

**Smithers Public Library Board
Minutes**

Wednesday, September 18, 2024, 6:30 p.m., at the Library

Item	Responsible	Action
Call to Order	Jim	Present: Jim Pojar, Charmaine O’Coffey, Sandy MacDonell, Amy Burgess, Shaunna Moore, Nancy Shanmugaveloo Regrets: Christine Tessier, Calvin Elliott
Territorial Acknowledgement	Wendy	
Adopt Agenda	Jim	AB Motion: To adopt the agenda with the addition of BCLTA Climate Ideation Workshop Seconded: SM Carried
Adopt Consent Agenda	Jim	NS Motion: To adopt the minutes of the August 21, 2024 regular meeting, the September 2024 Library Report, and the August 2024 financials. Seconded: AB Carried
Correspondence	Jim	Trustee term letters from Town
Business Arising from Minutes Town Council Notes		
New Library	Calvin Wendy	Deferred Christine and Wendy met with Jill and Sam from the Town on August 21 to discuss the federal Green & Inclusive Community Buildings Program Grant (deadline October 16), which funds community space retrofits or new builds. The Town has requested a new estimate from the quantity surveyors. If it arrives by September 17, Council will be asked for the balance of the funding during their September 24 regular meeting. If so, the Town’s grant writer will begin the grant application the following day.
Library Lease	Jim	Still no response from the Town. Wendy will ask again.
Volunteer Appreciation Tea	Jim	Library volunteers (Board, Friends, weekly volunteer shelvees and VolunTEENS) were thanked for their year-round contributions to the library and served refreshments by the staff.
Diversifying Board	Shaunna/Amy	Review Board Matrix template and advise the Town of any specific objectives. Wendy and Amy will contact people who work with newcomers to Canada and encourage them to apply. Bookkeeping/financial skills are always valuable on a Board as well.
New Business Trustee Terms	Jim	Sandy, Charmaine, Nancy and Amy's terms end on November 30, 2024. They are encouraged to re-apply for another term by submitting an application form to the Town before 1:00 p.m. on November 13.
2025 ABCPLD Strategic Initiatives Fund	Jim	Vote conducted via email September 9-10, 2024: JP Motion: That Smithers Public Library contribute \$300 to the Strategic Initiatives Fund of the Association of BC Public Library Directors (ABCPLD) in 2025. Seconded: NS Carried
2025 Funding Request to the Town & Regional District	Jim/Charmaine	The library’s 2025 funding request is due to Town by October 15, with our presentation scheduled for the November 5th Committee of the Whole meeting. The draft budget will be reviewed at the October 9 board meeting.
Northwest Library Federation	Sandy	Five staff and one Board member are travelling to the NWLF Conference this week in Kitimat.

