
- SDS binder has been finalized and is up to date.
- Monthly facility safety inspections are being conducted by staff, with a few items identified during recent inspections. These issues have been either resolved internally or reported to the PRRD for action.

Fundraising Committee: Nil

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

New Items:

2024 Business Excellence Awards & Community Civic Awards; Nominated for the Charlie Lasser Spiritus Award.

MOVED by Kelly, SECONDED by Wendy That purchase 4 tickets for those that would like to and are able to attend. – CARRIED

Diary Items:

Palms Window Cleaning

- Ended up sneaking in the external windows on Saturday October 19th right before the snow fall. A couple areas of concern
 - o The amount of water in both vestibules, could potentially be a drainage issue.
 - o Windows will require regular cleaning during the summer months due to calcium buildup from lawn watering and sprinkler use.

Adjournment: MOVED by Julia, SECONDED by Kelly to adjourn the meeting at 7:27pm. – CARRIED

Next Meeting: Tuesday November 26, 2024, at 5:30pm