



Chetwynd Public Library

Regular Board Meeting Minutes - APPROVED

May 26, 2020 - Via Zoom

Call to Order: 5:40pm

Present: Dana Bergen, Sara Hoehn, Sorene Kampen, Gloria Millsap, Melissa Millsap, Krixia Padilla, Dan Rose

Regrets: Danielle Burt, Myra Grodzuik, Lynda Johnstone, Sherlana Schroeder, Janet Wark

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

Minutes: MOVED by GM, SECONDED by SK That the minutes of the April 28, 2020 regular board meeting be adopted. – CARRIED

Correspondence: All board members should be receiving the BCLTA bulletins to their emails, if you are not please let DB know and she will ensure you are on the list to receive these notifications and updates. BCLTA is now offering online workshops/courses for their TOPS program.

Treasurer Report

Reviewed the April 2020 Income Statement and the 2019 and 2020 Budget and Actual Comparative Statement.

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

We plan to discuss implementing a formal capital asset policy at our next meeting

Chair – Nil

Library Director – Report as submitted including: welcome to kindergarten, all books are now retrieved from Pine Tree Books, partnered for Chetwynd's first virtual run, air quality testing, staff back in the building cleaning, disinfecting, purging, furnace and cooling units spring service, duct cleaning, quotes for minor repairs (still waiting to come in), weekly zoom meetings with staff, ABCPLD, NELF, CALP, Decoda, Phased reopening of the library following WorkSafe BC guidelines with a COVID-19 exposure control plan in place, grants and funding and staff notes.

(NELF) North East Library Federation Representative – Reallocated funds so each library that is part of the North East Library Federation will receive \$1,000 to go towards online training for their staff. NELF Chair and Director have had some conversations on the impact COVID-19 has had on the libraries within the federation.

District of Chetwynd – Nil

Peace River Regional District – Nil

Library Project Committee – Nil

Children's Area Upgrade Planning Committee – Nil

Fundraising Committee – Nil

Friends of the Library – Nil

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

Diary Items:

Discussion on lease agreement with the District of Chetwynd and the budgeting process for the maintenance policy.

Discussion on the reopening of the bistro. The board would like to know what the regulations are for the bistro to reopen and they would like a copy of the work safe plan before making a decision. How will the library and the bistro manage the shared spaces i.e. washrooms and front entrance hallway? With the library opening at phase 1 starting June 1st, they encourage the bistro to do a takeout as well.

MOVED by DB, SECONDED by SK That the LD contact the owner of Crazy Beanz Bistro to ensure all regulations have been met and safety precautions are in place for what reopening will look like and communicate back to the board for decision prior to the bistro reopening. – CARRIED

MOVED by SK, SECONDED by SH That we pay the janitor a contract rate of \$30 an hour and will revisit this rate once library operations resume and pick-up. – CARRIED

In-Camera:

Entered into in-camera meeting at 7:05pm

Resumed regular meeting at 7:12pm

MOVED by DR, SECONDED by SH That we approve to have our rugs changed out by Spotless Uniform for cost up to \$12,000 annually. – CARRIED

Adjournment: MOVED by SH, SECONDED by SK to adjourn the meeting at 7:15pm. – CARRIED

Next Meeting: Tuesday June 23rd @ 5:30pm both in person and zoom invite will be emailed out.

Board Chair

Library Director