

# Dawson Creek Public Library

## Minutes of meeting of Board of Trustees

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Date: September 19, 2022

Time: 7:08 p.m.

Place: Dawson Creek Public Library

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

Absent: Jennifer Combres

Reading of land acknowledgement.

**1. Adoption of Agenda:**

SCHILD/SCHILD

**2. Approval of the minutes:**

Motion #1. That the minutes of the June 27, 2022 board meeting be accepted.

FOSTER/GILLIATT Motion passed

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

**4. Treasurer's report:** Attached comparative income statement. Library manager will present information at the next board meeting explaining why the library is over budget in its Dues and Fees budget line. Treasurer Foster informed the board that herself and the library manager continue to work on the payroll switchover.

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

FOSTER/GILLIATT Motion passed

**5. Councilor's report:** Councilor Kaempf reported Mayor Bumstead has resigned and councilors are taking turns filling in until the upcoming civic election. She attended the Union of BC Municipalities conference in Whistler BC. While there she toured the Whistler Public Library and said that while she was impressed with their library, she felt the Dawson Creek Public Library was doing comparable things and gave praise. Councilor Kaempf relayed that a town hall meeting to

discuss vandalism and crime in the city is being held by the Chamber of Commerce.

**6. Librarian's report:**

- See attached

**7. Unfinished business:**

- a. Benefit carrier options were discussed – tabled until the next meeting. The library manager will ask the City of Dawson Creek how much they are currently paying monthly for benefits for library staff. The manager will also ask Manulife to include 'alternative 2' to the comparison sheet it provided.
- b. Software Emporium quote for library computer system management.

Motion #3. That the library accept Software Emporium's quote for IT system management and use Covid Recovery grant funds to pay for related costs.

FOSTER/SCHILDERS Motion passed

- c. Library manager's contract was discussed by the board in camera.

Motion #4. That retro-active increases of 2% for 2020, 2% for 2021 and 2% for 2022 be approved. That the payroll department at the City of Dawson Creek be informed and directed to issue retro-active pay. That the library manager's new contract will be in effect January 1, 2023.

FOSTER/GILLIATT Motion passed

Motion #5. That the board open discussions with Pamela Morris with the draft contract provided to her.

FOSTER/CHAWLA Motion passed

- d. Board meeting visitor protocol was discussed to create policy for visitors who wish to attend board meetings. Chairperson Erickson brought an example of visitor policy. Item was tabled to next meeting to allow Trustees Mackinnon and Chawla and the library manager to bring forward additional examples of visitor policies. These examples would be emailed to the board before the next board meeting for their consideration.
- e. Volunteer criminal record/vulnerable persons check was discussed. Chairperson Erickson and the library manager will work on wording of a criminal record check policy for library volunteers and present the proposed policy at the next board meeting.

**8. New business:**

- a. Survey of trustees who wish to continue as members of the library board in 2023. Survey was conducted with trustees Lavoie and Gilliatt informing the board that they will not be continuing as members of the board in 2023. The library manager will inform the City of Dawson Creek to advertise for a new board member as soon as possible.

**9. Correspondence:** None

**Next meeting:** October 24, 2022 at 7 p.m.

Adjournment: 8:57 p.m.      Moved by: LAVOIE