



# Chetwynd Public Library

## Regular Board Meeting Minutes - APPROVED

### January 26, 2021 – Zoom

**Call to Order:** 6:26pm

**Present:** Dana Bergen, Danielle Burt, Sara Hoehn, Sorene Kampen, Liz Landon, Gloria Millsap, Melissa Millsap, Erin Murphy, Krixia Padilla, Dan Rose, Janet Wark

**Regrets:** Nil (three vacant positions)

**Agenda:** MOVED by GM, SECONDED by SK That the agenda be adopted as amended. – CARRIED

**Minutes:** MOVED by DB, SECONDED by SH That the minutes of the December 01, 2020 regular board meeting be adopted. – CARRIED

**Correspondence:** Nil

#### **Treasurer Report**

Reviewed the December 2020 Income Statement. Recognition to West Fraser and PRRD for their donations towards the Senior/Elder Christmas Pen Pal gift cards.

MOVED by DR, SECONDED by SK That the treasurer report be received for information. – CARRIED

**Chair** – Would like to thank the library staff for the Christmas card. Recognition gifts for past board members. GM is finalizing something for LJ. DB will get something for MG & SS.

**Library Director** – Report as submitted including recap on the Christmas activities: the 5<sup>th</sup> Annual Gingerbread House Competition with Crazy Beanz Bistro, Senior/Elder Christmas Pen Pals, Family Fun Christmas Kits, Christmas Sensory Kits, Miss Angels Christmas Zooms, Virtual Christmas Story Times, and Sunday Morning Christmas Crafts with Shania. Thank you to all those who helped and to our funders for making our programming possible. For Family Literacy Week – let's be active, and Baby Welcoming we are taking photo submissions to win a prize. We are in the process of; registering families for Flashlight Fridays, planning for a Virtual Community Kitchen, and launching our seed library monthly grow kits. Working on yearend procedures. Facility miss haps of a power outage and fax line down. The fax is the direct line for our alarm security. Reviewed meetings, grants and funding, and staff notes.

**(NELF) North East Library Federation Representative** – Nil

SK left the meeting at 6:46pm

**District of Chetwynd** – Alex Adams, Director of Engineering & Public Works resigned on November 30<sup>th</sup>. They are restructuring the Public Works department and will not be filling this position. Northern Health, Health Service Administrator, Peter Martins has resigned and Melany Maracle has filled the position and will be residing in Dawson Creek. Northern Health has started to vaccinate for COVID-19 in Chetwynd. The high gusty winds have caused some miscellaneous damage to some of the DOC's equipment. The DOC is

trying to secure funding to provide fiber optic connection for increased internet speed and speed test kits have gone out to residents.

**Peace River Regional District** – Working through budgets and working with the broadband group on funding to improve our internet.

**Library Project Committee** – Nil

**Children's Area Upgrade Planning Committee** – Nil

**Fundraising Committee** – Nil

**Friends of the Library** – Nil

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

**New Items:**

Due to the lack of space and the large number of French books in the collection that have minimally been checked out, the staff would like the boards consideration in rehoming the books, or putting the books in storage until we have more space for them.

MOVED by DR, SECONDED by DB That SH evaluate the French book collection and bring a recommendation back to the board. – CARRIED

Update on the Chetwynd Public Library Draft 2021 Budget by DR. The CPL Board submitted a budget request for \$460,150. They anticipate having a surplus from 2020 as a result of reduced expenditures due to shutting down in response to COVID-19 and a substantial financial reserve. Electoral Area Director has decided to provide them with \$435,000 in 2021. This will allow for funds to be allocated to the PRRD budget for additional design work and costs estimates for a new library and costs associated with holding a referendum to obtain approval for borrowing.

Discussion on Board recruitment. With DB and SH timing out soon SH would like to put a recruitment and succession plan in place in order to find leaders who will be a good fit to fill the Chair and Vice Chair roles and make them feel well prepared and supported. Potentially add a short video of what being a board member means to me. SH would like her and DB to do the recruitment and orientation.

MOVED by DR, SECONDED by JW That we create a subcommittee for board recruitment and that SH and DB sit on that committee. – CARRIED

**Old Items:**

Discussion on the Capital Asset Policy.

MOVED by DR, SECONDED by SH That the Computer Equipment Threshold be \$750 with Amortization at 30% Straight Line, Furniture & Fixtures Threshold be \$1,000 with Amortization at 25% Straight Line, and Leasehold Improvement Threshold be \$2,000 with Amortization at 10% Straight Line to be implemented in the 2020 financial statements. – CARRIED

DR, MM, Kevin Franson, District of Chetwynd Director of Financial Administration, and Carol Newson, District of Chetwynd Chief Administrative Officer, met via zoom on December 15, 2020 to review the lease agreement the Chetwynd Public Library has with the DOC.

Library board reviewed the changes made to the lease agreement by DOC CAO, CN and CPL LD, MM.

MOVED by SH, SECONDED by DB That we approve the 5-year lease agreement with the District of Chetwynd as amended. – CARRIED

**Diary Items:**

Bylaws – tabled

Library hours of operation received for information.

**Adjournment:** MOVED by DB, SECONDED by JW to adjourn the meeting at 7:41pm. – CARRIED

**Next Meeting:** Tuesday February 23, 2021 @ 5:30pm

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Board Chair

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Library Director