



Chetwynd Public Library

Regular Board Meeting Minutes - APPROVED
September 22, 2020 - Zoom & In person at the library

Call to Order: 5:31pm

Present: In person: Dana Bergen, Sara Hoehn, Gloria Millsap, Melissa Millsap, Dan Rose. Via zoom: Danielle Burt, Sorene Kampen, Krixia Padilla, Janet Wark. guests: Pam Engelland, Carlene Smith, Lori Spoklie

Regrets: Myra Grodzuik, Sherlana Schroeder

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

Minutes: MOVED by SH, SECONDED by GM That the minutes of the June 23, 2020 regular board meeting and the August 25, 2020 special meeting be adopted. – CARRIED

Pam Engelland with Crazy Beanz Bistro presented to the board with how things have been going for the bistro during this time of Covid. She is wondering what the boards expectations are for the bistro and inquired about what the new library will look like. Discussion about budget, safety measures during Covid, reduced hours, no in-house library programming at this time, contract and memorandum of understanding. The bistro and library have an excellent working relationship. The high usage times are during Chetwynd Secondary School recess and lunch breaks. Pam is asking the students to pre-order so they can come, pay, grab and go.

Lori Spoklie presented to the board with how things have been going with the janitorial services during Covid. Discussion on the janitorial duties and the impact if any that Covid has caused due to the low flow of traffic and heightened disinfecting. The board thanked Lori for working with the library throughout the Covid closure and the gradual reopening.

Correspondence: Letter of resignation from Lynda Johnson

Treasurer Report

Reviewed the Comparative Income Statement.

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

Chair – Reminder to look at the monthly BCLTA bulletins. They have some upcoming online courses and webinars that the board members may be interested in signing up to take.

Library Director – During this time of Covid the library has been present and actively working with our community partners. Library staff helped out with the Walk & Talk the Peace, brought community groups together through the promotion and video for the virtual run and attended the local Farmers Market. The summer reading program was held predominantly through the zoom platform; however the wrap-up party was held at the library on the green space with the fire department making an appearance. Technology grant update, consultant call, and inquiry about fiber optic lines. Library staff have been busy rearranging books within the library. Update on meetings, funding, timeline of opening, and staff notes

(NELF) North East Library Federation Representative – Fall NELF Board meeting will be Wednesday, October 21, 2020.

District of Chetwynd – Nil (Janet's sound was not working and left the meeting)

Peace River Regional District – Budget time.

Library Project Committee – The committee is optimistic and would like to see the construction of the new library break ground in the spring. PRRD had a meeting with Northern Lights College; DR had a meeting with Saulteau First Nations and will be meeting with West Moberly First Nations next week. Discussions on partnerships and what our community partners would like to see in the new library.

Children's Area Upgrade Planning Committee – Nil

Fundraising Committee – Discussion on ideas to raise funds for the new library.

Friends of the Library – Nil

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

New Items:

Bylaws – will add to Diary Items and review at our next meeting.

MOVED by SH, SECONDED by DR That we approve the Covid Closure Policy. – CARRIED

MOVED by GM, SECONDED by DB That we approve the Draft Covid Sickness Policy. – CARRIED

MOVED by SH, SECONDED by GM That Starting in October the library will be open Mon/Wed 9am-5pm Tue/Thu/Fri 9am-8pm and Sat 12pm-4pm and that there are two or three designated times where the public can walk-in without making an appointment. – CARRIED

Discussion: Children under the age of 10 must be accompanied by an adult to enter and use the library. Place a sandwich board outside the library with the Covid policies and library daily schedule. Promote after school care at Little Prairie School. Students using the bistro will exit the library using the back emergency exit by the children's section.

Thank you to Lynda Johnson for her years of service on the Library Board. Since Lynda has already moved, GM will mail a thank you gift to her.

Old Items:

Capital Asset Policy – tabled until next meeting

Diary Items:

Lease agreement with District of Chetwynd – tabled until next meeting

In-Camera:

Entered into in-camera meeting at 7:21pm

Resumed regular meeting at 8:09pm

Adjournment: MOVED by DB, SECONDED by GM to adjourn the meeting at 8:10pm. – CARRIED

Next Meeting: Tuesday October 27th @ 5:30pm both in person and zoom invite will be emailed out.