



# Chetwynd Public Library

## Regular Board Meeting Minutes - APPROVED

### February 23, 2021 – Zoom

**Call to Order:** 5:30pm

**Present:** Dana Bergen, Sara Hoehn, Sorene Kampen, Liz Landon, Gloria Millsap, Melissa Millsap, Dan Rose, Zach Sheridan-Carr, Janet Wark

**Regrets:** Danielle Burt, Krixia Padilla

**Introductions:** Board introduced themselves and gave reasons why they decided to join the board to our potential two new board members. Most bringing to light, that they believe in the importance of the library and its positive impact in the community.

**Agenda:** MOVED by GM, SECONDED by DR That the agenda be adopted as amended. – CARRIED

**Minutes:** MOVED by JW, SECONDED by DB That the minutes of the January 26, 2021 regular board meeting be adopted. – CARRIED

**Correspondence:** Nil

#### **Treasurer Report**

Reviewed the January 2021 Income Statement.

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

**Chair** – Gifts were delivered to the past CPL Board Trustees to thank them for their years of service.

**Library Director** – Report as submitted including lease agreement with the District of Chetwynd, year end procedures, thank you videos, library on location, Walk & Talk the Peace, maintenance, Imagination Library, family literacy week, baby welcoming, virtual kitchen, seed library, Friday family flashlight, children's art show, meetings, grants and funding, and staff notes.

**(NELF) North East Library Federation Representative** – Reminder that we need a second CPL Trustee for the NELF Board. GM is the Chair of the NELF Board. The second CPL Trustee would only need to attend the meetings in GM's absence, and they would not be expected to chair the meetings. Meetings are typically call of the chair and there is usually only one face to face meeting a year.

**District of Chetwynd** – The District received an NDIT Grant to develop a dog park in the spring. The dog park will be located in the Rotary Park near the soccer fields. There will be more information released on this soon. The New Fire Chief is settling in and there are four new members. Due to COVID half practice on Mondays and the other half on Wednesdays. There are two new Doctors arriving soon, and by the end of March we will have a full compliment of Doctors. Six of them will have three year contracts and one a one year contract with the ability to extend. JW is working on the planning committee for a meals-to-wheels type program in Chetwynd. Board assisted with some contacts that could have some valuable knowledge and information and assist in the development of the program.

**Peace River Regional District** – Wrapping up on Budgets. Made note of the volunteers needed to fill the Dawson Creek Society for Community Living and the food initiative service for seniors. They are currently

serving 50 households (75 people). They hope that the services they currently have will last them until June and renew in July with a 1.7 million dollar initiative.

**Library Project Committee** – On Thursday, February 25, 2021 the committee will be putting in a recommendation to PRRD to issue a new Request for Proposal on a 5 million, 8,000 square foot building. We are looking to build the library for less then the previous budget. With the last RFP, we were on a tight timeline, which may have excluded local contractors from bidding. Thank you to PRRD for all their hard work and support behind the scenes. We are still looking for one more CPL Trustee to sit on the Library Project Committee.

**Children's Area Upgrade Planning Committee** – Nil

**Fundraising Committee** – We will potentially look to do something in the spring, dependant on the regulations and what we may or may not be allowed to do due to the health orders.

**Friends of the Library** – Nil

Discussion on the Virtual Community Kitchen, Baby Welcoming, and Stats.

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

**New Items:**

MOVED by DB, SECONDED by DR That Liz Landon be elected as Trustee for the CPL Board. – CARRIED

Reviewed the fund accounts presented as of December 31, 2020

MOVED by SH, SECONDED by DB That we approve all the fund accounts except the Literacy Project and the Resource Corner. – CARRIED

MOVED by SH, SECONDED by SK That we move \$200,000 from the chequing account into the HISA Contingency Fund – CARRIED

MOVED by SK, SECONDED by LL That we receive the 2020 Provincial Library Grants Report for information – CARRIED

**Old Items:**

French Books – In process

**Diary Items:**

Bylaws – tabled

Library hours of operation received for information.

**Adjournment:** MOVED by SK, SECONDED by SH to adjourn the meeting at 6:47pm. – CARRIED

**Next Meeting:** Tuesday March 23, 2021 @ 5:30pm