



Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

February 26, 2025

Call to Order: 5:37pm

Present:

In-person: Tanya Harmacek, Melissa Millsap (LD), Zach Sheridan-Carr, Kelly Wilson

Zoom: Eileen McPherson, Wendy Fontaine,

Regrets: Melanie Berube, Julia Nelson, Krixia Padilla, Dan Rose,

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

Minutes: MOVED by Eileen, SECONDED by Kelly That the minutes of the January 21, 2025, regular board meeting be adopted. – CARRIED

As per January 21, 2025, Annual General Meeting that Tanya and Wendy be officially re-elected at the next meeting they attend where they can officially accept the position.

MOVED by Zach, SECONDED by Kelly That Tanya and Wendy be re-elected for another two-year term (accepted by both) – CARRIED

Correspondence: An email was sent containing links to the Governance Workbook, Trustee Orientation, and Roles & Responsibilities resources from the British Columbia Library Trustees Association (BCLTA) for library trustees. Eileen plans to register for the Board Essentials webinar.

Treasurer Report:

Reviewed the comparative income statement and budget fund spreadsheet. Discussion on donations given to the library and restricted funds. The consensus is to allocate revenue received from the 3D printer prints back into the 3D printer fund account.

MOVED by Kelly, SECONDED by Wendy That the \$120 from the Canadian Online Giving, \$141.93 from the UK Online Giving and \$250 from Monique Winland be allocated to the Seed Library and That the \$1000 received from Conuma Coal via the District of Chetwynd, be allocated to the furniture fund with the understanding that if it is not needed under the furniture fund that the board will restrict it to a library programming fund account. – CARRIED

MOVED by Wendy, SECONDED by Eileen That the comparative income statement and the budget and fund spreadsheet be accepted for information. – CARRIED

Chair: Now that the new library is complete, there has been a noticeable shift from uncertainty to widespread positive feedback. This strong support not only reinforces our role but also sets a positive precedent for future projects, such as the proposed new fire hall. As we approach spring, the community remains relatively quiet. With the ongoing economic downturn, we anticipate increased library usage, as it continues to be a vital resource for residents.

Library Director:

Nick with EWS IT North successfully resolved our server issues and is preparing for a smooth transition to cloud-based storage. Meeting room policies are now finalized, once the walls are complete, we think the

space will be well utilized. Grant efforts have been active, with applications submitted for BC Hydro NDIT funding and a \$5,000 CALP grant secured to support the Community Crafting Program. Building maintenance continues to be a priority. Meanwhile, library programs are thriving; Family Flashlight Fridays in February are in full swing, and community engagement remains strong with increased attendance at gaming nights, Library Loungers, the Crochet/Knitting Corner, and an expanded Lunch & Tales program. Staff notes and program stats were also included in the update.

(NELF) North East Library Federation: The tentative date for the NELF annual in-person meeting and AGM is set to be in Chetwynd for April 27th with some professional development for library directors on Human Rights on Saturday April 26th.

District of Chetwynd: Nil

Peace River Regional District: Nil

Safety Committee: Staff had the opportunity to create the emergency policies through a hands-on discovery method, giving them the opportunity to test out the draft safety procedures. Kelly will review them. Staff will go over the procedures again to ensure everyone feels confident in handling emergency situations.

Fundraising Committee: Staff are preparing the seed library for a potential spring sale, featuring seedlings, books, and surplus furniture.

MOVED by Tanya, SECONDED by Kelly That we accept the reports as presented – CARRIED

MOVED by Zach, SECONDED by Wendy That we approve the 2024 Public Library Grant Report for submission. – CARRIED

Discussion on the remaining incomplete tasks from the one-week shutdown. Ceiling repairs were completed at night throughout the week last week; however, with nighttime lighting, some areas were harder to assess. In daylight, these areas became more visible, allowing for better identification of necessary fixes. The CEO of Acoustic Spaces will visit the library this summer to inspect for any further settling of the sound baffles and make any needed adjustments at that time. The moveable walls are scheduled for completion on March 4th. Outstanding work includes fixing the vestibule doors, replacing gutters, installing shelves in the makerspace room, completing interior cleaning of the ledges and upper windows, and final touch-up painting.

Discussion on the purchase of the Two+ Booth, issues with teens, and switching up the spaces in the library.

Focus will be on completing the operational policies before tackling the strategic plan. The discussion included the potential formation of a subcommittee to assist with the strategic plan, emphasizing an in-house approach without hiring external consultants. The new speaker worked great, made for a more enjoyable engaged meeting for both those present and on zoom.

Adjournment: MOVED by Kelly, SECONDED by Eileen to adjourn the meeting at 6:20pm. – CARRIED

Next Meeting: Tuesday, March 25, 2025, at 5:30pm