



# Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

May 24, 2022 – in person and zoom

**Call to Order:** 5:34pm

## **Present**

**In-person:** Liz Landon, Melissa Millsap (LD), Krixia Padilla, Dan Rose, Kelly Wilson

**Zoom:** Sorene Kampen, Skylar Kirschbaum, Zach Sheridan-Carr

**Regrets:** Tanya Harmacek, Janet Wark

**Agenda:** MOVED by Kelly, SECONDED by Liz That the agenda be adopted. – CARRIED

**Minutes:** MOVED by Liz, SECONDED by Kelly That the minutes of the April 12, 2022 regular board meeting be adopted. – CARRIED

## **Election of Board Members:**

MOVED by Kelly, SECONDED by Krixia to accept Rachel Janzens letter of resignation from the library board. – CARRIED

MOVED by Kelly, SECONDED by Sorene That Skylar Kirschbaum be elected as Trustee for the CPL Board. – CARRIED

**Treasurer Report:** Reviewed the 2021 yearend SOFI report

MOVED by Zach, SECONDED by Kelly That we allocate \$90,000 to the new library making the boards commitment \$840,000. – CARRIED

Reviewed the Comparison Income Statement and the budget and fund spreadsheet.

MOVED by Sorene, SECONDED by Zach That the treasurer report be received for information. – CARRIED

MOVED by Kelly, SECONDED by Krixia That we approve wage increases within the budget amount as of May 01 – Dec 31, 2022. – CARRIED

MOVED by Liz, SECONDED by Sorene That we approve two Children's Programmer positions both at 30 hours a week starting September 2022. – CARRIED

Discussion on the one-time grant received from the Ministry of Municipal Affairs to go towards Covid-19 Relief and Recovery and Emergency Preparedness. Grant total for the Chetwynd Public Library is \$33,469.16.

**Chair** – Signed off on the SOFI report. A great meeting with the accountant and LD, all went well.

## **Library Director:**

Received a request from BCLTA to present on how to build and strengthen relationships with local, regional and First Nation governments. Would like to follow-up with the Rise Woman's virtual legal clinic

referral process for women. Job postings for Children's Program Coordinator and Summer Student. Plumbing issue at the library, this has happened before and will likely occur again. Discussion with Western Financial Group about liability and our library programs. Assisting with the advertising of Stan Frasers Walk and Talk to bring awareness to mental health. This has given the library an opportunity to network with the Tansi Friendship Centre and Saulteau First Nations. Staff and patrons enjoyed having a baby duck at the library for a week. Support letter for the Boreal Centre for Sustainability. Updating library board signing authority at the Lake View Credit Union. Took part in the District of Chetwynd Pitch-in Week. Thank you to Kelly, Krixia, Victoria Peterson and library staff for helping out. Children's Art Showcase was on display in the library and is currently on display at the Dawson Creek Art Show. Thank you to the Chetwynd Arts Council for funding and Alex Richardson for transporting the pieces to Dawson Creek. Library on location at the schools including Welcome to Kindergarten, it is so nice for the library to be a part of this exciting day for the new students. Staff are working together to keep programs running during the vacancy of the Children's Program Coordinator. The Virtual Vegan Kitchen is currently on hold for a maternity leave. The Good Food Community Kitchen is back up and running. Patrons of all ages have been enjoying the I-spy's put up around the library. We received permission from the District of Chetwynd to put up a fairy walk on the trail between the legion and Wabi Crescent. Also included was upcoming ideas, training, meetings, grants and funding including the LawMatters Grant and staff notes.

**(NELF) North East Library Federation Representative:**

With Rachel's resignation, we need to fill this vacancy. There was a zoom meeting on May 05<sup>th</sup> and the next one will be in person, tentatively set for September 10, 2022 in Tumbler Ridge.

**District of Chetwynd – Nil**

**Peace River Regional District** – All tipping fees for PRRD landfills and transfer stations are waived from June 06 – June 19, 2022 for spring clean up. Have had a few meetings with our First Nations Communities and will be having a meeting with Treaty 8 in June.

**Library Project Committee:**

We have not had any meetings since the last Chetwynd Public Library Regular Board meeting. The architect company has changed its name from Field Lievers to Faction Projects. We are waiting on interior design options from the architect. Kelly has followed up, and waiting to hear back. The formal ground breaking ceremony will be held at the Chetwynd skate park on Friday June 3, 2022 at 3:00pm. Kelly will be speaking on behalf of the library board and advisory committee. PRRD Website and Library Website and Facebook pages have a link for those wishing to make donations to the new library. LD will email the list of furniture, fixtures, and equipment with cost estimates to the library board members.

**Fundraising Committee – Nil**

**Friends of the Library – Nil**

MOVED by Krixia, SECONDED by Zach That the reports be accepted as presented. – CARRIED

**Adjournment:** MOVED by Dan, SECONDED by Kelly to adjourn the meeting at 6:26pm. – CARRIED

**Next Meeting:** Tuesday June 28, 2022 at 5:30pm

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Board Chair

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Library Director