



# Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

August 22, 2023

**Call to Order:** 5:31pm

**Present:** Tanya Harmacek, Eileen McPherson, Melissa Millsap (LD), Julia Nelson, Krixia Padilla, John Puflett (ALD), Dan Rose, Zach Sheridan-Carr, Kelly Wilson

**Via Zoom:** Wendy Fontaine

**Regrets:** Victoria Peterson

**Trustees Notice of Business:** Melissa welcomed our new Assistant Library Director, John to the meeting.

Krixia joined the meeting at 5:35pm

**Agenda:** MOVED by Julia, SECONDED by Dan That the agenda be adopted. – CARRIED

**Minutes:** MOVED by Zach, SECONDED by Eileen That the minutes of the June 06, 2023, regular board meeting be adopted. – CARRIED

## **Correspondence:**

- Letter to the Minister, Honourable Anne Kang
- Enhancement Grant (second one)
- Letter from PRRD Solicitors
- Letter from PRRD Grants Coordinator

**Treasurer Report:** Reviewed the comparison income statement and budget fund spreadsheet.

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

Reviewed the Furniture, Fixtures, and Equipment Budget for the new library.

MOVED by Julia, SECONDED by Tanya That we approve the quote from Extreme Signs 2016 INC for the screens for the donor wall. – CARRIED

**Chair:** Nice to see the progress on the new library.

MOVED by Zach, SECONDED by Dan That the library close on Tuesday September 05<sup>th</sup> for a staff planning day. – CARRIED

Kelly joined the meeting at 6:02pm

**Library Director:** Staff transitions, postings, and new hires. Had to replace the fan motor on the cooling unit and the toilet in the men's washroom. June was a busy month with class visits to the library as well as facilitating the Living Life to the Full course for the Chetwynd Secondary School Mental Health Summit. Staff were busy with events: National Indigenous Day, Soccer Wrap-up, Multiculturalism Day, and Canada Day; all were well attended, and fun had by all. Working closely with the province on compiling all documentation required for the Ministers approval to move into the new library. The library was busy

with evacuees from the Tumbler Ridge fire, it was nice to be able to offer them space for refuge. Summer reading is well underway, we had a lot of positive feedback on the SRC performer Leif David. Our Federation is looking to have him return next year. Another exceptional year for our seed library kits, we used the remaining seedlings to sell as a fundraiser. Library staff have been busy doing inventory. We are part of the Art Walk again this year. Marleta Erickson will be our community representative for the Accessibility Committee. Update on grants and funding, meetings, training, stats, and staff notes.

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

**District of Chetwynd:** Council approved 50% for the historical digitization of the newspapers for the Chetwynd Public Library. Julia has put out the idea of a book chain with the community as a fun photo/video clip when we move into the new library. It would be a fun and exciting way to engage the community.

**Peace River Regional District:** Nice to see the report and happy to be partnering with the District of Chetwynd on the digitization project for the newspapers. It has even sparked some interest within the PRRD on how they may proceed with some of their past documents. The exterior of the library looks great, the siding selection is really nice.

**Library Project Committee:** Kelly asked for an update meeting with the Advisory Committee; however, with Trish no longer the project coordinator, and summer, as well as other unforeseen circumstances it was bad timing. As per the libraries act, we have been in consultation with our lawyer for the tri-party agreement. Occupancy is now November 1<sup>st</sup>. We have been receiving a lot of positive feedback from the community. It would be nice to get a bit more information to be able to confidently answer general questions. The following is an update as of the end of July:

- The drywall is up, and the mudding and taping is ongoing.
- The HVAC will be finished up next week.
- The exterior cladding is being put up.
- Exterior fill for the sidewalks is upcoming.
- The gas line is ready for the meter but has not yet been installed.
- The BC Hydro connection at the Rec Centre is complete, and the installation across the parking lot is to follow.
- The Telus line will have its own trench from the electrical room to N. Access Road.
- Faction has been working on the Furniture, Fixture and Equipment with Melissa, and has been getting the interior and exterior signage quotes.

Once the tri-agreement is complete the tender/contract for the café will go out.

Discussion on the material around the toilets, Melissa will touch base with the contractor and Bryna to see where this is at.

**Fundraising Committee:** The staff have been getting quite a few compliments and inquiries on the library hoodies, they are super comfortable. The board is in favour of preselling hoodies as a promotional fundraiser for the library.

Krixia will be leaving for university in the fall and would be more than willing to help out with fundraising but would like another board member to replace her as the library board fundraiser rep on the subcommittee.

MOVED by Eileen, SECONDED by Dan That we accept the reports as presented. – CARRIED

**Old Items:**

Tri-party agreement, earlier discussion. It is currently being reviewed by the District of Chetwynd legal, Melissa and Kelly will be meeting with our lawyer on the final few areas in question. It appears to be a good document, once put to practice it is understandable there may be potential adjustments.

**New Items:** Draft janitorial contract was presented for feedback.

**Adjournment:** MOVED by Kelly, SECONDED by Eileen to adjourn the meeting at 7:11pm. – CARRIED

**Next Meeting:** Tuesday September 26, 2023, at 5:30pm