

# KITIMAT PUBLIC LIBRARY

## Minutes of the Regular Board Meeting Wednesday, April 27, 2022 At the Library

### **Present:**

Brenda Feldhoff - Chair  
Sam Anderson – Lib. Director/Secretary  
Chris Rinquinha  
Tina Watchorn – Vice Chair  
Joanna Sluyter – NWLF Rep.  
Mario Feldhoff – Council Rep.  
Aileen Ponter  
Misty Johnsen

### **Regrets:**

Deborah Denholm - Treasurer

#### **1. Call to Order**

The meeting was called to order at 7:33 pm.

Motion to accept Aileen Ponter and Misty Johnsen as interim Trustee until the next AGM. It was MOVED by Joanna and SECONDED by Tina. All in favour.

It is noted that new Trustees can be appointed to fill a position that has been made vacant halfway through the year, however, an official election will have to take place at the AGM.

#### **2. Approval of Agenda**

It was MOVED by Tina and SECONDED by Chris to accept the Agenda as circulated.

#### **3. Approval of Minutes**

There was a correction to the minutes of Tina's name on the second page. It was MOVED by Chris and SECONDED by Joanna to accept the minutes of the March 23, 2022 meeting.

#### **4. Correspondence**

MNP Financial statements have been received. These are the third party financial review statements that the Library uses for the District and Government Grants. Sam to confirm if the insurance contains indemnity insurance for the board members.

The BCLTA has workshops on their website for understanding financial statements. Board members are encouraged to take a look. <https://www.bclta.ca/workshops/>

5. **Treasurer’s Report**

It was MOVED by Mario and SECONDED by Joanna to accept the Treasurer’s report as it was submitted.

- Let the minutes show that Brenda, the Chair thanked Deborah for all her hard work over the past 6/7 years as the Treasurer. Deborah has indicated that she will be leaving the Board in May 2022.

6. **Old Business**

- a. **Directors Report:** This is the second week of Sam being in the role of Library Director. Small changes have been implemented and many outreach meetings have been set up to get to know the NWLF and the BC Coop members.
- b. **Hiring Committee Report:** The Committee will continue on for the next 6 months. They are looking at a workshop to help with the transition between the new LD and staff. Possibility of having Amber Brady facilitate from May to October. More information will be available at the next meeting.
- c. **Building Maintenance:** Sam and Chris to work together to establish the needs of the library building. Sam to reach out to Robert at the District to set up a meeting by the end of May. Main concerns are the outside and large windows.

7. **New Business**

- a. **Summer/Winter Hours:** The Library will add more evening hours for the summer. The new schedule will be as follows:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Summer	10-7	10-5:30	10-7	10-5:30	10-7	12-4	12-4
Winter	10-5:30	10-5:30	10-5:30	10-5:30	10-5:30	12-4	12-4

Summer hours will be between May 1-September 30, Winter hours will be October 1-April 30. Sundays in the Winter Hours could be subject to close if the patron stats are low. It was MOVED by Joanna and SECONDED by Aileen to accept the new hours in principle.

- b. **Covid Grant:** The Library was given money from the Government for a Covid Grant. More information will be needed from the Ministry to clearly define the suggestions in the outline. Ideas for this grant include:
  - New Staff and patron computers
  - Tablets for the book catalogues in the stacks
  - Staff training, workshops and conferences
  - New tables with wheels to replace the circular tables
- c. **Strategic Plan:** The old plan will be finished as of 2022. The board to look into the possibility of partnering with Terrace for the mediator that is coming up in October. Chair will send out a report with potential dates for strategic sessions. Sam to circulate the current plan to all board members. To be tabled until the next meeting.
- d. **Summer Reading Program:** The program is a 7 week program that will run from July until August. The Library is looking at hiring 2 summer students for 8 weeks. Sam to talk to Martin at the District about the top-up plan for summer students. Possibility of 2 sessions – Morning for younger children, Afternoon for older children.

- e. **NWLF Conference:** The tentative date is September 16, 2022 in Prince Rupert. This is usually a 2 day conference. More details will be released in the June/July. Sam to look into the funding/budget for additional board members to attend.
- f. **Credit Cards:** It was MOVED by Tina and SECONDED by Joanna that the library obtain a credit card for general use. All in Favour  
It was MOVED by Chris and SECONDED by Aileen that the library obtain a second credit card for the sole use of purchasing postage for Inter-Library Loan parcels. All in Favour.

**8. Next Meeting & Adjournment**

The next meeting will be held on Wednesday, June 22<sup>nd</sup>, at 7:00 pm at the Library.  
This meeting was adjourned at 9:23 pm.