

KITIMAT PUBLIC LIBRARY

Minutes of the Regular Board Meeting

Wednesday, June 22, 2022, 7:30pm - Library

Present: Aileen, Tina, Misty, Brenda, Sam

Regrets: Mario, Joanna, Chris

1. **Call to Order:** Meeting called to Order at 7:30pm
2. **Approval of Minutes of Regular Board Meeting of April 27, 2022.**
Motion to approval the minutes – Aileen, second Tina.
3. **Correspondence:** Nothing to report.
4. **Treasurer's Report:**
 - a. Brenda motioned and nominated Misty to become the Interim Treasurer. Misty accepted the new position. Aileen seconded the motion.
 - b. A couple changes in the treasurer report, there was the creation of some new codes for the COVID grant to show the appropriate revenue sources. Aileen motioned to approve the report, Tina seconded.
5. **Old Business:**
 - a. **Directors Report** – It has been a busy couple of months. Many meetings to get to know everyone involved with the Library, from the NWLF to the Ministry. We have purchased the new tables and love them. They move easily and fold up nicely for storage. All staff and myself have taken a customer service course that was offered by the NWLF. We are using an online platform called Asana to keep track of our daily tasks. There have been little changes around the library including new displays. More shelving changes to happen.
 - b. **Amber Brady** – After talking with Amber, we have decided to do small interviews with every employee so that Amber can better understand the needs of what the library would like for some workshops. Workshops are to start in July and continue in September. These workshops will be 1 hour on Tuesday mornings.
 - c. **Building Maintenance** – After have a meeting with Robert Machial – Deputy Director of Engineering Services, we need to provide a list by October of our top three projects that we would like to see completed in the following year. Sam to talk to Robert about getting the timeline of what projects are supposed to be completed and when.
 - d. **Summer/Winter Hours** – Patrons are happy with the new hours. We have seen an increase of people over the weekends with approx.. 40-50 people per day.
 - e. **COVID Grant** – We have purchased the new tables with the Covid Grant money. We are also looking at updating the computers in the library, updating the phones and purchasing some tech items like wifi adapters for the book catalogues.

- f. **Book Sale** – This is the first book sale since Covid. Our book sale ran from June 17-24, 2022. Currently the book sale has made approx. \$475.20. Next book sale will be the middle of October and we need to look at more publicity for it. Look into the possibility of a book sale billboard for across from A&W. We will need to look at budget, and the Board has agreed to it.

6. New Business

- a. **Strategic Plan** – This will be tabled until the August meeting.
- b. **Summer Reading Program** – The SRC will run from July 5th until August 19th. Activities will take place in the afternoons and Reading buddies will be in the morning. Two high school students have been hired for the summer.
- c. **NWLF Conference** – The conference takes place in Prince Rupert from September 16-17, 2022. Sam, Abigail, Joanna and possibly Misty will be attending.
- d. **Library Pet** – The staff has voted to get a bearded dragon. Hopefully it will be ready by the end of the summer. Sam to create a list of what is needed for the dragon so that patrons can help the library with supplies. Misty motions for the adoption of a Library Pet, second by Aileen. All in favour.
- e. **Moveable Wall Quote** – The moveable wall is starting to fall apart and fall. Sam has reached out to a vendor in Kelowna about the possibility of a new wall. The cost will be between \$30000-50000 for a new wall. We are looking at a mural wall with a magnetic backing for children to interact with in and possibly a white board on the program room side. We will have to approach the District for money for the wall and possibly contact LNG, RTA and other community sponsors for donations in kind.
- f. **NWLF Alt Rep.** – We need to get another Board member as an alternative for this position in case the current chair is unable to make a meeting or conference. Board members to deliberate.

7. Date of Next Meeting: August 24th, 7pm - Library

8. Adjournment – 9:00pm