

Dawson Creek Public Library

Minutes of meeting of Board of Trustees

Date: October 18, 2021

Time: 7:03 p.m.

Place: Dawson Creek Public Library

Present: Jennifer Combres, Kim Erickson, Terri Foster, Hanna Gilliatt, Andre Lavoie, Brandon Mackinnon, Pamela Morris, Sally Schilds

Absent: Sankalp Chawla, Amy Kaempf

Reading of land acknowledgement.

1. Adoption of Agenda

ERICKSON/COMBRES

2. Motion #1. That the minutes of the SEPTEMBER 27, 2021 board meeting be accepted.

FOSTER/LAVOIE Motion passed

3. **Chairperson's report:** None

4. **Treasurer's report:**

- a. Attached comparative income statement to the end of September 2021. Treasurer Foster said the library should be looking at ways to spend equity grant funds before the end of the year. It was also noted that September's wages and benefits expense were not included in the comparative income statement as the library had not received those figures from the city at the time of the meeting.

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

FOSTER/SCHILDS Motion passed

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

6. **Librarian's report:**

- Children's programs have begun in-person in October with Covid-19 precautions in place.
- The library has been helping the public print or download digital proof of vaccination cards. Our library has helped more than 100 people since the cards became available to download.
- The Friends of the Library held their annual used book sale September 23-25. They raised \$3,600.
- A local quilting guide is displaying their quilts in the balcony area of the library from October 15 – November 15.
- The library manager visited the Nawican Bergeron Youth Centre on October 13 to talk to their New Momma's group about children's programming at the library and the Dolly Parton Imagination Library. She will return in the new year to hold a Babies and Books program for the babies. The library has registered the centre with the DPIL to receive books each month and will also purchase and donate young adult books to the centre's teen hangout area.
- Children's Librarian Laurie Youb will be doing two Halloween storytimes at the Art Gallery on October 21 and 28.
- The library manager will be participating in professional development sessions hosted by the Association of BC Public Library Directors on Oct 22. These sessions will be on Zoom.
- The library bookclub continues to meet on Zoom each month.
- Urban Systems will be donating one month's worth of funding for the DPIL in November.
- The library manager is working with the Peace River Regional District's grant writers to find more grant opportunities and make applications.

7. Unfinished business:

- a) The board discussed fundraising opportunities including a Christmas silent auction, encouraging people to donate as a Christmas gift to someone and exploring partnering with an organization holding charitable 'runs'.
- b) Trustee Combres brought an application to be filled out for library board insurance. She expected the cost of the insurance to be approximately \$1,200 - \$1,500 per year. Trustee Combres will complete the application with information from help from the treasurer, chairperson and library manager.
- c) The library manager received approval from city hall to post the audited annual financial statements to the library's website.

8. New business:

- a. None

9. Correspondence: None

Next meeting: November 22, 2021 at 7 p.m.

Adjournment: 8:04 p.m. Moved by: SCHILDS