

**Town of Peace River Library Board**  
**Minutes**  
**June 8<sup>th</sup>, 2023 6:00 PM**  
**Peace River Municipal Library & Zoom**  
<https://us06web.zoom.us/j/84507290614>

**1) CALL TO ORDER – 1808**

**2) LAND AND INDIGENOUS PEOPLES ACKNOWLEDGEMENT**

The Peace River Municipal Library is located within Treaty 8 Territory and within Métis Nation Region 6. We acknowledge that the Library is on the traditional homeland of the Dane-Zaa (*den ay zah*), Nehiyaw (*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-** *in attendance: Channing Stenhouse, Marc Boychuk, Dianne Lavoie, Jennifer Willox. Regrets: Priscilla Lalonde, Cathy Hewko, Chelsey Freidt*

**4) APPROVAL OF AGENDA-** *Motion to approve the agenda with additions – Boychuk/Willox*

**5) ADOPTION OF MINUTES-** *Motion to approve the minutes of April 20, 2023 – Lavoie/Boychuk*

**6) UNFINISHED BUSINESS**

A. Minister's Awards for Excellence: *Reviewed copy provided in handout. Updates Provided by Channing. Feedback given regarding inclusion of letter from supportive parent. Channing to edit document as per feedback received.*

**7) NEW BUSINESS**

**8) REPORTS**

A. Director Report- *Accepted as information.*

*Discussion of Dress Code Revision.*

*Provincial Operating grant Application signed by Board Members*

*Summer Program Review/updates*

*Upcoming Training*

B. Technical Services Report- *Accepted as information.*

**9) FINANCE & RESOURCE DEVELOPMENT**

A. Financial Update

a. Updated library budget with personnel plan-

*Channing reviewed changes to budget to eliminate operating at a deficit. Accepted as information.*

*Discussion over increasing overall hourly wage by \$0.5/hour for long term staff members. Approved by Willox/Boychuk*

B. Friends of the Library Update- *Update given regarding funding approved towards seed library. Updates on purchases of furniture and other e-resources. Accepted as information.*

a. Next meeting September 27 @ 5:30 pm

**10) ADVOCACY & PLANNING**

A. UPDATE RE: MEETING WITH CAO- *UPDATE GIVEN ON MEETING WITH CAO. ACCEPTED AS INFORMATION*

**11) HUMAN RESOURCES & POLICY**

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- A. 6\_HR.11.2023 Dress Code Updated: *name tags to be provided and worn. Closed toed shoes. Minimize scented products.*) Approval of first reading of new policy by Lavoie/Willox. Motion for second reading Willox/Lavoie
- B. 6\_HR.02.2018 (Review)- *Directors job description reviewed. Channing states current job description is supported by current practice. No changes made. Motion to accept reviewed job description Lavoie/Boychuk*

**12) BOARD DEVELOPMENT**

- A. TRAC SOCIETY UPDATES ([WWW.TRAC SOCIETY.CA](http://WWW.TRAC SOCIETY.CA))- *UPDATE GIVEN.*

**13) IN CAMERA**

*Review of Site needs Assessment and Directors Review by Jennifer Willox*

*Motion to approve Director hourly wage from 32.72/hour to 34.03/hour (top of current wage grid) including back pay for previous year wage increase from anniversary of hire date (May 31<sup>st</sup>) accepted by Lavoie/Willox*

*Increase of vacation time for Director Role from 4 weeks/annually to 5 weeks/annually as presented by Stenhouse. Approved and carried by Lavoie/Boychuk/Willox*

**14) NEXT MEETINGS**

August 1<sup>st</sup> @ 9:00 am – The Library Games (*Willox to coordinate team if there is enough interest*)  
September 14<sup>th</sup> @ 6:00 pm – Board Meeting

**15) ADJOURN: 1920**