

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, JUNE 27, 2018 AT 7:00 P.M.  
IN THE KEITH GORDON ROOM AT THE BOB HARKINS BRANCH**

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Present: Mike Gagel (Chair)  
Alan Idiens  
Carolynne Burkholder-James  
Astrid Nicolson  
Myta Blacklaws  
Elizabeth MacRitchie  
Kirk Walker

Also Present: Janet Marren (Chief Librarian)  
Lisa Martinson (Recorder)  
Ignacio Albarracin (Public Service Manager)

Regrets: Councillor Terri McConnachie  
Mike Erickson (Vice-Chair)

**1. CALL TO ORDER**

- The meeting was called to order at 7:10 p.m.

**2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

**A motion to approve the minutes of the May 23, 2018 meeting as distributed was moved and seconded. The motion was carried.**

**3. ACCEPTANCE OF CONSENT AGENDA**

- a) Meeting Agenda

**A motion to accept the Consent Agenda as distributed was moved and seconded. The motion was carried.**

**4. REPORTS/PRESENTATIONS**

- a) Board Chair

- Board Chair, Mike Gagel, attended the Chili Cook-off held on June 2, 2018 at Studio 2880. Trustees Mike Erickson and Elizabeth MacRitchie were also in attendance. Ignacio Albarracin, Public Service Manager at the library, was the cook for the event. The library was the winner of the event.
- On June 18, 2018 the Board Chair attended a Cultural Awareness workshop along with Trustees Al Idiens and Elizabeth MacRitchie. All library staff were required to attend as well.
- On June 25, 2018 the Board Chair presented the library's 2017 Annual Report to City Council.

b) Chief Librarian

Please refer to the full Library Report for additional information. Highlights include:

- Library staff provided feedback on architectural drawings on June 14. After the drawings are at 60% complete, a cost consultant will be engaged to cost the project. Final drawings will be available by late summer or early fall and will be displayed at the Bob Harkins Branch.
- The City filed an accessibility grant application on May 24<sup>th</sup> for the entrance project. The project meets the criteria for the grant and the City should hear by this fall whether it will proceed to the next level of the competition for the funding.
- The Chief Librarian met with the City Manager and her staff regarding communication to the media and public regarding the entrance.
- Thank you to everyone who attended the Outreach Vehicle launch.
- The Nechako Branch reopened today after being closed due to the fire that occurred in the restaurant next to the library.
- Thank you to everyone who took part in the Chili cook-off especially Ignacio Albarracin, Public Service Manager, for making the chili. Congratulations on making the winning chili.
- Thank you to Ignacio Albarracin for securing 3 grants for summer positions. The Heritage Project Assistant, the Aboriginal Perspective Library Intern and the Summer Social Engagement Assistant. Cecilia Larson has been hired as the Heritage Project Assistant as of June 4<sup>th</sup>. Cecilia will be leading the downtown summer walking tours as part of her duties. Sierra-Dawn Cook begins her position as Aboriginal Perspectives Library Intern on July 9<sup>th</sup>. Both of these positions are funded by Young Canada Works. The hiring process is near completion for the Summer Social Engagement Assistant. This position is funded by Canada Summer Jobs.

c) Library Advancement Committee

- The committee talked about fundraising, capital projects, grant writing and building a workflow with community members and donors.
- Would like to find as many human impact stories as possible.
- It was suggested that there should be time set aside at each board meeting to see what connections board members have made in the community.
- Recognize local champions who have been huge library supporters and donors.

- Interview people who have had accessibility issues in the library.
- d) Plot Twist Committee
- Most of the last meeting was spent talking about sponsorships for the Plot Twist fundraiser. A list will be split up for board members to contact.
  - The fundraising project for this year is the teen corner renovations.
  - Discussed the idea of having board members sponsor the photo booth again this year. Possibly charge a nominal fee for pictures this year.
- e) Governance Committee
- Policy changes were brought to the meeting. The Chief Librarian will circulate the changes to Governance Committee by email for review and recommendation to present to the Board for approval at the July meeting.
  - The Governance Committee reviewed the May financial statements and recommends that the board accept them as distributed.
- f) Local History Committee
- No meeting was held in June.
  - Nominations for the next Jeanne Clarke Awards will be coming in so members can start reading.
  - The next meeting will be held in September.
- g) Friends of the Library
- A \$6,000 cheque was given to the library for the outreach vehicle.
  - The Friends of the Library storage bin located in the library parking lot is currently almost full of discards. There will be a further discussion on the capacity of the bin and how the overflow of books will be disposed of.  
Elizabeth will look into the possibility of donating the extra books to the hospital.
  - Library staff in attendance at the meeting asked if there were any volunteers interested in taking part at the Downtown Summerfest.
  - It was suggested by staff that the Friends of the Library establish a Bursary to be given to one of the library's youth volunteers to encourage youth to volunteer at the library. There was a positive response but further investigation into the criteria of a bursary will be done before a decision is made.
- h) BCLTA
- Mike Gagel is the new Vice President of the BCLTA Board of Directors.
  - Jerrilyn Schembri is the President.
  - There will be a board retreat in September.
  - The strategic plan is being worked on.

- The new website for BCLTA will be up and running this summer. It will be shared with board members soon.

## 5. DISCUSSION/DECISION ITEMS

### a) Financial Statements to May 31, 2018

- The Financial Statements were reviewed.
- The provincial grant has been received.

**A motion to accept the Financial Statements to May 31, 2018 as distributed was moved and seconded. The motion was carried.**

### b) Board Participation in Upcoming Events

- Downtown Summerfest – July 15<sup>th</sup> in the Civic Plaza – 11:00 a.m. to 5:00 p.m.
- Canada Day – July 1<sup>st</sup> – Lheidli T'enneh Memorial Park – 11:00 a.m. to 6:00 p.m. Please let the Chief Librarian know the times you are available to attend the above events and she will create a schedule.
- Pride Parade – July 7<sup>th</sup> – 10:00 a.m. to 3:00 p.m. (Parade starts at 11:00 a.m.) – Everyone and their families are welcome to attend and join the parade.

### c) BCLTA Bulletin

- BCLTA is looking for promotion of libraries with photos with a brief story for their bulletin.
- Some suggestions were - the Chili Cook-Off, National Indigenous Day, Elephant & Piggy Day, Luke Spooner's bug program, pictures of the Nechako branch.
- All pictures need to be submitted by June 29<sup>th</sup>.

## 6. OTHER/NEW BUSINESS

### a) Committee Meetings for June


- Plot Twist Sub-Committee – July 10, 2018 at 4:00 p.m. in the mini-purpose room
- Local History Committee – The next meeting will be held in September.
- Library Advancement Committee – July 24, 2018 at 3:00 p.m. in the mini-purpose room
- Governance Committee – July 25, 2018 at 6:00 p.m. in the Chief Librarian's office
- Library Board Meeting – July 25, 2018 at 7:00 p.m. in the Keith Gordon room

### b) Board Look Ahead

- Nothing new to report.

7. ADJOURNMENT

A motion to adjourn the Library Board meeting at 8:25 p.m. and move to an In-Camera meeting was moved and seconded. The motion was carried.

  
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**Janet Marren**  
**Chief Librarian**

  
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**Mike Gagel**  
**Board Chair**