

# KITIMAT PUBLIC LIBRARY

## AGENDA

**Tuesday December 13, 2022, 5:30pm - Chalet**

Attendance: Tina, Aileen, Sam, Brenda, Cynthia, Mario, and Joanna

Regrets: Chris and Misty.

1. **Call to Order:** Meeting called to Order at 5:51pm
2. **Approval of Agenda:** Motion to accept by Tina and seconded by Aileen
3. **Approval of Minutes:** Motion to accept by Aileen and seconded by Tina
4. **Treasurer's Report:** Balance sheet and comparison statement were distributed. Board members reviewed the documents. No comments.
5. **Old Business**
  - a. **Welcome Package:** Chamber of Commerce. Sam has delivered the hours of the Library bookmarks to the Chamber to add to their welcome packages. The bookmark is double sided with English on one side and French on the other.
  - b. **Strategic Plan:** A strategic plan was given to the board members present. The feedback was positive. Changes to consider, colour was too dark, more personalized pictures for the brochure.
  - c. **Moveable Wall:** To date we have received \$11,000 towards the new wall. We are waiting to hear back from the District about our expenditure approval. Fundraising letters to go out mid-January to ask the community for help with the expenses.
  - d. **District Budget Meeting:** The budget meeting took place on November 28<sup>th</sup>. It was well received and now we need to wait to hear about our approval.
  - e. **Board Package:** This is a Trustee welcome and information package. This should be available to new members at the AGM.
  - f. **Policy Updates:** This will be tabled to the next meeting after the AGM.
6. **Director's Report:** See attached
7. **Date of Next Meeting:** Annual General Meeting Tuesday January 24<sup>th</sup>, 5:30pm at the Library.
8. **Adjournment:** 6:35pm

## **Director's Report**

### **November - December 2022**

The carpet was replaced at the end of October, but we are still waiting on the finishing touches to be completed. The invoice has been received but I am waiting to hear back on a date for the finishes before paying it.

The writer in residence program was a success. There were 5-6 participants in every session and 4 manuscript appointments.

The moveable wall is coming along. I am going to have the fundraising letters available for distribution for the middle of January. We are asking community members to donate monetary amounts to help us make the new wall possible. The installation date will be sometime in October 2023.

I presented the Kitimat Library 2023 budget to the District of Kitimat on November 28<sup>th</sup>. We were asking for an increase of 2.5%. The presentation went very well and we are now just awaiting the verdict.

The policy manual has been completely updated with new wording and policies. There were some policies that were duplicates and removed. The policy manual was given to each board member for review and comparison. This will be the top priority of the next board meeting.

Shawn and I attended a Tech Conference in Vancouver on December 1<sup>st</sup>. It was very informative on how to better keep our servers safe from malware and hackers. We also learned about the new wireless technologies that were available to spruce up our board room. Our biggest interest was the new phones that we could buy and have for the library. Many cordless and conference phones. While these companies did not have an office in the North, they were still willing to work with us and find a partner that could make it work. Our phone lines are very old and need the upgrade.

I have applied for the Canada Summer Jobs grant. The deadline is January 13<sup>th</sup>. We need to wait and see what the outcome of the application is.

I have talked with MEMSS to see if we could create a partnership with the library and have some of our youth books up there for lending. The MEMSS staff seem to be on board but we will need to work out some of the details, including getting our barcodes to work in their system, placement and the choosing of the books.

The Strategic Plan brochure is completed and I am looking for feedback from the board before finalizing it and making it available to the public.

We have many Christmas programs in place over the holidays. Many of the programs have already been filled up. We also partnered with the Métis Association to have a storytime and craft, which was well received. There will also be a fiddler and storytime during the break from the association as well.