

KITIMAT PUBLIC LIBRARY

AGENDA

Tuesday April 23rd, 2024, 5:30pm - Library

Attendance: Cynthia, Misty, Anna, Sam, Aileen, Peter

Regrets: Tina, Brenda, Edwin

1. **Call to Order:** Meeting called to order at 5:31pm
2. **Approval of Agenda:** Motion to accept by Aileen and seconded by Misty.
3. **Approval of Minutes:** Motion to accept by Misty and seconded by Aileen.
4. **Treasurer's Report:** Balance sheet and comparison statement were distributed. Board members reviewed the documents. Motion to accept by Cynthia and seconded by Peter.
5. **Director's Report:** See attached.
6. **Old Business**
 - a. **Library Artwork – Sub Committee:**
 - i. **Mural:** The mural wallpaper is here. We are waiting on installation.
 - ii. **Hanging Tracks:** The tracks have arrived, and we are waiting on installation. Sam and Anna to look into the acrylic boxes.
 - iii. **Craft Fair:** Anna gave out posters to artists to let them know that we are looking for artwork in the future. It was well received.
 - iv. **Student Murals:** Anna to look into the high school and see where they are in regards to the artwork. It may need to be pushed out to the fall.
 - b. **September Conference:** The NWLF conference will take place in Kitimat from September 20-21st, 2024. All board members are invited to attend.
 - c. **Board Training:** Tina attended some board training. She will share at the next meeting.
7. **New Business**
 - a. **Union Contract:** The union contract is due March 1, 2024. Negotiations have started. We are hoping to have it in place by the end of May.
 - b. **SOFI:** This government report is due May 15th. Sam and Anna to review.
 - c. **Robin Stevenson:** We have a writer's workshop on May 8th. All welcome to attend.
 - d. **Board Training:** There is another board training workshop in Terrace on May 4th. Sam to attend and report back.
8. **Date of Next Meeting:** Tuesday June 18th, 2024 at 5:30pm at the Library
9. **Adjournment:** 6:00pm

Director's Report March - April 2024

We ordered the murals for the wall in the Children's area and are just waiting on having it installed. The hanging tracks were also ordered and are here waiting for install. Once the tracks are up, we will put out a call for artists with the theme and start hanging art around the library. There are also some smaller touch ups around the library that is also required.

Our next big report due to the Public Libraries Branch is the SOFI report which is for our financials. The auditors have reviewed and sent back our financials. I will be filling out the SOFI in the first week of May for review by the board before submission.

We have completed the majority of our clean up of our storage upstairs. Currently we are working at scanning all the old documents from board meetings and AGMs into our online database. Some of these documents date back to the 1970s.

The next NWLF conference is scheduled for September and will be held at the Kitimat Library. The dates will be from September 20-21st, 2024. This will be a great event for all the board members to attend. Kaitlyn, our NWLF director and I have been talking about possible workshops. The library will also be closed to the public on those two days.

We had our Spring Booksale happen on April 20-28th, 2024. The sign was put up across from A&W by our board members. I think that this helped to greatly advertise our booksale. The total sales from the booksale was \$925.35.

We had many programs for the month of March and April, including our spring break programs and we also started our Seed Club for the month of April. Seed Club will run from April to June. We held 23 programs for the 2 months and had over 522 patrons attend the events.

In the next couple months, we are looking at trying to complete our art murals and get ready for the Summer Reading Club.