

# Dawson Creek Public Library

## Minutes of meeting of Board of Trustees

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Date: June 21, 2021

Time: 7:04 p.m.

Place: Dawson Creek Public Library

Present: Kim Erickson, Terri Foster, Hanna Gilliatt, Andre Lavoie, Pamela Morris, Sally Schilds

Absent: Amy Kaempf

1. Motion #1. That the minutes of the MAY 10, 2021 board meeting be accepted with correction of spelling of the word 'covered' in section 7. New business a) :

LAVOIE/FOSTER Motion passed

2. **Chairperson's report:** Chairperson Gilliatt brought forward several topics:
  - The chairperson encouraged the board to explore LinkedIn Learning on the library's website. She discovered several classes that interested her including "Building Self Confidence" and "Learning Study Skills". She felt the accounting, social media and business programs could be very beneficial particularly because all classes are free to library patrons.
  - The chairperson encouraged the board to read the current BC Library Trustee Association newsletter. A board accountability posting was of interest. It discussed inviting the public to attend board meetings. Chairperson Gilliatt said that may be something the board might want to consider in the future.
  - The BCLTA newsletter also included a TED talk titled "Decolonization is for Everyone" the theme was 'History is not your fault but it is your responsibility.'" Chairman Gilliatt encourage the board to watch the talk. She asked the board if they would consider doing an indigenous land acknowledgment at the beginning of each board meeting. Trustees discussion followed including insuring that the board consult with the local indigenous community for the correct acknowledgement.

Motion #2. That the Dawson Creek Municipal Library Board begin every meeting with an indigenous land acknowledgment.

SCHILDs/LAVOIE Motion passed

**3. Treasurer's report:**

a. Attached comparative income statement to the end of May 2021.

Motion #2. That the treasurer's report be accepted as read:

FOSTER/SCHILDS Motion passed

**4. Councilor's report:** None

**5. Librarian's report:**

- Library circulation statistics for March through May
- Library hosted virtual programs "Let's Talk About the Opioid Epidemic" and "ABCs of LGBTQS+"
- Preparation for the 2021 children's Summer Reading Club has begun. Club will return to more normal activities with Covid-19 restrictions easing. Special event days will be held outside with limited number and registration required. Club begins July 6 with a BBQ lunch. Several board trustees volunteered to help at the barbecue.
- The library received its annual provincial grants on June 11. Grants total \$80,723 for 2021. This is the same amount of grants as 2020.
- The city has received three applications for the vacant board position so far. They will continue to accept applications until June 30.
- The library manager is working on updating the library's safe re-opening plan as the province moves through its re-opening steps.
- The library manager attended sessions of the virtual Dolly Parton Imagination Library Homecoming Conference June 16 and 17.
- Dolly Parton Fundraising – the Peace River Regional District Rural Budgets Administration Committee has approved the library's request for a multi-year grant to support the DPIL. The library received \$3,600 for 2021 and will continue to receive this grant yearly.

**6. Unfinished business:**

- a) Trustees discussed following up with local businesses about taking part in the Dolly Parton Imagination Library online monthly challenges for August and September. Trustee Erickson and Chairperson Gilliatt will talk to the owners of two local businesses about participating.
- b) The library manager confirmed the City of Dawson Creek has insurance that covers the library building and grounds and also general liability. The board agreed that it should have board insurance and Treasurer Foster volunteered to research and source board/trustee insurance.

- c) The board considered information gathered by the library manager regarding purchasing authority policy from similarly-sized BC libraries.

Motion #3. That the maximum library manager purchasing authority amount be \$5,000. And that the library manager obtain up to two quotes for purchases over \$5,000.00.

FOSTER/LAVOIE Motion passed

**7. New business:**

- a. Discussion of posting annual financial statements to library website. Trustee Erickson suggested the library manager check with City of Dawson Creek administration that they have no objection to posting yearly financial statements. Treasurer Foster also stated that board meeting minutes posted to the library website should not include discussions about specific staff or in-camera discussions, and that names of library donors should only be included with their approval. Donor names should be blacked out if they do not approve publication.
- b. Trustee Lavoie proposed the board send thank you letters to those who make donations to the library. The letters could be sent with donation receipts. Trustee Erickson said it would be a nice gesture to send letters as well as continue to publicly thank donors on the library's social media and website as it provides advertising for businesses who donate. The board agreed to begin sending thank you letters and Chairperson Gilliatt volunteered to write the letters.
- c. The board will not meet in July and August. The board will use email to discuss and consider applicants for the vacant trustee position once applications are closed at the end of June. The board's recommendation to council will be sent to city hall through the library manager in early July.
- d. The board voted to fill the vacant vice chairperson position on the board.**

**Trustee Sally Schild nominated Trustee Kim Erickson for the position of vice chairperson. Seconded by Andre Lavoie. All in favour.**

**Next meeting:** September 20, 2021 at 7 p.m.

Adjournment: 8:15 p.m. Moved by: Andre Lavoie