

# KITIMAT PUBLIC LIBRARY

## AGENDA

**Saturday October 28, 2023, 4:00pm - Library**

Attendance: Cynthia, Tina, Misty, Terry, Brenda, Anna, Joanna, Sam

Regrets: Aileen, Peter

1. **Call to Order:** Meeting called to order at 4:05pm
2. **Approval of Agenda:** Motion to accept by Terry and seconded by Cynthia.
3. **Approval of Minutes:** Motion to accept by Misty and seconded by Anna.
4. **Treasurer's Report:** Balance sheet and comparison statement were distributed. Board members reviewed the documents. Motion to accept by Anna and seconded by Cynthia.
5. **Director's Report:** See attached.
6. **Old Business**
  - a. **Moveable Wall Update:** The wall will ship from Montreal on Nov 10. It is a 2 week shipping period. The board has voted to close the library from Dec 11-15 for installation. This could change once we have more shipping details.
  - b. **Library Sign:** Sign is at the Library. We will need a permit from the District for the spring booksale.
  - c. **Library Artwork:** A sub-committee was put together for handling all the artwork. Anna, Misty, Sam and possibly Joanna.
  - d. **Accessibility Act:** Our plan is available on the website for the public.
  - e. **Brochure:** We need to update the hours and change one picture, then Sam will send it out for board approval.
7. **New Business**
  - a. **Budget:** Budget was presented to the board for approval. All agree on the new budget that will be presented to the District on November 14<sup>th</sup>.
  - b. **Upcoming Events:**
    - i. November 7<sup>th</sup> – Elisha Rose Author Reading
    - ii. November 25<sup>th</sup> – Laser Tag with the RCMP
    - iii. December 7<sup>th</sup> – Science World Visit
8. **Date of Next Meeting:** Tuesday December 19<sup>th</sup>, 2023 at 5:30pm at the Chalet.
9. **Adjournment:** 5:15pm

## **Director's Report September-October 2023**

School resumed in September and we saw a lot of items from the summer returned, as parents prepared for the start of the new year. For programs, we kept them minimal as we knew that we would not get too many participants because of school and after school sports starting up.

We offered Lego Club in September and Kids Yoga in October. Both events were well attended and parents are asking for more in the future. For adults, we have book club and spice club. Both programs have been full and for the spice club we have had to make more kits.

In the last two months we have done more outreach. We have attended the Halloween Howl, gone to daycares and had 2 school tours already.

We held our Fall booksale which gave us a revenue of \$ 705.15.

Shawn and I have been working on porting all the number over to the new phones and transferring from Telus to Zoom. We have a couple bugs to work out but the phones are now all ported over.

In September and October, I attended the District of Kitimat's accessibility committee meetings. I learned quite a bit about what needs to be done around our town in terms of access for people. I also attended a government workshop on how to fill out the required forms better.

Shawn and I had a meeting with LibPress to help us make our website more accessible for patrons with different impairments as well as making it mobile friendly. Marieve attended a Dementia workshop.

During the NWLF meeting, we confirmed that the conference next September will be held at the Kitimat Library. The dates are still to be determined.

October has been busy with planning our budget presentation to the District. We have had to move some things around to keep within the allotted amount, but everything else is going smoothly. I will submit this to the District by the deadline.

The time is coming quick to when the new wall will be here. After talking at the board meeting, we will close the library from December 11-15 to accommodate the renovations. We will visit the dates again once I get confirmation on the shipping.

November and December are shaping up to be the months to finish off all the little projects that have been pushed aside. We have many programs lined up, especially around Christmas break. p