

# KITIMAT PUBLIC LIBRARY

## AGENDA

**Wednesday, August 24, 2022, 7:00pm - Library**

Attendance: Mario, Joanna, Brenda, Aileen, Sam, Misty

Regrets: Chris

1. **Call to Order:** Meeting called to Order at 7:01pm
2. **Approval of Agenda of Regular Board Meeting of August 24, 2022**  
Motion to approve the Agenda by Aileen, second by Joanna
3. **Approval of Minutes of Regular Board Meeting of June 22, 2022**  
Motion to approve the Minutes by Joanna, second by Misty
4. **Treasurer's Report**  
Nothing to report at this time. Misty to meet with Sam in the middle of October for update and to prepare for the next meeting.
5. **Old Business**
  - a. **HR:** the HR liaison has been emailed and there is no response as of the meeting time. Hopefully will see about her coming in September. No confirmation of dates. Email received and unfortunately due to health reasons, the HR liaison is unable to offer their services at this time.
  - b. **Book Sale:** The next book sale will be held from October 3-12, 2022. We need to make sure we have more advertising. The board would like an advertisement in the Northern Light. Brenda to look into the purchase of a billboard as well (4'x8') to go across from A&W. Posters should be tabloid size instead of letter size. Misty will look into the possibility of adding the poster to the Terrace newspaper.
  - c. **Summer Reading Program:** We hired 2 high school students for the 9 week period to run our summer reading program. We had a total 63 children registered and were averaging roughly 15 kids per day. The summer students also offered reading tutorials and averaged 6 appointments per day. This was our first SRC after COVID and it was well received. Grant money was pervade from the DOK.
  - d. **NWLF Conference:** The upcoming conference will be held in Prince Rupert from September 16-17, 2022. Joanna, Abigail and Sam will be attending. Expense reports will be available.
6. **Director's Report:** See attached.
7. **New Business**
  - a. **Strategic Plan:** Sam talked to Michael Shoop about arranging a meeting date to go over the beginnings of starting our strategic plan. Sam will also look at similar libraries that have already made strategic plans.
  - b. **Moveable Wall Quote:** Quote received and it is \$28000 for the components. Still need to add Labour and possible track installation. Vinyl required for children's

area side and Sam will need to get a quote for that. Bradley's offered a donation for a portion of the wall. The remained will be split between District and Library. Sam to do up a 1 page proposal for council.

- c. **Building Maintenance Committee:** We need to make a committee to go to Council about the building issues that could be updated. Found out that there is no heat on some of the walls in the library. Three options for the library is a retrofit for the boiler system, a new boiler, or a brand new system. Brenda to look into what is required to create a committee. Sam to ask Robert for the Library Building lifeline document. Mario to talk to the Engineering Department as well.
  - d. **Welcome package:** There was talk about working with the Chamber of Commerce about a Welcome package that could be offered in multiple languages. Sam to talk to the Chamber and see if this is an option.
8. **Date of Next Meeting:** Wednesday October 26, 2022. 7pm at the Library
9. **Adjournment:** 8:17pm

## **Director's Report July – August 2022**

At the beginning of the summer, there were some complications with the Summer Reading Program, as there were not many applicants for the position. We did manage to hire 2 students who were starting grade 12 in September. Overall, the Summer Reading Program was greatly received and was a success after 2 years of not being able to run.

After the approval from the Board, the Library purchased a bearded dragon for the patrons and staff. A poll was ran and after a month of voting, the final name for the bearded dragon is Draco. The library had over 250 votes, online and in person.

We purchased a Chaulkboard sign for outside of the library. Every couple of weeks the saying gets updated and we have had positive feedback from the patrons who look forward to seeing our quotes. We have also been changing out book displays in the library and have done many different themes like: Pride, Graphic Novels, One-word titles, Biographies, Summer Reads, and Mystery. These have been circulating more books recently.

There have been many shelving changes throughout the library and this will be ongoing until the start of October. We have moved the Finnish collection to the front of the library for the Finnish Club. We have moved the graphic novels to their own section at the start of the Non-fiction to give the children and youth easier access. The 1<sup>st</sup> reader books will be moved to the front of their shelving unit to allow parents more room to spread out while looking for books. The French collection will also be moved to a more central location. This will hopefully create more circulation.

The summer hours have been well received but of course, as the days become hotter, we have seen less patrons in the library due to patrons going on vacation and the library not having AC for patrons to relax. I have addressed the lack of AC with the engineering department at the DOK and we are pushing forward with a solution.

The interim COVID Recovery Grant report was due in the middle of August and was submitted by myself. We allocated those funds for three different areas in the library. Technology upgrade, accessibility and youth/juvenile readership. To date, we have upgraded the tables to foldable ones on wheels that allow us to change the program room to an open floor plan configuration to match patron needs. We have also bought more Youth and Juvenile graphic novels and fiction books to promote circulation and reading in these age groups. The graphic novels have been well received and have been continually check out