

# KITIMAT PUBLIC LIBRARY

## Meeting Minutes

**Tuesday, June 27, 2023, 5:30pm - Library**

Attendance: Cynthia, Tina, Misty, Peter, Aileen, Terry, Sam

Regrets: Brenda, Joanna, Anna

1. **Call to Order:** Meeting called to order at 5:30pm
2. **Approval of Agenda:** Motion to accept by Tina and seconded by Misty.
3. **Approval of Minutes:** Motion to accept by Peter and seconded by Cynthia.
4. **Treasurer's Report:** Balance sheet and comparison statement were distributed. Board members reviewed the documents. Motion to accept by Aileen and seconded by Tina.
5. **Director's Report:** See attached.
6. **Old Business**
  - a. **Moveable Wall Update:** The wall is still in the manufacturing stage. We have now been bumped to the third week of November for delivery.
  - b. **SOFI & Charity Report:** The SOFI was submitted on time and the Charity report is due on June 30. It will be submitted by the accountant.
  - c. **Wall Donations:** Our total to date is \$14100.00.
  - d. **Beyond Hope Conference Update:** Cynthia and Sam attended the conference. Reconnections were made with other libraries. Cynthia asked that the Library create a Library service package/brochure to mail out to all houses so that residents know everything that we offer. Sam to draft up a brochure.
  - e. **Library Sign:** Tabled to next meeting.
7. **New Business**
  - a. **Children's Furniture:** We are going to update the furniture in the Children's area. This could cost up to \$10,000 but options will be given to the board to vote on.
  - b. **Library Artwork:** For the mural in the library, Sam has approached the Chamber to get information on doing an Invitation to Artists. Terry will touch base with the Chamber. We are also looking at painting some panels on the outside of the Library. Sam reached out to the local schools to see if students are interested. Sketches will need to be approved by the District first.
  - c. **Enhancement Grant Ideas:** Many ideas have been brought forward. Sam is to confirm with the Engineering department on the weight restrictions on the rafters and if its possible to have a hanging display.
  - d. **Summer Reading Club:** With the help of the Canada Summer Jobs grant, we were able to hire 3 summer students this year. The Summer Reading Club starts on July 4<sup>th</sup>, 2023.

- e. **Law Matters Grant:** After doing some research and talking with the LawMatters rep, Megan, the Library has \$1200 to use. Sam bought brochures and pamphlets that patrons can take home. Sam also bought a Wills and Estates book that will stay in the Library but allow patrons to photocopy the necessary items.
  - f. **Accessibility Plan:** As per the government's Accessibility Act, the Library is required to join an accessibility committee and create a plan by September 2023. We have partnered with the Regional District to join their committee. Some items for the plan include, upgrading the public keyboards with large print keys, changing the bathroom signs to add braille and fixing any accessibility issues with our website. Sam has a consultation meeting set up for July 13<sup>th</sup> at 10am if any board members would like to attend.
  - g. **Meeting Times:** After discussion about whether to meet at 5:30pm or 7pm, it was agreed by all members present that the 5:30pm meeting time was better suited for many of the board members.
8. **Date of Next Meeting:** August 15<sup>th</sup>, 2023 at 5:30pm at the Library.
9. **Adjournment:** 6:30pm

## **Director's Report May - June 2023**

May was the month of Government reporting. Our SOFI and Charity report are filed, and we are good for another year.

We have seen a steady increase in the book sale donations. Our last book sale from April 21-May 1<sup>st</sup> brought in a total of \$553.05. I believe that with a steady date for the two book sales, people will become accustomed and expect the book sale. This is a great fundraiser for the library and the community.

Summer is fast approaching and that means that the Summer Reading Club is back. I have hired 3 students for the program. The students are also starting up the Reading Buddies program for the summer. Both programs are full and waitlisted.

As always, our meeting room was well booked for the months of May and June. We will see a slight decrease over the summer as the Summer Reading Club takes over the space. We will work with some of the groups to maybe have a meeting in the morning, or maybe later in the evenings after the program is over for the day.

We have received some great ideas from the board regarding the Enhancement grant. To date we have bought some iPads to update the children's area and add a book catalogue to the stacks. We are also working on updating our phone system. Some other ideas included a mural, hanging decorations and an art display section.

There are a couple art projects on the go at the library. First up is the planter box. We have secured a planter box and will paint it. This will go in front of the library and have flowers in it. The second project is the panels under the children's windows. I have reached out to the High School and St Anthony's to see if their senior students would like to submit an art sketch and paint the panels. All sketches will have to be approved by the District and myself.

I am looking at joining an Accessibility Committee as per the Provincial Legislation. Over the summer I will be working on the Library's Accessibility plan for approval from the board. A draft plan is due by September 15<sup>th</sup>. Over the last 2 months I have been attending accessibility workshops and have a consultation set up for July 13<sup>th</sup>.