



PEACE RIVER REGIONAL DISTRICT

CHETWYND PUBLIC LIBRARY ADVISORY COMMITTEE MEETING MINUTES

WEDNESDAY, MAY 26, 2021

LOCATION Via ZOOM

ATTENDANCE

Directors

Director Rose, Electoral Area 'E'

Committee Members

Sara Hoehn, Chetwynd Library Board - Chair
Councillor Janet Wark, District of Chetwynd
Melissa Millsap, Manager of Chetwynd Public Library
Zach Sheridan-Carr, Chetwynd Library Board

Staff

Trish Morgan, GM of Community Services
Carol Newsom, CAO – District of Chetwynd
Bryna Casey, Parks & Rural Recreation Coordinator
Kyla Traichevich, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 3:03 p.m.

2. DIRECTORS' NOTICE OF NEW BUSINESS

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Rose, SECONDED Committee Member Millsap,
That the Chetwynd Public Library Advisory Committee adopt the May 26, 2021
Meeting Agenda:

- 1. Call to Order**
- 2. Directors' Notice of New Business**
- 3. Adoption of Agenda**
- 4. Adoption of Minutes**
 - 4.1. Chetwynd Public Library Advisory Committee Meeting Minutes of February 3, 2021
- 5. Business Arising from the Minutes**
- 6. Correspondence**
- 7. Reports**
 - 7.1. Chetwynd Library Design Build Contract Award, CS-CLIB-002
- 8. New Business**
- 9. Diary**
- 10. Item(s) for Information**
 - 10.1. Chetwynd Library Advisory Committee Terms of Reference
- 11. Adjournment**

CARRIED



4. ADOPTION OF MINUTES

4.1

Feb 3/21 CLIB Minutes

MOVED Committee Member Sheridan-Carr, SECONDED Director Rose,
That the Chetwynd Public Library Advisory Committee adopt the February 3, 2021
Meeting Minutes.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. CORRESPONDENCE

7. REPORTS

7.1

Chetwynd Library Design
Build Contract Award,
CS-CLIB-002

MOVED Director Rose, SECONDED Committee Member Millsap,
That the Chetwynd Library Advisory Committee receive the report "Chetwynd
Library Design Build Contract Award - CS-CLIB-002", for discussion.

CARRIED

MOVED Director Rose, SECONDED Committee Member Millsap,
That the Chetwynd Library Advisory Committee direct staff to schedule a
committee meeting in early June, prior to the kick off meeting with the architect
and contractor, to discuss the previous design concepts and review previous
documents.

CARRIED

Discussion:

Committee members discussed the report as presented. Staff went over the
phases, contract process and award, and what is expected to happen next based
off the timeline presented. The Committee requested having a meeting prior to
the kick-off meeting for the project. Two (2) doodle polls for June will be sent to
the committee members for a review meeting, and kick-off meeting.

8. NEW BUSINESS

9. DIARY

10. ITEMS FOR INFORMATION

10.1

Chetwynd Library
Advisory Committee
Terms of Reference

MOVED Director Rose, SECONDED Committee Member Millsap,
That the Chetwynd Public Library Advisory Committee recommends to the
Regional Board that a third committee member from the Chetwynd Library Board
may be appointed.

CARRIED



Discussion:

Committee members discussed having a third member from the Chetwynd Library Board appointed to the committee to allow for the overlap of members when current members are leaving, or new members are appointed. Membership of the committee would increase to six (6) members, from five (5). It was also brought to the committee's attention that there may be a conflict of interest with one of the committee members, staff will check into it.

11. ADJOURNMENT

11.1

The Chair adjourned the Meeting at 3:28 p.m.

CARRIED

Director Rose, Electoral Area 'E' Director

Kyla Traichevich, Recorder