



Chetwynd Public Library

Regular Board Meeting Minutes - APPROVED

March 31, 2020 - Via Zoom

Call to Order: 5:36pm

Present: Dana Bergen, Myra Grodzuik, Sorene Kampen, Gloria Millsap, Melissa Millsap, Krixia Padilla, Dan Rose, Janet Wark

Regrets: Sara Hoehn, Lynda Johnstone, Sherlana Schroeder

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

Minutes: MOVED by DB, SECONDED by DR That the minutes of the February 11, 2020 regular board meeting be adopted. – CARRIED

Treasurer Report – Reviewed the Income Statement for the months of January and February 2020. Grant status update. Provincial Libraries were not successful in their campaign for 20 million in 2020 therefore we will be receiving the same amount as last year. Ministry of Education, we will be getting a onetime only grant to be put towards the enhancement of digital services. Early Years' Service Grant through MCFD, we will continue to receive our funding by adapting our services due to COVID-19. United Way Northern British Columbia grant for our AlphaBITES program, we have asked for an extension and the funds will be used as intended once our programs are back up and running. Young Canada Works is unknown at this time.

MOVED by SK, SECONDED by MG That the Treasurers report be received as information. – CARRIED

Chair – Nil

Library Director – Report as submitted including: stats, yearend audit prep, library programming: Baby Welcoming Party, Cook with Me, Family Flashlight Friday, Valentines activities, Children's Art Gala, library on location at Moberly Lake and the local schools, Little Prairie Elementary School science fair, school class visits, webinars, staff meeting, bistro dishwasher repairs, seniors programs (Young@Heart presentation on Antarctica and computer planning for the seniors at Surerus Place), library displays, welcome to Chetwynd package update, grant reporting update, library closure due to COVID-19, and projects that staff are doing while working from home.

(NELF) North East Library Federation Representative – GM is meeting with our NELF manager to have a meeting about the NELF budget. Our NELF professional development session and board meeting that was scheduled for May 2 in Tumbler Ridge has been postponed. We will hold the NELF AGM via video-conferencing at the beginning of May to approve the SOFI report and elect a new executive. The federation received a grant from the Ministry of Education to go towards supporting the federations operations, achieving its strategic goals and supporting the Ministry's priorities. GM will be reaching out to the board and staff for ideas and suggestions for the funding allocation.

District of Chetwynd – DOC public works crew is busy clearing ditches and culverts. The office is running with minimum staff, following the government and health organizations guidelines, they are taking turns working from home. There is a volunteer list for a grocery delivery service. Anyone available to deliver, or anyone in need of the service of having groceries delivered to them, is encouraged to call the district office.

Peace River Regional District – PRRD has been working with the district to see what the gaps and needs are for groceries and supplies including our First Nations Communities. There is a kitchen in Tom's Lake that has been preparing and freezing meals. Contact the South Peace Resource Society for more information. PRRD supported a Rural Seniors Initiative's pilot project in January to support seniors with meals, grocery delivery, home check-ins and snow removal. The project has been a success and is available for anyone requiring its assistance.

Library Project Committee – We were not successful in receiving the Investing in Canada Infrastructure Program Grant for the new library. We will look at a few other options in the next couple of months.

Children's Area Upgrade Planning Committee – Nil

Fundraising Committee –the Friday Night Market planning committee had their first meeting, however the market is on hold until further notice depending on how things go with COVID-19 as well as how things may be economically for our community.

Friends of the Library – Nil

MOVED by MG, SECONDED by SK That the reports be accepted as presented. – CARRIED

Old and New Business:

Discussion about the Bistro, contract runs from April 01st through to March 31st.

MOVED by DB, SECONDED by MG That we negotiate the Bistro contract with Crazy Beanz Bistro when the library re-opens. – CARRIED

MOVED by MG, SECONDED by SK That the final draft for the vacation policy be included in next month's agenda. – CARRIED

The 71 libraries throughout the province are now closed due to COVID-19. Discussion of the duties staff are doing while working from home and which duties the staff will tackle in the library while ensuring safety and social distancing. With our budget being approved through PRRD we are not looking at layoffs for staff at this time.

MOVED by MG, SECONDED by JW That the ALD request to return to work is denied and her original request to retire and take all outstanding vacation time starting on March 13th stands. – CARRIED

Update on GST designation; we have been determined a municipality for GST purposes therefore we are eligible for 100% rebate.

Update on the janitorial duties and the loss of our fish.

Diary Items:

We are currently in a 5 year lease with the District of Chetwynd which will be up on January 31, 2021.

Adjournment: MOVED by GM, SECONDED by MG to adjourn the meeting at 6:46pm. – CARRIED

Next Meeting: Tuesday April 28th @ 5:30pm – via zoom