

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, JULY 25, 2018 AT 7:00PM
IN THE KEITH GORDON ROOM AT THE BOB HARKINS BRANCH**

Present: Mike Gagel (Chair)
Mike Erickson (Vice Chair)
Alan Idiens
Astrid Nicholson
Elizabeth MacRitchie

Also Present: Janet Marren (Chief Librarian)
Amy Dhanjal (Recorder)

Regrets: Councillor Terri McConnachie
Carolynne Burkholder-James
Myta Blacklaws
Kirk Walker

1. CALL TO ORDER

- The meeting was called to order at 7:06pm.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

A motion to approve previous meeting minutes of the June 27, 2018 meeting as distributed was moved and seconded. The motion was carried.

3. ACCEPTANCE OF CONSENT AGENDA

a) Meeting Agenda

Addition of meeting minutes for July 24, 2018 from Library Advancement Committee.

Additions:

5. d) Library Advocacy by Board and 5. e) Capital Campaign Sub-Committee

A motion to accept the agenda as amended was moved and seconded. The motion was carried.

4. REPORTS/PRESENTATIONS

a) Board Chair

- Board Chair Mike Gagel and Chief Librarian Janet Marren have been researching best practices re: regular in-camera meetings. The Governance Committee will review and make a recommendation to the Board in August.

b) Chief Librarian

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

- The entrance project for Bob Harkins Branch continues to be the main concern. The Chief Librarian and Facilities Controller plan to meet with City of Prince George staff next week and expect that '60% drawings' will be complete. The next step is to determine the cost estimate for entrance plan. The City is incorporating library suggestions into the plan. The meeting with City staff on July 10th was positive.
- The Chief Librarian expects that '90% drawings' will be provided by the City by the end of the summer. The City will learn in the fall if the project will move onto the next phase of the grant process for the accessibility grant.
- The Chief Librarian notes that it has been two years since the original costing for the entrance project was completed and costs have gone up.
- The Chief Librarian has requested that entrance drawings be shared with the Board. The Chief Librarian will request a presentation by the project manager and architects for the August meeting.
- Library Board, staff and volunteers have participated in many events over the past month, including the Canada Day in the park, Pride Parade and Summerfest. Thank you to everyone for their participation.

c) Library Advancement Committee

- The Facilities Controller provided the Library Advancement Committee with an updated project list. The list will be shared with the Board once more work is done on the 2019 budget. There are many projects at Bob Harkins Branch that will require attention in the coming years.
- The Board's new fundraising project- a teen area renovation and expansion- is now listed on the library website.
- Committee Chair Mike Erickson was pleased to learn that Amy Dhanjal (Communications) is currently taking a Fundraising course on Gale Courses.
- Amy Dhanjal suggested that the board should form a Capital Campaign Sub-Committee.
- Mike Erickson asked the board for ideas on how donors and board members could be in further contact. Kirk Walker will look into the planned giving program at UNBC.

Elizabeth MacRitchie will look into the planned giving program at the Prince George Community Foundation.

- The group discussed channels that could be leveraged for building relationships with current and potential donors.
- Amy Dhanjal will be developing a communications plan for the library.
- Mike Erickson will be stepping away from the Plot Twist Sub-Committee so that he can take an active role on the newly formed Capital Campaign Sub-Committee.

d) Plot Twist Committee

- Astrid Nicholson recommended spray chalk as an option for the graffiti wall at Plot Twist: The Outsiders. Unlike spray paint, spray chalk is suitable for indoor use.
- Library Board has agreed to make a donation to Plot Twist- Brass sponsorship at \$500. Board members can donate at the circulation desk whenever they are ready to do so. Elizabeth MacRitchie noted that sponsoring Plot Twist emphasizes the concept of helping the Board to own the event.
- There was discussion of using a Google Sheets to make the Silent Auction donor spreadsheet more easily accessible by the Board.

e) Governance Committee

- Governance Committee did not meet in July. Policy changes discussed at the June meeting are included in Discussion/Decision items.

f) Local History Committee

- Local History Committee will not meet again until September.
- The Chief Librarian noted that there is now a Jeanne Clarke Awards library card. Board members will find nominated publications in the administration office. Board members are welcome to take these publications without checking them out, as they are already checked out on the new Jeanne Clarke Awards library card. Staff will take care of renewing the items.

g) Friends of the Library

- The Friends of the Library will not meet again until September.

h) BCLTA

- BCLTA is not meeting again until September.
- The last BCLTA newsletter featured 4 pictures from the Prince George Public Library including National Indigenous Peoples Day, The Chili Cook-off, the outreach vehicle launch and Reading Buddies.

5. DISCUSSION/DECISION ITEMS

a) Financial Statements to June 30, 2018

- The Financial Statements were reviewed.
- The provincial grant has been received.
- Board Chair Mike Gagel asked about the per-person contributions of library patrons in the Regional District of Fraser-Fort George and if the library is meeting the needs of these regional patrons. The Chief Librarian explained that the library sends monthly usage updates to the RDFFG. The Regional District contributes approximately 10% of budget. RDFFG patrons account for about 8% of physical circulation of materials and approximately 16% of usage of digital collections. The library is unable to accurately track the number of RDFFG patrons that participate in school visits, library tours and other programs.
- The Board discussed the need for a third location in the west end to better serve RDFFG patrons who live beyond the neighbourhood of College Heights. A long term vision is a capital campaign to raise money for a third service point in the west end. The Board discussed the possibility of co-location with another organization such as School District No. 57.

