

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

**1) Call to order 5:45pm**

**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 Introduction**

Present: Dianne Lavoie, Jennifer Willox, Channing MacDonald, Priscilla Lalonde, Marc Boychuk  
Cathy Hewko

**4) New Business**

a) Review of Brief Note for Peace River Town Council

The brief note that was prepared by the TOPR CAO and was shared as a part of the agenda package for TOPR Council meeting was reviewed and discussed by the PRLB. The following points were discussed regarding recommendations presented in the brief note:

- Suggested redundancy of programs – Library director provided information that the library has partnered with other agencies to provide some programming. From a review of programming, it was unclear which programs would be considered redundant. PRLB would clarification of specific programs of concern.
- Composition of the Library Board – Recruitment pushes take place seasonally (postings in the library, social media advertising etc.). An invitation for new members is posted in the library and on the website. There has recently been interest expressed by some members of the public and one application has been received.
- Minutes – minutes are shared by the library director upon being received. Marc forwards the minutes to TOPR council and speaks to them if there are any questions.
- Audit of Financial Statements – Library has been following procedures that have been in place previous to the library director's employment. No concerns had been expressed up to this point. A financial review is completed by a reputable accounting firm.
- Intermunicipal Collaboration Framework (ICF) Funding – ICF funding from NSC has not been shared up to this point and was just learned that this ICF funding would expire in 2027. The briefing note states that future ICF agreements would exclude library funding and it would be up to the library to forge relationships and canvas for funding with adjacent municipalities.
- Hours of Operation- Concern was expressed in the briefing note that the hours of operation were insufficient. Community engagement conducted has not identified the library hours as a concern. As a result, the library has maintained the current hours of operation. Cost per hour was a metric sighted in the brief note as a concern. This metric has not been requested previously. Increasing hours of operation, would impact staffing and scheduling.

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- Library Staff Wages – In the brief note, there were job postings presented as comparatives when determining compensation levels. It was discussed that that these postings are not necessarily comparable. It was pointed out that most of these wages would fall below compensation the TOPR provides to its' summer student positions. No job descriptions were included in the brief note. In the brief note, it was stated that the software that the TOPR used to evaluate library job descriptions and wage ranges should not be considered as it was not benchmarked against provincial statistics and reflects the Town's organizational structure, skill set and unionized environment.

The proposal submitted by the Library will be brought forward to TOPR council for vote at a future council meeting. Marc provided some feedback regarding meetings with the TOPR CAO and the ICF funding expiring.

The PRLB and Library Director expressed interest in working with the Town to keep the library sustainable, relevant and in providing high quality library services to all members of the public.

**ACTION ITEMS:**

1. An email will be composed by Marc Boychuk requesting a time at TOPR Council meeting to respond to concerns and recommendations of the brief note. PRLB would also request further clarification regarding program duplication (specifically which programs are of concern). The PRLB and Library Director would request an April meeting to address Council.
2. A response to the brief note will be prepared. Library Director to initiate.

**5) In Camera – N/A**

*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.*

**6) Next Meetings:** March 21, 2024 @ 5:30

**7) Adjourn 6:48 pm**