



# Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

November 26, 2024

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

**Present In-person:** Wendy Fontaine, Eileen McPherson, Melissa Millsap (LD), Julia Nelson, Dan Rose, Zach Sheridan-Carr

**Regrets:** Tanya Harmacek, Krixia Padilla, Kelly Wilson

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

**Minutes:** MOVED by Julia, SECONDED by Dan That the minutes of the October 22, 2024, regular board meeting be adopted. – CARRIED

**Treasurer Report:** Reviewed the comparative income statement and budget fund spreadsheet for the end of October 2024.

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

Deferred motion on restricting funds until we have actual yearend amounts.

**Chair:** It is great to see that we are nearing the installation of the moveable walls and the completion of the deficiency work. I appreciate staff being right on top of the facility checks and the proactive approach being taken to address the corrective measures.

## **Library Director:**

Final grant reports were submitted for the Kids Sprouts Seed Library, AlphaBITES, and LawMatters programs. We applied for a third round of AlphaBITES funding and submitted a new application for the CPL Community Crafting Program, supported by letters from Saulteau First Nations, the Chetwynd Community Arts Council, and the Chetwynd Chamber of Commerce. The library also applied for Celebrate Canada funding for Multiculturalism Day. Additionally, the library submitted its annual operating grant to the Peace River Regional District. Letters of support were provided for the District of Chetwynd's Active Transportation Infrastructure Grant and the Arts Council's NDIT BC Hydro GO Fund application for their Circus Camp program.

Recruitment for the Youth and Children's Program Coordinator positions was completed following staff resignations. New hires, Isabella Parsons and Jodi Ballinger, have joined the team. Most staff have completed WHMIS and have re/certified their Standard First Aid. The library is working on integrating Sage Payroll to facilitate direct deposits. Issues with the photocopier have been resolved, and the library is addressing outdoor lighting concerns with Rec Centre staff. The lighting system, which is on a timer, requires adjustments as the days grow shorter to ensure the lights remain on and prevent the library from being mistakenly thought of as closed.

Moveable walls are in the process of being shipped, and the library is awaiting confirmation of the installation date. Other ongoing work includes ceiling repairs, gutter replacement, and cabinet installation in the maker space room. Alexander Security will be on-site to install new cameras and set up alarms for the emergency exits.

Attended the Healing the Land Conference hosted by Saulteau First Nations, connections were made with Twin Sisters Nursery to explore potential collaboration opportunities for the seed library. The library hosted a successful preschool Halloween Party and launched new programs such as Library Loungers, author readings, and game nights.

Plans for Christmas events include participation in the Community Light-up Parade on November 29, Children's Christmas Celebrations on December 10 and 11, and the Senior and Elder Community Christmas Dinner on December 12, funded by West Fraser. The dinner will feature entertainment and festive activities at the new library. Additionally, the 9th Annual Gingerbread & Candy House Contest will take place from December 1-16. Library staff have also been invited to participate in the Family Conuma Coal Christmas Parties where they will facilitate games and activities for the kids.

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

**District of Chetwynd:** Parade of Lights this Friday November 29<sup>th</sup> from 6-8pm. Centralized Downtown, student carolers, popcorn, hotdogs and coffee. Julia will follow-up with the delivery of the outdoor garbage bins.

**Peace River Regional District:** Budgets and the Regional District appointed a new Chair at their AGM, Leonard Hebert

**Safety Committee:** The November 2024 inspection included: unmarked spray bottle, cupboard locks that are broken, a crack in the cement and corrosive parts (potential leak) in mechanical room C. Corrective actions have been taken: ordered shelving for IT items, updated the first aid contact list, and contacting contractors for repairs on various issues, including the ceiling and the south exit door issues. Other observations included minor housekeeping needs in the storage rooms, with plans to move construction materials and bookshelf pieces to the District of Chetwynd building and paint cans to the Rec Centre in a fireproof storage case. PRRD confirmed that the Health and Safety Officer will be taking care of the annual building fire inspections.

**Fundraising Committee:** Nil

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

**Old Items:** Holiday Hours presented to the Board

**Adjournment:** MOVED by Dan, SECONDED by Wendy to adjourn the meeting at 7:25pm. – CARRIED

**Next Meeting:** Tuesday, January 28, 2025, at 5:30pm (AGM and Regular Library Board Meeting)