A motion to accept the Financial Statements to June 30, 2018 as distributed was moved and seconded. The motion was carried.

b) Policy Changes

- See attached policy updates and additions.
- Short-term medical leave, long-term medical leave, and maternity leave: the manual needed clarification on how employee contributions are handled during the aforementioned leaves. Previously, there was not a policy in place for some types of leaves.
- The Chief Librarian will investigate the policy around 'return to work' at the request of Mike Erickson. The Chief Librarian confirms that employees on long-term medical leave can return to work if they provide a form completed by their doctor.

A motion to adopt updates and additions to the library's policy was moved and seconded. The motion was carried.

c) Joint Board/Staff Event

- In the past, the Board has hosted events to show appreciation to staff. This used to follow under the portfolio of Communications & Advocacy Committee which no longer exists. A number of staff appreciation ideas are discussed including team-building exercise, outdoor athletic event, meal. The Chief Librarian will determine the budget for this, and the board will make a decision at the next meeting. Tentatively scheduled for October.

d) Library Advocacy by Board

- Mike Erickson suggests that it is the responsibility of all board members to advocate on behalf of the library; there is consensus in group. He asks the group for suggestions on what advocacy avenues could be taken; for example, there could there be a 'buddy system' between board members and councillors.
- Mike Erickson suggests an in-camera meeting to discuss the board's work with donors to protect donor anonymity and privacy. An alternate suggestion is to hold an "Advocacy Meeting of the Whole" every second month at 6:30 when there is no Education Session scheduled.
- The Library Advancement Committee would like to see the board not just maintain relationships with donors, but also to help identify and cultivate relationships with champions of the library. These could be government representatives, businesses, and personal connections. To this end, the Library Advancement Committee requests a standing agenda item at each board meeting so that board members can report back.

Decision: Prior to alternating Board meetings (every second month), there will be an Advocacy meeting of the Whole to discuss work with donors and community advocates.

e) Capital Campaign Sub Committee

- The Capital Campaign Sub-Committee will take a project management approach to raising money for the teen area renovation and expansion. The bulk of the work will be done in 2018/2019 for Phase 1, which is very roughly estimated at \$230,000.
- The first meeting of the Sub-Committee will be on Monday, September 10th, 2018. At this meeting the group will create a project charter and establish the goals of the committee. Roles and community members will be identified. The entire Board is invited to this meeting.

6. OTHER/NEW BUSINESS

a) Committee Meetings for August

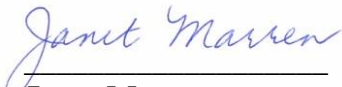
- Plot Twist Sub Committee – Tuesday, July 31st at 4:00pm in the mini-purpose room.
- Library Advancement Committee – Monday, August 13th at 3:00pm in the mini-purpose room.
- Education Session – Entrance Plans with Architect – Wednesday, August 22nd at 6:30pm in the Keith Gordon Room (tentative).
- Capital Campaign Sub Committee- Monday, September 10th at 3:00 p.m. in the mini-purpose room.

b) Board Look Ahead

- Nothing new to report.

7. **ADJOURNMENT**

A motion to adjourn the Library Board meeting at 8:59 p.m. was moved and seconded. The motion was carried.



Janet Marren
Chief Librarian



Mike Gagel
Board Chair

CURRENT POLICY

6.9.1 Eligibility

All full-time and regular part-time employees are eligible for all benefits listed below in Section No. [6.9.3.1](#) and [6.9.3.2](#). Effective November 1, 2000, all new full-time employees must participate in the Short/Long Term Disability Plan, Life Insurance, Accidental Dismemberment Plan, Extended Health (if they are not under a spouses plan) and the Municipal Pension Plan (MPP) as a condition of employment. All regular part-time employees who have reached 780 hours in a twelve (12) month period, excluding pages, must participate in the Weekly Indemnity Plan, Life Insurance and the Accidental Dismemberment Plan, as a condition of employment. It is mandatory for all employees, who are eligible for benefits, to participate in the Extended Health and Dental Plan programs unless they are already covered by their spouse. Part-time staff may waive their right to go on the Municipal Pension Plan by signing a Waiver Form.

Pursuant to Section 12 (1) (b) of the Pension Municipal Act, the Prince George Public Library Board approves the purchase of any service for all employees provided the employee contributes 100% of the total cost

6.9.2 Premiums

Cost of all benefits except Municipal Pension Plan and the Employee Assistance Program (100% paid by Library Board) is shared 75% / 25% by the Library Board and the employee. The cost of Municipal Pension Plan is determined by the Pension Commission.

