

# Dawson Creek Public Library

## Minutes of meeting of Board of Trustees

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Date: October 24, 2022

Time: 7:06 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:**

COMBRES/GILLIATT

**2. Approval of the minutes:**

Motion #1. That the minutes of the September 19, 2022 board meeting be accepted.

SCHILDS/COMBRES Motion passed

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

**4. Treasurer's report:** Attached comparative income statement. Library manager presented information explaining why the library is over budget in its Dues and Fees budget line. The board had approved the purchase of the Grant Advance database for one year. This was an unplanned for purchase at the time the budget was created.

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

FOSTER/GILLIATT Motion passed

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

**6. Librarian's report:**

- See attached

**7. Unfinished business:**

- a. Benefit carrier options were discussed.

Motion #3. The board move to accept the Manulife Group Insurance Alternative 2 benefits package proposal.

SCHILDS/COMBRES Motion passed

- b. Library manager's contract.

Motion #4. The board moved to adopt and sign the Library Manager's employment contract to take effect January 2023.

FOSTER/LAVOIE Motion passed

- c. Board meeting visitor protocol. Chairperson Erickson provided a proposed visitor policy. Trustee Mackinnon suggested the length of notice be changed to one week.

Motion #5. That the visitor protocol be adopted and added to the library's policy document with the length of notice changed from two weeks to one week.

COMBRES/SCHILDS Motion passed

- d. Volunteer criminal record/vulnerable persons check. The library manager provided a proposed volunteer criminal record/vulnerable persons check policy.

Motion #6. That the volunteer criminal record/vulnerable persons check policy be adopted and added to the library's policy document.

GILLIATT/COMBRES Motion passed

**8. New business:**

- a. 2023 Library budget.

Motion #7. That the 2023 Dawson Creek Municipal Public Library budget be adopt as presented.

FOSTER/SCHILDS Motion passed

- b. Applications for the library board. The board instructed the library manager to ask the city to advertise a second time for applications to the library board.

- c. CRA designated representative.

Motion #8. That the board designate Pamela Morris as the library's representative with the Canada Revenue Agency and that any forms that need filing with the CRA be signed by the chairperson or treasurer of the library board.

FOSTER/GILLIATT Motion passed

- d. The board/staff Christmas dinner was discussed. The library manager will make arrangements for a venue.
- e. Food for Fines.

Motion #9. That the library approve Food for Fines fine amnesty for patrons from December 1 to 31 2022.

FOSTER/COMBRES Motion passed

- f. Digital marketing contract. The library received notice from the current contractor that they will no longer be able to continue their contract in January 2023. The board instructed the library manger to ask the current contractor to provide a list of their duties and the time it takes them to perform those duties. The manager was instructed to post a call for proposal for the contract on the library's website and social media platforms.

**9. Correspondence:** None

**Next meeting:** November 21, 2022 at 7 p.m.

Adjournment: 8:30 p.m. Moved by: COMBRES