



Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

May 27, 2025

Call to Order: 6:08pm

Present: In-person: Wendy Fontaine, Tanya Harmacek, Eileen McPherson, Melissa Millsap (LD), Zach Sheridan-Carr

Present: Zoom: Kelly Wilson

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

Agenda:

MOVED by Wendy, SECONDED by Tanya That the agenda be adopted. – CARRIED

Minutes:

MOVED by Wendy, SECONDED by Tanya That the minutes of the March 26, 2025, regular board meeting be adopted. – CARRIED

MOVED by Tanya, SECONDED by Wendy That the notes from the April 29, 2025, regular board meeting be received for information, as quorum was not met. – CARRIED

Treasurer Report:

MOVED by Zach, SECONDED by Tanya That we approve the SOFI report and 2024 yearend financials prepared by Eclipse LLP Chartered Professional Accountants. – CARRIED

MOVED by Zach, SECONDED by Eileen That the comparative income statement and the budget and fund spreadsheet for March 2025 be accepted for information. – CARRIED

Chair:

Each visit to the library reveals continued improvements, it is exciting to see the space evolving. We are all looking forward to the arrival of the new furniture, which will enhance both comfort and functionality for our patrons. Additionally, the board is supportive of efforts to advocate for the development of a new fire hall in our community.

Library Director:

The library continues to settle into its new space with children's materials and furniture arriving steadily. Main area furniture is set to ship from the warehouse on June 18, and three new computers have been ordered as part of our annual upgrade cycle. The cozy booth has arrived; we are just waiting on a lockable handle to complete the setup. Our annual reporting obligations (SOFI, CSSEA, PRRD financials, programming stats, facility inspection, and capital asset plan) are complete, including clarification on fund balances. The content inventory is finalized, and a request has been submitted to the PRRD for approval to install our interactive sensory play wall. A recent alarm system communication error was resolved and the replaced battery for the floor scrubber finally arrived and was covered under warranty.

Programs are flourishing! Teen Night, Adult Crafting Night, and all the Children's Programs are thriving and well-attended. Children's programs will be wrapping up in June, with our team preparing for an exciting Summer Reading Program to kick off in July.

Staff are busy planning and preparing for a busy line-up of events: our Grand Opening Celebration on Tuesday, June 3 at 5:00pm, National Indigenous Day on Saturday, June 21 (10am-2pm) at the Rotary Soccer Fields, Multiculturalism Day on Friday, June 27 at 5:00-7:00pm, Canada Day Parade on Tuesday, July 1, Pemmican Days on July 12-13, and Pico's Puppet Palace on Tuesday, July 15 at 3pm.

Two staff members will also be attending the Beyond Hope Library Conference in Prince George. Also included were staff notes.

It was nice to share some Canadian stats that library usage overall has seen a significant rise with online visits up by 76% and in-person visits up by 90% since 2020.

(NELF) North East Library Federation:

On Friday, May 23, 2025, Abi Ward, the new Director of NELF, visited our library as part of her tour of NELF member libraries. This was Abi's first time seeing our new space in person, and she was pleased to experience it firsthand. She was joined by our Library Director and two representatives from the Office of the Human Rights Commissioner to network and discuss potential training opportunities for NELF library directors. The group met in our new meeting booth, which offered a comfortable and private setting for their conversation. Abi and our Library Director took part in the celebration of the Fort St. John Public Library's 75th Anniversary on Saturday May 24, 2025

District of Chetwynd: Nil.

It was noted from our last meeting that Julia continues to be a strong advocate for the library and her conversations have been filled with positivity and collaboration. That there is a genuine spirit of teamwork as everyone comes together to clarify roles and responsibilities within the tri-party agreement.

Peace River Regional District: Nil

Safety Committee:

Library staff continue to complete monthly facility inspections as part of our ongoing commitment to the facility and to safety. Following recommendations from Kelly at the last meeting, we've updated all first aid kits to include a dedicated worker-to-worker incident kit. In addition, during our most recent staff meeting, we reviewed WorkSafeBC guidelines regarding who should serve as the designated first aid attendant in the case of worker-to-worker injuries. While all staff are certified in First Aid and able to respond to both staff and patron injuries, this review helped clarify roles and responsibilities.

Fundraising Committee:

Our Books & Blooms Sale is on now until end of day May 28th.

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

New Business:

Reviewed the itinerary and planning for the grand opening. Zach and Kelly graciously declined the invite to say a few words. The Library Board Trustees would like to all be a part of the ribbon cutting.

MOVED by Wendy, SECONDED by Eileen That the Chetwynd Public Library Board approve the renewal of the janitorial services contract with I Glass Janitorial Ltd. for a two-year term beginning June 01, 2025 at the current rate under the same terms and conditions as the original agreement. – CARRIED

Old Business:

MOVED by Tanya, SECONDED by Zach That the Chetwynd Public Library Board approve the planning and delivery of a bird watching excursion to the Little Prairie Community Forest on a date TBD, in partnership with the Community Forest and Standard Bus Company, as outlined in the presented report. – CARRIED

MOVED by Tanya, SECONDED by Zach That the Chetwynd Public Library Board approve the revised Donations Policy and Forms as presented. – CARRIED

Adjournment:

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

Next Meeting:

Tuesday June 24, 2025, at 5:30pm