



# Chetwynd Public Library

## Regular Board Meeting Minutes - APPROVED

April 28, 2020 - Via Zoom

**Call to Order:** 5:37pm

**Present:** Dana Bergen, Danielle Burt, Sara Hoehn, Lynda Johnstone, Gloria Millsap, Melissa Millsap, Krixia Padilla, Dan Rose, Janet Wark

**Regrets:** Myra Grodzuik, Sorene Kampen, Sherlana Schroeder

### **Directors Notice of Business**

MOVED by GM, SECONDED by SH That we vote in Danielle Burt and Krixia Padilla as Library Board Trustees for the Chetwynd Public Library. – CARRIED

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

**Minutes:** MOVED by DB, SECONDED by LJ That the minutes of the March 31, 2020 regular board meeting be adopted. – CARRIED

### **Treasurer Report**

Reviewed the Draft Year End Financial Statements prepared by Sander Rose Bone Grindle.

MOVED by DB, SECONDED by KP That the Draft SOFI report be approved. – CARRIED

Reviewed the Comparative Income Statement - January 01, 2020 to March 31, 2020

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

**Chair – Nil**

**Library Director –** Report as submitted including: reaching out to the schools, Northern Health, and the service providers, zoom meetings for NELF, CALP, ABCPLD and staff, updates on the library closures, BC's Strategic Plan for Public Library Services, staff working from home, our virtual library, grants, funding and staff notes.

**(NELF) North East Library Federation Representative – Nil**

**District of Chetwynd –** You can view the District of Chetwynd community groups providing assistance for those isolated, quarantined or looking for resource information during the covid-19 pandemic on the District of Chetwynd Facebook page. The official community plan survey is posted on the district website and Facebook page; community members are encouraged to complete it. The bylaw officer has been patrolling the community to ensure that people are following the social distancing orders and so far has found that Chetwynd is really respecting the order.

**Peace River Regional District –** Still working on gaps and needs in the community. Frozen meals are being delivered weekly to both Saulteau First Nations and West Moberly First Nations. There are 35 Elders. This service is available to the residents in Chetwynd as well. PRRD will be reaching out to the Tansi Friendship Centre and continuing with the deliveries in Dawson Creek.

**Library Project Committee – Nil**

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

**Fundraising Committee – Nil**

**Friends of the Library – Nil**

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

**Old and New Business:**

Discussion on the revisions for the vacation policy.

MOVED by DR, SECONDED by GM That employees will be paid for the BC Statutory Holidays. – CARRIED

MOVED by DB, SECONDED by SH That the revised vacation policy be approved . – CARRIED

Discussion about the Janitorial Contract. LD will touch base with the contractor and bring back an hourly rate to be approved by the board.

MOVED by DR, SECONDED by DB That we pay the janitor contract the agreed amount of \$500 for the month of April. – CARRIED

**Diary Items:**

Bistro Lease Agreement

**In-Camera:**

Entered into in-camera meeting at 6:52pm

Resumed regular meeting at 7:05pm

**Adjournment:** MOVED by DB, SECONDED by GM to adjourn the meeting at 7:06pm. – CARRIED

**Next Meeting:** Tuesday May 26<sup>th</sup> @ 5:30pm

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Board Chair

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Library Director