

KITIMAT PUBLIC LIBRARY

AGENDA

Tuesday February 21, 2023, 5:30pm - Library

Attendance: Anna, Aileen, Peter, Misty, Tina, Brenda

Regrets: Joanna, Terry, Cynthia

1. **Call to Order:** Meeting called to Order at 5:36pm
2. **Approval of Agenda:** Motion to accept by Misty and seconded by Tina
3. **Approval of Minutes:** Motion to accept by Tina and seconded by Anna
4. **Treasurer's Report:** Balance sheet and comparison statement were distributed. Board members reviewed the documents. Motion to accept by Peter and seconded by Anna
5. **Director's Report:** See attached
6. **Old Business**
 - a. **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 be approved and sent out. Misty and Tina to hand out in service centre, Anna to hand out in the city centre.
 - b. **Provincial Library Grant Request:** The request is due for March 1st, 2023. Sam to send out the finished document to the board members for review before submission.
 - c. **Board Package:** This is a Trustee welcome and information package. This should be available to new members at the AGM. To be completed for the April Meeting
 - d. **Policy Updates:** Final copy to be reviewed and submitted back for February 24th, 2023.
7. **New Business**
 - a. **Bird Watching Kits:** Have been received and need to be catalogued. The extras could go to the Chamber for rental.
 - b. **April Book Sale:** The April book sale will be from April 21st to May 1st, 2023. Tentative Fall Book Sale is September 16-24, 2023.
8. **Date of Next Meeting:** Tuesday April 18th, 2023 at 5:30pm at the Library
9. **Adjournment:** 6:51pm

Director's Report

January – February 2023

The new year brought some new experiences with it.

I attended a couple government meetings to better understand what was required for the government reports that are coming due. The first report was the Provincial Government Grant Request that is due March 1st. I have completed it and am waiting on the board's approval. The second document is the SOFI. I am sourcing out accountants and getting quotes for the work. The third report is the Annual Stats. These are not due til May, but we have started gathering the information required for it.

Marieve and I attended the OLA Super Conference in Toronto at the end of January. It was nice to be able to attend conferences in person again. We made many connections with other libraries and vendors. At the tradeshow, we visited many booths and received free author signed copies of books plus pre-made program kits. All the resources will help us create new content for our patrons. Some of the highlighted programs that we attended were the Youth Expo, Lean Libraries and Gaming in the Library. There were many new ideas and ways to change the library to meet the new demands on the younger patrons.

In February, Shawn and I met with a lot of computer vendors to see if we could get a better deal on security and storage of our library data. This includes the back up of our servers. We are going to be looking at our phone providers to try and get a better rate as well. We need to update our phones at the library.

I finished our strategic plan and presented it to the Board through email for approval. It is now available on website for everyone to view.

I attended the NWLF strategic meeting to give feedback to our federation to what we as a library were looking for. The consensus seems that we want more help with finding grants to help us.

We have many programs going on at the library. The newest addition was Yoga on Saturday mornings. It has been well attended and received. We will look at bringing it back in the Fall once the set is finished.

Lastly, I have been working on updating our policies. Some of the changes were reflected in the pricing and kilometre reimbursement, as well as, creating more inclusive language to better reflect the strategic plan of the Public Libraries government branch. Once the board approves of the policies, it will be printed for patrons at the back counter, added to the website and emailed to all staff.