

**Town of Peace River Library Board  
Board Meeting – Agenda  
October 10th  
, 2024 5:30 PM  
Peace River Municipal Library & Zoom**

1) **Call to order-** 1730

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 Peace River Municipal Library.

3) **Welcome and Introductions**

Present: Dianna Lavoie, Wanda Laurin, Sarah Lawrence, Jennifer Willox  
Regrets: Priscilla Lalonde, Cathy Hewko, Marc Boychuk

4) **Approval of Agenda**

**2024.10.10 Motion to approve the agenda for the meeting as presented (Laurin, Willox)**

5) **Approval of Meeting Minutes**

a) September 12<sup>th</sup>, 2024

**2024.10.10 Motion to approve the minutes for the Sept 12, 2024 meeting (Laurin, Lavoie)**

6) **Finance & Resource Development-** Accepted as information.

a) Financial Update.

b) Budget 2025 ready to be Presented to the Town of Peace River.- Budget was approved at previous meeting. Director to send the information to the town as required.

7) **Reports**

a) Director Report.- Accepted as information.

Discussion regarding the changes to the HR policy (>3% increase to top of the pay grid)

Discussion of the required opening of the bylaw to amend the printing fees to include 3D printing costs.

8) **Unfinished Business**

a) 6\_HR.01.2024 Human Resources- tabled until next meeting.

9) **New Business**

a) Approve Sarah Lawrence as Library Director-

**2024.10.10 Motion to approve Sarah Lawrence as Library Director (Willox, Lavoie)**

b) 7\_F.06.2024 Capital Asset Acquisition and Disposal- Tabled until next meeting

c) 2024.09.17 - TPRML Bylaws

**2024.10.10 Motion to open the bylaw to amend the printing fees to include 3D printing costs**

**1<sup>st</sup>- (Lavoie, Laurin)**

**2<sup>nd</sup>- (Wilcox, Laurin)**

**10) Advocacy & Planning-** Accepted as information

a) CBC: Out Your Way visit November 18<sup>th</sup>, Planning visit October 16<sup>th</sup>

b) Festival of Trees Calendar of Events

i) Saturday November 16<sup>th</sup>: Judging

ii) Monday November 18

th: All Day Open House, Coincides with CBC: Out Your Way

iii) Tuesday November 19<sup>th</sup>: Seniors Tea

iv) Wednesday November 20<sup>th</sup>: Community Bedtime Story

v) Thursday November 21<sup>st</sup>: Evening Open House

vi) Friday November 22<sup>nd</sup>: Sing-A-Long

vii) Saturday November 23<sup>rd</sup>: Teddy Bear Tea, Not So Silent Night Event (Ticketed)

Discussion regarding sponsorship letters and entrance letters being sent out that day.

**11) Human Resources & Policy**

a) Director Performance Review - Performance review of the Library Director will be conducted in the Fall.

**2024.10.10 Motion for Jen to begin conduction of director performance review on behalf of the board ((Lavoie, Laurin)**

Previous template to be used. Interview style to remain the same. Jen Wilcox to begin director review by reaching out to staff for feedback. Sarah will provide with staff email list.

**12) In Camera**

Items discussed in camera are considered confidential and are not to be discussed outside of those present during the incamera 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.

**2024.10.10 Motion to Move in Camera. (Lavoie, Wilcox)**

**2024.10.10 Motion to move out of camera. (Lavoie, Laurin)**

**13) Next Meetings**

a) Thursday, November 14<sup>th</sup>, 2024 at 5:30 pm

**14) Adjourn at 1828 (Lavoie, Wilcox)**