

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, OCTOBER 24, 2018 AT 7:00PM
IN THE KEITH GORDON ROOM AT THE BOB HARKINS BRANCH**

Present: Mike Gagel (Chair)
Mike Erickson (Vice Chair)
Alan Idiens
Carolynne Burkholder-James
Kirk Walker
Elizabeth MacRitchie

Also Present: Janet Marren, Chief Librarian
Lisa Martinson (Recorder)
Paul Burry, Support & Circulation Services Manager

Regrets: Councillor Terri McConnachie
Astrid Nicholson
Myta Blacklaws

1. CALL TO ORDER

- The meeting was called to order at 7:05 p.m.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

A motion to approve previous meeting minutes of the September 26, 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 – Mike Gagel

- Mike Gagel enjoyed the opportunity to work with Mike Erickson at one of the bars for Plot Twist. It was a great event.

b) Chief Librarian

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

- The Library's 2019 operating budget and accompanying letter from the Board Chair has been forwarded to the City.
- The Board Chair and Chief Librarian will draft letters of congratulations to elected municipal and School District candidates. The Board recommends a letter to the editor of the Citizen thanking all those who ran for office and in appreciation for citizen engagement during the library's various civic literacy events.
- The Board's letter regarding Board appointments will be submitted to the City by November 21. Applications are due by November 16.
- There are no updates related to our entrance project. Information has not been received about the grant application. The 90% drawings are expected at the end of October.
- The Public Service Manager, Ignacio Albarracin, has been elected to be on the board of the PG Native Friendship Centre. He has also been invited to give feedback on Indigenous Awareness Training modules being developed by the City of Prince George.
- The new study carrels have been installed on the second floor of the library.
- Thank you to all Board members for their work at the Plot Twist event.

c) Library Advancement Committee

- The library's Communication Coordinator, Amy Dhanjal, is currently working on a Communication Plan.
- Still working on a project charter for the library's teen area.
- On November 1 the committee will have a presentation from the PG Community Foundation regarding donors and grant writing.
- The annual donor mail out will be going out soon.
- Mike Erickson will send out an email to Board members about the "Advocacy Committee of the Whole" meeting to be held at 6:30 p.m. prior to the Board meeting on November 28.
- In January, when the new Board members start, the Chief Librarian will suggest to the Governance Committee to have an education session on how Board Members can use social media to promote the library.
- The Friends of the Library's 30th anniversary is January 31, 2020 not January 31, 2019. Mayor and Council are interested in recognizing the Friends of the Library at a Council meeting.
- The volunteer appreciation night will be held on November 20, 2018 at the Twisted Cork from 4:30 p.m. to 6:30 p.m. All Board members are invited.
- There was a Plot Twist debrief. The committee is waiting for the financial debrief for the event.

- The next Plot Twist event will be held on March 9, 2019. It will be a James Bond theme.
- d) Plot Twist Committee
- The committee agreed that staff should take over the planning and execution of the Plot Twist events. The Board will work with staff on the event.
- e) Governance Committee
- The committee met on October 22.
 - The September 2018 Financial Statements were reviewed. The Governance Committee recommends that the Board accept the September financial statements as presented.
 - The policy for alcohol and drug use was reviewed.
- f) Local History Committee
- The nominations for the Jeanne Clarke awards were discussed.
 - The Local History Speaker Series was discussed.
 - The Jeanne Clarke Sub-Committee will be meeting on December 4. They will include other readers.
 - The Jeanne Clarke awards reception will take place on February 24, 2019.
- g) Capital Campaign Sub-Committee
- The Project Charter will be completed soon.
- h) Friends of the Library
- There is \$12,608 in the general account.
 - Preparing for the book sale which will take place October 27.
 - All current financial obligations have been met.
 - There is a lack of storage space for discarded books for the book sale. It was proposed that a space be made in the library to make books available for sale on a daily basis. Some books will go straight to that area which will cut down on the amount of books to have to go to storage for the book sale. A decision will be made at a later date regarding this.
 - The spring book sale will take place April 6, 2019.

i) BCLTA

- BCLTA.ca has migrated to a WordPress installation as a cooperative with BC Libraries Cooperative. The site went live at noon today on BCLC servers.
- BCLTA.ca is working on a new visual identity. They have improved navigation and have expanded content.
- Mari Martin has been involved with updating the TOP manual which will be available in early 2019.
- The Convictions document is being finalized. It will convey the vision, commitment and value of BCLTA.
- BCLTA will be holding a workshop with ABCPLD at the Beyond Hope Conference in June 2019.
- On May 11, 2019 there will be a summit that will bring together library directors, trustees, elected officials, and community leaders to discuss the value of public libraries, funding and actions. This will be hosted by BCLTA and developed with the BC Public Library Partners.
- There will be an AGM in May.
- There will be BC Library Conference sessions in partnership with ABCPLD all day May 10, 2019.
- There will be ongoing advocacy with the BC Public Library Partners.
- Meetings are being held in October and November with the Libraries Branch, ADM Squires and Deputy Minister MacDonald.
- BCLTA Director, Barbara (Babs) Kelly, has been key in advocating library issues.

5. DISCUSSION/DECISION ITEMS

a) Financial Statements to September 30, 2018

- The Financial Statements were reviewed.

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

b) Drug and Alcohol Policy

- The Chief Librarian reviewed the policy.
- It was agreed that an additional line should be included regarding the library's duty to accommodate staff if necessary.

c) Plot Twist 2019 Event

- The next event will take place on March 9, 2019.
- The theme for the event will be James Bond.

A motion to approve the date for the next Plot Twist event as March 9, 2019 was moved and seconded. The motion was carried.

A motion to approve a James Bond theme for the next Plot Twist event on March 9, 2019 was moved and seconded. The motion was carried.

6. OTHER/NEW BUSINESS

a) Committee Meetings for November


- Jeanne Clarke Sub Committee – December 4th
- Library Advancement Committee – November 1st at 3:00pm in the mini-purpose room
- Governance Committee – November 28th at 6:00 p.m. in the Chief Librarian's Office
- Advocacy of the Whole – November 28th at 6:30 p.m. in the Keith Gordon Room
- Library Board Meeting - November 28th at 7:00 p.m. in the Keith Gordon room

b) Board Look Ahead

- The Board Retreat will be changed to April.

7. ADJOURNMENT

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



Janet Marren
Chief Librarian



Mike Gagel
Board Chair