6.9.3 List of Benefits

6.9.3.1 Full-Time

Medical Services Plan of British Columbia

- Extended Health Benefits
- Municipal Pension Plan (MPP)
- Group Life Insurance
- Dental Plan
- Short Term/Long Term Disability
- Vision Care Coverage - Effective July 1, 2012 Vision Care will be paid by Great-West Life. All employees and their dependents who qualify for benefits will have coverage up to \$400 per person per 24 month period.
- Employee Assistance Program

- Optional Life

6.9.3.2 Regular Part-Time

- Medical Services Plan of British Columbia
- Extended Health Benefits
- Municipal Pension Plan (MPP)
- Group Life Insurance
- Dental Plan
- Wage Indemnity Plan
- Vision Care Coverage - Effective July 1, 2012 Vision Care will be paid by Great-West Life. All employees and their dependents who qualify for benefits will have coverage up to \$400 per person per 24 month period.
- Employee Assistance Program
- Optional Life

6.12.4 Leave Without Pay

In the event that an employee's sick leave and weekly indemnity disability benefits expire, the Library will follow legislation at the time of the event concerning sick time leave.

PROPOSED POLICY CHANGES

6.9.1 Eligibility

All full-time **employees are eligible for benefits in Section No. 6.9.3.1** and **all** regular part-time employees are eligible for all benefits listed **below** in Section No. **6.9.3.1 and 6.9.3.2**. **Effective November 1, 2000, All new** full-time employees must participate in the Short/Long Term Disability Plan, Life Insurance, Accidental **Death and** Dismemberment Plan, Extended Health, **Dental (if they are not under a spouses plan)** and the Municipal Pension Plan (MPP) as a condition of employment. All regular part-time employees who have reached 780 hours in a twelve (12) month period, excluding pages, must participate in the **Short Term Disability** (Weekly Indemnity Plan), Life Insurance, **and the** Accidental **Death and** Dismemberment Plan, **Extended Health and Dental** as a condition of employment. It is mandatory for all employees, who are eligible for benefits, to participate in the Medical Services Plan of BC (**MSP**). **MSP**, Extended Health and Dental Plan programs **unless may be waived by the**

employee if they are already covered by ~~their spouse~~ another plan. Written proof from their other plan provider must be submitted. Part-time staff may waive their right to go on the Municipal Pension Plan by signing a Waiver Form.

Pursuant to Section 12 (1) (b) of the Pension Municipal Act, the Prince George Public Library Board (~~the employer~~) approves the purchase of any service for all employees provided the employee contributes 100% of the total cost.

6.9.2 Premiums

The cost of all benefits except Municipal Pension Plan, ~~Optional Life~~ and the Employee Assistance Program (~~100% paid by Library Board~~) is shared 75% / 25% by the ~~employer~~ and the employee. The cost of the Municipal Pension Plan is determined by the Pension Commission. ~~The Employee Assistance Program is 100% paid by the employer. Optional Life is 100% paid by the employee. Optional Life is not mandatory for full or part-time staff.~~

6.9.3 List of Benefits

6.9.3.1 Full-Time

- Medical Services Plan of British Columbia
- Extended Health Benefits
- Municipal Pension Plan (MPP)
- Group Life Insurance
- Dental Plan
- Short Term/Long Term Disability
- Vision Care Coverage ~~–Effective July 1, 2012 Vision Care will be paid by Great-West Life. All employees and their dependents who qualify for benefits will have coverage up to \$400 per person per 24 month period.~~
- Employee Assistance Program
- Optional Life

6.9.3.2 Regular Part-Time

- Medical Services Plan of British Columbia
- Extended Health Benefits
- Municipal Pension Plan (MPP)

- Group Life Insurance
- Dental Plan
- ~~Wage Indemnity Plan-Short Term Disability~~
- Vision Care Coverage ~~–Effective July 1, 2012 Vision Care will be paid by Great-West Life. All employees and their dependents who qualify for benefits will have coverage up to \$400 per person per 24 month period.~~
- Employee Assistance Program
- Optional Life

For full benefit information refer to the Great West Life benefit booklets available for full-time and part-time staff.

6.12.4 Sick Leave Without Pay

In the event that an employee's sick leave and Short Term Disability benefits expire, the library will follow at least the minimum requirements as outlined in the Employment Standards Act for eligible leaves.

Add 6.12.5 Short Term Disability

Employee benefits will continue while the employee is on Short Term Disability. The City of Prince George Payroll Department determines how the employee contribution will be paid on return to work.

Add 6.12.6 Long Term Disability

Employee benefits will continue for a period of twelve months while an employee is on Long Term Disability, with premiums being shared as per Section 6.9.2. After twelve months, the employee has the option of continuing benefits by covering 100% of the costs, or cancelling participation in the benefit plan.

The employee will be invoiced by the City of Prince George Payroll Department for the employee contribution amount owing during the first twelve months. The City Payroll Department will invoice quarterly in advance for employee contributions continuing after twelve months.

Employees on Long Term Disability who work 780 hours or more in any twelve month period will continue to be entitled to benefits according to Section 6.9.1.

Add under the section on Leaves of Absence (6.13)

6.13.6 Maternity Leave

Employee benefits will continue during a maternity leave. The City of Prince George Payroll Department determines how the employee contribution will be paid on return to work.