

KITIMAT PUBLIC LIBRARY

AGENDA

Tuesday, August 15, 2023, 5:30pm - Library

Attendance: Cynthia, Tina, Misty, Peter, Aileen, Terry, Brenda, Anna, Joanna, Sam
Regrets:

1. **Call to Order:** Meeting called to order at 5:34pm
2. **Approval of Agenda:** Motion to accept by Peter and seconded by Aileen.
3. **Approval of Minutes:** Motion to accept by Aileen and seconded by Peter.
4. **Treasurer's Report:** Balance sheet and comparison statement were distributed. Board members reviewed the documents. Motion to accept by Tina and seconded by Anna.
5. **Director's Report:** See attached.
6. **Old Business**
 - a. **Moveable Wall Update:** The wall is still scheduled for December. Anna and Sam to look into a Vinyl Design for the front of it.
 - b. **Library Sign:** The sign is ready for pick up. Brenda is working on delivery.
 - c. **Library Artwork:** The planter box is almost completed. Sam is look for a contact with the Kitimat Art Alliance for mural options. In September, Sam is to contact Katherine at the High School about a tile mural or something appropriate.
 - d. **Children's Furniture:** Proposals for new furniture will be presented at the next meeting for board approval.
 - e. **Summer Reading Club:** Our last day is on Friday August 18th, 2023. It has been a great turnout and the summer students have been amazing with all the planning they have done this year.
7. **New Business**
 - a. **Photocopier:** The old photocopier is dying, and the replacement parts are no longer available. Sam presented an option for purchasing a new photocopier. Cynthia motioned to buy a new photocopier, seconded by Joanna.
 - b. **New Phones:** We are waiting on a couple more server pieces before the new phones can be installed. These phones will give us access to more features and be cheaper in the long run.
 - c. **Accessibility Act:** Sam is currently sitting on 2 accessibility committees and will have the draft plan available to the board in September.
 - d. **Brochure:** The brochure is complete. Sam to email to board members for approval.
8. **Date of Next Meeting:** Tuesday October 24th, 2023 at 5:30pm
9. **Adjournment:** 6:27pm

Director's Report

July – August 2023

We started off the summer by participating in the Canada Day Parade. It was a hit and we gave out over 500 Summer Reading Club flyers to children.

Our Summer Reading program ran for 7 weeks and we have seen an influx of children the whole time. Our daily average was 15 children per day. The 3 summer students also ran the Reading Buddies program. Everyday, they sat with children for 30-minute blocks and read with them. There were prizes and weekly goals. Every appointment block was filled in the 7 week period.

Our art projects are ongoing. Anna is doing an amazing job with helping us paint the planter. Once completed, I will have the District install it in front of the building. The wall panels slowed down as the summer started and a lot of the art students went on holidays. I will pick this back up when school starts.

I am still waiting on the District to see if they have the weight restrictions on the rafters. We are very interested in having a hanging mural. I have also approached multiple people about how to put out a call for artists for the mural within the library. The best time to have this completed is in December.

We have some ongoing maintenance requests that we are waiting to have completed. The summer maintenance of the pool slows down a lot of these requests. This includes the mounting of the iPads, some hanging signs and the update to the bathroom signs.

I have joined the Regional Districts accessibility committee and have attended the meetings. It is all very informative, and I am working on having our draft plan set for September. I was also approved to join the District of Kitimat's accessibility committee as well. We have already been making changes to the library.

I have been working on updating the Library Services brochure for the board to review. Once approved, it will be sent out to all households in Kitimat.

Shawn and I have been working together to upgrade the phones and servers. We are using the funds from the Enhancement grant to make this happen. All the equipment has been arriving, we are installing all of it now. Our timeline is that by the end of August, most of everything will be in place.

September brings the kids back to school. The library will be hosting more kids programs, as well as, our Fall Book Sale. We will also be changing our hours on October 1st, to our Fall/Winter hours.