

**Town of Peace River Library Board
Board Meeting – Minutes
September 12th, 2024 5:30 PM
Peace River Municipal Library & Zoom**

1) Call to order 5:30pm

2) Land and Indigenous Peoples Acknowledgement

The Peace River Municipal Library is located within Treaty 8 Territory and within Métis Nation District 14. We acknowledge that the Library is on the traditional homeland of the Dane-Zaa (den ay zah), Nehiya (knee hee ow), Dene Tha' (den ay tah, and Métis (may tee) peoples. We commit to providing services that add value to the Indigenous peoples in our community and to ensure Indigenous peoples are welcomed in and represented at the Peace River Municipal Library.

3) Welcome and Introductions

Present: Jennifer Willox, Dianne Lavoie, Cathy Hewko, Wanda Laurin, Sarah Lawrence

Regrets: Priscilla Lalonde, Marc Boychuk

4) Approval of Agenda

2024.09.12.01 Motion to approve the agenda for the meeting as presented (Hewko, Laurin)

5) Approval of Meeting Minutes

a) June 13, 2024 – Board Meeting

2023.09.12.02 Motion to approve the minutes for the June 13st meeting with the following change: In the header *Board Meeting – Agenda* is changed to *Board Meeting- Minutes*. (Lavoie, Laurin)

b) July 11, 2024 – Special Meeting

2023.09.12.03 Motion to approve the minutes for the July 11th special meeting of the Board (Willox, Hewko)

6) Finance & Resource Development

a) Financial Update – Accepted as info

b) Draft Budget 2025

The 2025 budget was reviewed and discussed.

2024.09.12.04 Motion to accept the Draft Budget 2025 as presented. (Hewko, Willox)

7) Reports

a) Director Report – Accepted as information

- Discussion regarding presented change to proposed change to Policy # 4_OP.04.2023 Supervision of Children & Vulnerable Library Users and Policy Section 1.
- Discussion of changes to another policy was tabled to another meeting.

2024.09.12.05 Motion to accept Policy # 4_OP.09.2024 Supervision of Children & Vulnerable Library Users with proposed changes as presented replacing Policy # 4_OP.04.2023. (Willox, Laurin)

2024.09.12.06 Motion to approve to have Sarah have signing authority with CRA (Laurin, Lavoie)

b) Technical Services Report – Accepted as information

c) Programs Report – Accepted as information

8) Unfinished Business

a) Review of unfinished business for new Library Director

The finalized budget will be presented to the town with report on current usage stats.

9) New Business

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- a) Bill 16: Red Tape Reduction Statutes Amendment Act, 2024 passed final reading on Wednesday – Accepted as information
- b) Resignation of Library Board members
Two library board members, Telayne Phelps, Myrna Makkonen have resigned from the board.
ACTION: Jenn will compose a letter informing Town Council of their resignations.

10) Advocacy & Planning

- a) 2025-2027 Plan of Service
Planning committee with Board members and PRML staff working group to compile results from the Plan of Service surveys. Dianne and Jenn to represent the Board on the committee.

11) Human Resources & Policy

A performance review will be completed with the Library Director at the end of her probation period (3 months from start date). Jenn will administer the performance review on behalf of the Board.

12) In Camera

Items discussed in camera are considered confidential and are not to be discussed outside of those present during the in-camera session. Any members joining the in-camera session are prohibited from recording the session. Those who are joining the session virtually must ensure that they are doing so with adequate privacy to ensure no other persons are privy to the conversation.

2024.09.12.07 Motion to move in camera. (Lavoie, Willox)

2024.09.12.08 Motion to move out of camera. (Willox, Lavoie)

13) Next Meetings

- a) Thursday, October 10th, 2024 at 5:30 pm

14) Adjourn 7:09 pm