



Chetwynd Public Library

Regular Board Meeting Minutes - APPROVED
December 01, 2020 - Zoom & In person at the library

Call to Order: 5:42pm

Present: Via zoom: Dana Bergen, Sara Hoehn, Sorene Kampen, Gloria Millsap, Melissa Millsap, Krixia Padilla, Dan Rose, Janet Wark.

Regrets: Sherlana Schroeder. Danielle Burt, Myra Grodzuik,

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

Minutes: MOVED by DR, SECONDED by DB That the minutes of the November 03, 2020 regular board meeting be adopted. – CARRIED

Correspondence: Nil

Treasurer Report

Reviewed the 2019 / 2020 Comparative Income Statement, and the Fund Accounts for the Chetwynd Public Library.

MOVED by DR, SECONDED by DB That the treasurer reports be received for information. – CARRIED

Chair – Touched base with Robyn Fuller about joining the board, she is interested in joining. It is really nice to see all the wonderful Christmas activities that the library has been able to put together and deliver to the public during this time of COVID.

Library Director – Christmas planning; ideas are in the works for our seniors and Elders including having ChetTV to do a video, promoting our Christmas kits, and zoom activities. Paperwork with PRRD is complete to hold the Good Food Community Kitchen at the Moberly Lake Hall. The technology upgrade is almost complete. Alexander Security was on site for the annual inspection. Update on meetings with: NELF, CALP, DECODA, library staff, ABCPLD and professional development sessions, Grants and funding, library timeline since the March 18th closure, and staff notes.

(NELF) North East Library Federation Representative – Will be having a meeting tomorrow about NELF having its own Advantage Collection for Overdrive. This is where all the NELF libraries will share their own audio books and e-books in hopes to shorten the waiting time.

District of Chetwynd – the District of Chetwynd has a new Fire Chief, Dan Golog, who will be starting on December 15th. The District will be putting up the musical tree in the downtown core again this year and staff will be putting up the Christmas lights soon. The plan is to put the ice rink in at Spirit Park.

Peace River Regional District – Budget time and busy implementing the new orders put in by provincial health order.

Library Project Committee – In the process of setting up a meeting with the committee to discuss: where we are at, and next steps.

Children's Area Upgrade Planning Committee – Nil

Fundraising Committee – Nil

Friends of the Library – GM will contact them to see if they would like to have a zoom meeting to connect, share ideas, and see where everyone is at.

MOVED by SK, SECONDED by SH That the reports be accepted as presented. – CARRIED

New Items:

Reviewed the Janitorial Contract.

MOVED by DR, SECONDED by SK That we approve the one year contract with Lori Spoklie for Janitorial duties for the Chetwynd Public Library. – CARRIED

Reviewed the Bistro Contract.

Discussion about adding the dishwasher to the major appliance list, a reduced rate may be negotiated due to unexpected library closures of 24 hours or more, either party may terminate with 90 days' notice, and reviewing the inventory list on an annual basis.

MOVED by DR, SECONDED by KP That we renew the one year lease with Pam Engelland DBA Crazy Beanz Bistro to run the Bistro in the Chetwynd Public Library with the above noted amendments to the contract. – CARRIED

JW left the meeting at 6:36pm

Old Items:

Capital Asset Policy – LD will set-up a meeting with GM, DR and the accountant.

Heat Sensors – have been backdated, hopefully the replacement will still get done in this calendar year.

Diary Items:

Bylaws – tabled

Lease agreement with District of Chetwynd – update given by LD, LD and DR will meet with District of Chetwynd CAO and CFO to review the agreement.

Adjournment: MOVED by DB, SECONDED by SH to adjourn the meeting at 6:51pm. – CARRIED

Next Meeting: AGM & Regular Board Meeting will be Tuesday January 26th @ 5:30pm both in person and zoom invite will be emailed out.

Board Chair

Library Director