

# Dawson Creek Public Library

## Minutes of meeting of Board of Trustees

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Date: November 22, 2021

Time: 7:08 p.m.

Place: Dawson Creek Public Library

Present: Sankalp Chawla, Jennifer Combres, Kim Erickson, Terri Foster, Hanna Gilliatt, Amy Kaempf, Andre Lavoie, Brandon Mackinnon, Pamela Morris.

Absent: Sally Schilds

Meeting chaired by Vice-chairperson Kim Erickson

Reading of land acknowledgement.

1. Adoption of Agenda:

- Addition of information about library's proposed capital project under Library Manager's Report
- Addition of Library Manager's contract under new business

COMBRES/LAVOIE

2. Motion #1. That the minutes of the OCTOBER 18, 2021 board meeting be accepted.

LAVOIE/COMBRES Motion passed

3. **Chairperson's report:** Chairperson Gilliatt shared information about a library that created a cooking spice library for its patrons. She also recognized there has been a lot of exposure about the Libby app on the library's social media accounts.

4. **Treasurer's report:**

- a. Treasurer Foster highlighted adjustments that are required to the comparative income statement regarding transferring funds in the Dolly Parton Net Revenue line to the Dolly Parton Transfer to deferred line. This adjustment will ensure Imagination Library donations are not included in library revenue. Adjustments to the BC Equity Grant should be made to the deferred line to reflect expenses against the equity grant. These adjustments will be made by November month-end.

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

FOSTER/COMBRES Motion passed

5. **Councilor's report:** Councilor Kaempf reported that a new Chief Financial Officer has been hired by the City of Dawson Creek. Teri Vetter will be replacing outgoing CFO Flavia Rossi-Donovan who is taking a new position with the Alberta government. Councilor Kaempf also reported city council has begun looking at the draft of the city's 2022 draft budget.

**6. Librarian's report:**

- Children's programs continue in November. Under public health orders the library must now scan proof of vaccination cards of anyone 12 and older attending library events. This includes children's programs.
- The library has been helping the public print or download federal digital proof of vaccination cards.
- The Friends of the Library decorated the library's Christmas tree on November 22.
- Senior staff attended "Responding with Respect on the Frontline" training on November 22. The library manager will be attending "Safe and Sound; Building and Sustaining a Psychologically Safe and Healthy Workplace" on November 26.
- The library bookclub continues to meet on Zoom each month.
- Noon Year's Eve family fun kits are being assembled for give away for free to families beginning December 1.
- The library purchased a new collection of books lendable to bookclubs in the community.
- The proposed library capital project is included in the 2022 draft city budget. The quote for the project is \$75,078.
- The library manager has submitted Dolly Parton Imagination Library grant requests to the Pat Morris Support Grant, Telus, ATCO and Ovintiv. The Pat Morris grant was denied. Response from the other grants is pending.
- Councilor Kaempf donated \$1,000 to the DPIL.
- Upcoming fundraising include plant sales and a silent auction.

**7. Unfinished business:**

- a) Trustee Combres submitted a quote for Directors and Officers Liability Insurance from Victor Canada. She explained the highlights from the policy and answered board questions regarding the quote. She recommended the board purchase \$2 million claim limit. She said directors insurance is something every board should have. The quoted cost of the policy is \$1,243 for one year.

Motion #3. That the board approve the purchase of the quoted Directors and Officers Liability Insurance from Victor Canada with a \$2 million claim limit. And that the 2022 budget be amended to include the purchase of the insurance.

FOSTER/COMBRES Motion passed

**8. New business:**

- a. Library Manager Contract. The manager brought to the board's attention that her contract term expired in December 2019. The board discussed terms of a new contract agreement with the manager. The board will consult with the City of Dawson Creek regarding management contracts and move forward with offering a new Library Manager's contract with Ms. Morris as soon as possible. The board also asked the library manager to inquire about a timeline for the library staff's CUPE contract negotiations and report back to the board.

**9. Correspondence:** None

**Next meeting:** January, 17, 2022 at 7 p.m.

Adjournment: 8:56 p.m. Moved by: COMBRES