

Town of Peace River Library Board
Board Meeting – Agenda
September 7th, 2023 6:00 PM
Peace River Municipal Library & Zoom

1) Call to order 6:02pm

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), 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 – In attendance – Channing Stenhouse, Marc Boychuk, Dianne Lavoie, Jennifer Willox, Priscilla Lalonde, Cathy Hewko. Regrets- Chelsey Freidt

4) Approval of Agenda

2023.09.14-01 Motion to approve the agenda. (Lavoie/Hewko)

5) Approval of Meeting Minutes

2023.09.14-02 Motion to approve the meeting minutes of June 8, 2023. (Hewko/Boychuk)

6) Unfinished Business

7) New Business

8) Reports

a) Director Report -Accepted as Information

Presentation and discussion regarding request for proposed adjustments to Fall and Holiday hours. Information also presented on financial operations, public relations, physical plant management, personnel management and professional development.

2023.09.14-03 Motion to approve the amended hours, as presented. (Willox/Lavoie)

b) Circulation Report – Accepted as Information

c) Programs Report – Accepted as Information

d) Technical Services Report – Accepted as Information

9) Finance & Resource Development

a) Financial Update

Budget- is currently projecting to be underbudget. Exploring options to reallocate funds.

Grants- Provincial Operating grant was approved.

Fundraising- PRML will be hosting Festival of Trees from November 21-25.

2023.09.14-04 Motion to approve the financial update. (Lalonde/Willox)

b) Budget Amendment -will be looking at security cameras. – Table

c) Festival of Trees – Library to host Festival of Trees as fundraising initiative. Information was presented on sponsorship opportunities, silent auction and a special ticketed event. Goal is to raise \$10,000.

d) Budget 2024 – Information was presented on different budget options.

2023.09.14-05 Motion to approve Option E to be submitted to Town of Peace River. (Lavoie/Lalonde)

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- e) Friends of the Library Update – Next Meeting Sept. 27 @ 5 pm
Dianne and/or Jennifer to attend to represent PRMLB.

10) Advocacy & Planning - Table

11) Human Resources & Policy

- a) 2_FS.02.2023 Collection Development Policy

2023.09.14-06 Motion to approve the 1st reading of 2_FS.02.2023 Collection Development Policy.
(Willox/Boychuk)

2023.09.14-07 Motion to approve the 2nd reading of 2_FS.02.2023 Collection Development Policy.
(Hewko/Lavoie)

2023.09.14-08 Motion to revoke policies 3A/99, 3B/99, 3C/99, and 3D/99. (Boychuk/Hewko)

- b) 3_S.01.2023 Resource Sharing

2023.09.14-9 Motion to approve the 1st reading of 3_S.01.2023 Resource Sharing. (Lavoie/Hewko)

2023.09.14-10 Motion to approve the 2nd reading of 3_S.01.2023 Resource Sharing. (Willox/Boychuk)

2023.09.14-11 Motion to revoke policy 6B/99. (Boychuk/Hewko)

- c) 4_OP.02.2023 Provision of Resources to Persons Unable to Use Conventional Print

2023.09.14-12 Motion to approve the 1st reading of 3_S.01.2023 Resource Sharing. (Willox/Hewko)

2023.09.14-13 Motion to approve the 2nd reading of 3_S.01.2023 Resource Sharing. (Boychuk/Lavoie)

2023.09.14-14 Motion to revoke policy 6C/99. (Boychuk/Hewko)

- d) 4_OP.03.2023 Conditions Under Which Materials Will Be Loaned

2023.09.14-15 Motion to approve the 1st reading of 4_OP.03.2023 Conditions Under Which Materials Will Be Loaned. (Boychuk/Lavoie)

2023.09.14-16 Motion to approve the 2nd reading of 4_OP.03.2023 Conditions Under Which Materials Will Be Loaned. (Willox/Hewko)

- e) 6_HR.10.2023 Staff Orientation & Continuing Education

2023.09.14-17 Motion to approve the 1st reading of 6_HR.10.2023 Staff Orientation & Continuing Education with addition to section 2.3.5 of “or compensated”. 2.3.5 will read “Library staff will not be paid or compensated for non-training...” (Boychuk/Willox)

2023.09.14-18 Motion to approve the 2nd reading of 6_HR.10.2023 Staff Orientation & Continuing Education. (Lavoie/Lalonde)

2023.09.14-19 Motion to revoke policy 1E/00, 1F/00. (Lalonde/Hewko)

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f) Library Director Vacation- Oct 9-23

12) Board Development -Tabled

13) 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.

14) Next Meetings: October 5th @ 6pm, November 2nd @ 6pm

15) Adjourn 7:41pm