



Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

January 23, 2024

Call to Order: 5:30pm

Present In-person: Tanya Harmacek, Melissa Millsap (LD), Julia Nelson, Victoria Peterson, Dan Rose, Zach Sheridan-Carr,

Present Zoom: Eileen McPherson, Krixia Padilla, Kelly Wilson

Regrets: Wendy Fontaine

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

Minutes: MOVED by Victoria, SECONDED by Kelly That the minutes of the November 28, 2023, regular board meeting be adopted. – CARRIED

Treasurer Report: Reviewed the comparison income statement and budget fund spreadsheet.

MOVED by Zach, SECONDED by Victoria That the treasurer report be received for information. – CARRIED

MOVED by Victoria, SECONDED by Tanya That the Library Board of Trustees allocate the Provincial Enhancement Grants for the procurement of furniture and equipment for the new library. Additionally, any surplus be directed towards enhancing the furniture and equipment provisions for the new library and in accordance with the tri-party agreement, also contributing to the \$100,000 earmarked for a capital reserve. – CARRIED

Chair: Waiting on the new building, looking forward to seeing the progress. Happy we have the funds to assist with unforeseen expenses and appreciate the work that has been put into the budgeting.

Library Director: In December, the library underwent its annual fire inspection and alarm testing. Kelly Smith is the new Community Adult Literacy Program coordinator with the Northern Lights College. The library is coordinating with PRRD and the insurance company to update insurance policies in preparation for the upcoming move. Staff changes prompted updates to the employee onboarding/start-up package. Yearend payroll pension summaries were completed, and contracts for janitorial services and the bistro were renewed on a month-to-month basis. Digital resources were reviewed to enhance library offerings. Programming included successful Christmas parties comprising of the Senior and Elder Community Christmas Dinner, children's Christmas parties, parent & caregiver Christmas shadow box's, teen wood burning night, and the annual gingerbread house contest with Crazy Beanz Bistro. The library staff also completed hospital volunteer training and delivered gifts to residents. Ongoing activities included small group gatherings for game nights like Magic and Dungeons and Dragons. Future plans involve expanding preschool classes and organizing various programs, including drum making. Also included were meetings, grant updates including success with a BC Hydro Go Fund grant for our Kids Sprouts program and

ongoing submissions for funding from various sources. Positive feedback was received from LawMatters, and the library is actively working on reports and grant applications for continued support and growth.

(NELF) North East Library Federation: With Dawson Creek joining the federation, if the new library is not ready for our May in-person meeting, Dawson Creek has graciously offered to host.

District of Chetwynd: Happy to see the tri-party agreement come together, it will be a great partnership. Has been advocating for the library and is proud of the new building and will be thrilled to see it open.

Peace River Regional District: Budgets, assessments are similar or up a bit for this area.

Library Project Committee: It is looking like the end of March for potential move over. We are looking at a 9-month delay on the movable walls.

Fundraising Committee: Nil

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

New Items:

MOVED by Victoria, SECONDED by Tanya That we accept and approve the 2023 Provincial Public Library Grant Reports for submission to the Ministry of Municipal Affairs (Public Libraries Branch). – Carried

Adjournment: MOVED by Julia, SECONDED by Tanya to adjourn the meeting at 6:48pm. – CARRIED

Next Meeting: Tuesday February 27, 2024, at 5:30pm