

# KITIMAT PUBLIC LIBRARY

## AGENDA

**Wednesday, October 26, 2022, 7:00pm - Library**

Attendance: Tina, Aileen, Sam, Misty, Chris, and Brenda

Regrets: Mario and Joanna.

1. **Call to Order:** Meeting called to Order at 7:07pm
2. **Approval of Agenda:** Motion to accept by Aileen and seconded by Misty
3. **Approval of Minutes:** Motion to accept by Aileen and seconded by Chris
4. **Treasurer's Report:** Balance sheet and comparison statement were distributed. We still have 3 months until the end of the year and everything is looking good. Board members reviewed the documents. No comments. Motion to accept by Chris and seconded by Aileen
5. **Old Business**
  - a. **HR Update:** Sam is no longer on probation and is now a permanent employee. We had hoped to bring in an HR consultant to help with the transition. Unfortunately, this was unable to happen due to health issues. Maybe look at something in 6 months. We can look at a teambuilding exercise.
  - b. **Book Sale:** The October book sale brought in \$352.55. Need to look at advertising with Northern Light. It was sent to the Newspaper to late. Next book sale for the end of April 2023.
  - c. **Strategic Plan:** Had a meeting with Michael Shoop. It was \$180 per hour. The board agrees that we are going to have our own meeting to see if we can create a strategic plan ourselves. If not, we will reach out to Michael. Strategic Meeting to happen on Tuesday November 1st, at 5:30pm. Sam to send out the strategic plans through emails.
  - d. **Moveable Wall:** Proposal to be put together in time for the council meeting. Push for all the numbers to be completed by Nov 15th. Fundraising steps could be:
    - i. Make any donation – Name goes on a brick on the window (help Draco climb the brick wall in the Children's Area)
    - ii. \$100-249 – Receive your logo as a magnet on the wall
    - iii. \$250-499 – Receive a picture of choice as a magnet on the wall
    - iv. \$500+ - Receive the picture magnet and name on the sponsor wall
6. **Director's Report:** See attached

## **7. New Business**

- a. Welcome Package: Chamber of Commerce. Sam to look into in approaching the Chamber and having some library items in the welcome package, if there is one.
- b. Library Renovations: Dell quote given to the Board. Motion to approve the monitors and computers. Motion to purchase new items by Misty and seconded by Chris.
- c. Accessibility BC Committee: Look at getting more details about the Age-Friendly committee to partner. An email was received from the ABCPLD asking for directors to wait until further instructions come out by the provincial government.
- d. Board Package: This is a Trustee welcome and information package. Sam will have it together for the next meeting for approval.
- e. Policy Updates: Sam to print the old and new policy manuals to the board members for the November 1<sup>st</sup> meeting.
- f. District Budget Meeting: Sam to look up the last budget approval presentation and send out to board members. Sam and Brenda to work together to get the presentation done.

**8. Date of Next Meeting:** Christmas Dinner Meeting Tuesday December 13th. 5:30pm at the Chalet.

**9. Adjournment:** 8:45pm

# **Director's Report**

## **September - October 2022**

September and October have been busy months.

I received a quote for the new moveable wall. We will need to talk about fundraising ideas. I am waiting on the District to give me quote on how much the manpower would cost for demolition and installation. May need to reach out and see if we can access some of the Telethon money for the wall.

We went over the quote for the new carpets. They are in and I have a few concerns that I am talking to Richard from Your Decor about. The bumper pads are missing from 2 of the poles and there are some shelves where you can see the floor because the carpet was cut too short. The staff and I have talked and we are going to butt the two carpets together, rather than have a border between them.

I had an engineering meeting with the District to find out about the heating and AC. Turns out that we are missing heat from half of the building. I followed up with Robert Machial and he is going to present the AC/Heater to the council. If we do not get approved, then we will find an alternate solution for the meantime.

I had a meeting with Michael Shoop about the strategic plan. We will need to discuss as a group the path we want to take forward. Michael is about \$180 an hour.

We partnered with the AFFNO (French Association) and held a puppet play. It was well received and we had roughly 60 attendees.

I took some Dementia training with Northern Health. This was all online over the summer, and finishing in September. There were some good points about how to make your libraries dementia friendly. The only thing we could change at our library is bigger signage, especially for the washrooms.

A Writer in Residence was previously hired, but COVID stopped them from fulfilling their contract. The writer is Robin Rowland and we have been working together to do writing workshops in the school and library. November will be the big push for the writer workshops.

I did talk to Warren Waycheshen from the District about possibly having the library named the Emergency Cooling Centre. This is a push to get a new AC unit, but we both feel that the library is a good choice, since there is Wi-Fi, books and other sources of entertainment available.

I hired a new LA1, Alison Stevenson, who is working on the weekends. She is a high school student and I am really pushing to have enough staff for coverage, as well as, bringing the high schoolers back into the library. We are sadly lacking in our stats when it comes to the young adult age range.

With the removal of the old carpets, we have done some remodeling around the library. The shelves have been physically switched around to give us more room, shelving locations have been moved to highlight specific collections and the graphic novels have been given their own home, rather than being hidden in the non-fiction section. We can take a tour afterwards.

Shawn and I have been working together on some upgrading projects. I have quotes for new computers and monitors and well as Ipads for the stacks. We are also looking at upgrading our telephone lines so we can get newer telephones with simple features like call display.