

# KITIMAT PUBLIC LIBRARY

## AGENDA

**Tuesday December 19<sup>th</sup>, 2023, 5:30pm - Chalet**

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

1. **Call to Order:** Meeting called to order at 5:36pm
2. **Approval of Agenda:** Motion to accept by Joanna and seconded by Misty.
3. **Approval of Minutes:** Motion to accept by Aileen and seconded by Cynthia.
4. **Treasurer's Report:** See attached. To be accepted at the next meeting.
5. **Director's Report:** See attached.
6. **Old Business**
  - a. **Moveable Wall Update:** The wall is installed. Just little details to be finished. Vinyl needs to be ordered and painting to be completed.
  - b. **Library Artwork – Sub Committee:** The committee will meet on Sunday January 14<sup>th</sup> at 1pm at the Library.
  - c. **Brochure:** Brochure is approved. Sam to talk to Pyramid about getting it printed and mailed out to everyone in the new year.
  - d. **School Poster:** Sam to print out and distribute to the schools in Kitimat
  - e. **Budget:** The budget was presented. We are awaiting approval and notice from the District. This usually happens around the end of January.
7. **New Business**
  - a. **Annual Report:** Sam will be creating the Annual Report for 2023. This will be available for review at the AGM.
  - b. **Enhancement Grant – Update:** We still have some money leftover in the grant. This will likely be used by the Art committee in the new year.
  - c. **Student Murals:** Sam to talk to Kathryn Johnson at the high school and get some student involvement for the spring. All designs need to be submitted and approved by the Library and the District.
  - d. **AGM Date:** January 23<sup>rd</sup>, 2024 at 5:30pm
  - e. **Library of Things:** While we do not have space for a lot of items, we are looking at procuring a radon detector and Sam will look into metal detectors.
8. **Date of Next Meeting:** Tuesday January 23<sup>rd</sup>, 2024 at 5:30pm at the Library
9. **Adjournment:** 6:00pm

## **Director's Report November-December 2023**

November was busy with our regular programs like Mother Goose Storytime, as well as some new programs and author readings. We had Elisha Rose join us from Prince George for a very moving author reading about living with someone who has an addiction. For the children, we had a night of laser tag against a couple members for the RCMP. It was a fun night for everyone and we look forward to hosting another event in the new year.

December was our construction month as the new wall was installed. There are small finishes to happen, but otherwise it was a great success. We also had a visit from Science World, arranged by our Northwest Library Federation. We held 2 events for Science World and it was packed at both events. We also offered 5 children's events over the Christmas holidays. These were well-attended and got everyone into the mood for Christmas!

We were closed for the week of December 11-15, 2023 for the wall installation and everything went very smoothly. We were able to allow patrons in for picking up their holds or if they had questions but remained closed to the public for computer use. Our Wi-Fi was available within a certain range of our building for patrons at anytime of the day.

Shawn has been working very hard in December to finish off all the tech stuff to make sure that the new Zoom phones are working. We now have everything installed and are excited that the new phones have voicemail and caller ID.

Our website had an overhaul during November and it now meets the accessibility standards as outlined in the Accessibility Act. There are still some pages that need more fine tuning, but the home page is completely done.

The next NWLF conference is scheduled for September and will be held at the Kitimat Library. The dates are still to be determined.

We were able to partner with Shames Mountain to offer free ski passes to our library patrons again this year. This was made possible because of LNG Canada. There are 4 passes available during the mountains opening days from December 16<sup>th</sup> til March 31<sup>st</sup>, 2024.

The Library brochure and school posters have been completed and will be distributed in the new year.

I would like to thank Terry Marleau for being apart of the Library Board for the past year. We look forward to having Edwin Empinado as our new council rep for 2024.

The new year will offer us more fun programs and collaborations with groups in Kitimat.