



Chetwynd Public Library

Regular Board Meeting Minutes - APPROVED

March 23, 2021 – Zoom

Call to Order: 5:39pm

Present: Dana Bergen, Sara Hoehn, Sorene Kampen, Liz Landon, Gloria Millsap, Melissa Millsap (LD), Krixia Padilla, Dan Rose, Zach Sheridan-Carr, Janet Wark

Regrets: Danielle Burt,

Agenda: MOVED by SH, SECONDED by SK That the agenda be adopted. – CARRIED

Minutes: MOVED by SK SECONDED by SH That the minutes of the February 23, 2021 regular board meeting be adopted. – CARRIED

Correspondence: A big thank you to Gloria Millsap for all her years of service. The library board and staff are going to miss her, and wish her and her husband all the best with their move. Our community will miss both of them.

Treasurer Report

Reviewed the Comparative Income Statement.

MOVED by SK, SECONDED by DB That the treasurer report be received for information. – CARRIED

Chair – Encouraged the board members to check out the BCLTA website and what they have to offer for trustees.

Library Director – Report as submitted including stats, social media update, yearend reporting status, thank you gifts for our past library directors and to DB for taking such good care of our library pets. Library programming updates: virtual kitchen, seed library, Friday flashlight, children's art gala, earth day. Meetings attended by LD, update on grants and funding as well as staff notes with update on inventory, parent caregiver make & take, preschool zoom programs, library on location, cataloguing, poster design, displays, craft kits, and regularly sanitizing the premises.

(NELF) North East Library Federation Representative – with GM resigning from the board we will need to appoint two representatives from the CPL board to sit on the NELF board. One to hold the position and the other as their alternate. NELF has already replaced GM's roll as chair with a member from one of the other NELF libraries. NELF meets twice a year, one being in person. Three years ago, it was decided to have each library host the annual meetings at their home libraries opposed to hotels with Chetwynd being the first one. In 2019, our NELF manager who resides in Prince George rented a van and we travelled to Fort Nelson. The next one is scheduled to be in Tumbler Ridge when we can have in person meetings again. In the meantime, meetings are through zoom. There are seven northern libraries that are part of NELF, all except for Dawson Creek. Along with the networking opportunity for the northern libraries, we are able to purchase library items as a consortium, therefore saving money on bulk purchases. There is not a lot of work to do, you are the spokesperson for Chetwynd and it is a great way to learn about libraries.

District of Chetwynd – The District of Chetwynd purchased a duplex to house the new Doctors. Spray park equipment has gone out to tender and an application for a second non-cannabis store in Chetwynd is currently in process.

Peace River Regional District – Budget time is winding down and it is business as normal. DR would like to talk to the District of Chetwynd council about where we are at with the new library.

Library Project Committee – Tenders are out. SH did a bit of a recap on the timeline and planning of the library as well as past discussions in relation to the bistro.

Children’s Area Upgrade Planning Committee – Nil

Fundraising Committee – Nil

Friends of the Library – GM was also the liaison between the board and the friends of the library and we will need to find someone to represent the board. Pre COVID-19 the friends would meet monthly and plan fundraising ideas for the library, some of the friends take on cleaning duties and help-out where they can behind the scenes as well.

MOVED by DB, SECONDED by KP That the reports be accepted as presented. – CARRIED

MOVED by DB, SECONDED by SK That Zach Sheridan-Carr be elected as Trustee for the CPL Board. – CARRIED

LL has agreed to be the representative for the Friends of the Library.

ZS-C has agreed to be the second board representative for the Public Library Advisory Committee. LD will notify the Advisory Committee.

SH and LD will locate a space in the library that can be used to display information about the new library as it progresses.

KP gave an update on the strategic plan. The committee has met and are working towards short and meaningful statements that are motivational and reflect the fulfilling services that we offer. The committee is open to suggestions, especially from the building committee on more specifics with the new library.

MOVED by SH, SECONDED by ZS-C That we restrict the Literacy Project fund and Resource Corner fund accounts for the new library – CARRIED

Bylaws, LD will email out a copy to all members so they can review and we can discuss at a later meeting.

GM thanked everyone and wishes the library board all the best. She had two things that she wanted to ask the board for; one, a CPL library card to give a family member that collects them and two, an invite to the grand opening of the new library.

Adjournment: MOVED by SH, SECONDED by ZS-C to adjourn the meeting at 6:57pm. – CARRIED

Next Meeting: Tuesday April 27, 2021 @ 5:30pm

Board Chair

Library Director