

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, NOVEMBER 28, 2018 AT 7:00PM  
IN THE KEITH GORDON ROOM AT THE BOB HARKINS BRANCH**

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Present: Mike Gagel (Chair)  
Mike Erickson (Vice Chair)  
Alan Idiens  
Carolynne Burkholder-James  
Kirk Walker  
Councillor Terri McConnachie  
Astrid Nicholson  
Myta Blacklaws

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

Regrets: Elizabeth MacRitchie

**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 the minutes of the October 24, 2018 meeting as distributed was moved and seconded. The motion was carried.**

**3. ACCEPTANCE OF CONSENT AGENDA**

a) Meeting Agenda

Addition: 5 d. Plot Twist Date  
Deletion: 4 d. Plot Twist Committee

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

#### 4. REPORTS/PRESENTATIONS

a) Board Chair – Mike Gagel

- The Board Chair attended the swearing-in ceremony for the Mayor and Council.
- Letters were sent from the Board Chair to the appointed Mayor and Council and School District Trustees.

b) Chief Librarian

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

- The 90% entrance drawings have been received and are currently with the quantity surveyor for final pricing prior to tender. A review meeting will take place once the drawings for the entrance are back from the consultant. There is still no response on the accessibility grant.
- The Jeanne Clarke awards reception will take place February 24, 2019. The call for nominations has gone out. If anyone has any suggestions please let the Local History Committee know.
- The city has requested that Library staff be asked not to administer naloxone in the course of their work. The city is concerned about health and safety risks to staff and prefers medical emergencies to be addressed by first responders. There is a plan to work with local groups such as POUND.
- The Chief Librarian attended a Community voices meeting hosted by SD57 on November 23. The Chair of the Board of Education is interested in meeting with the Library Board to talk about collaborating on initiatives that are of interest to both the library and School District.
- A letter requesting a meeting with Chief and Council and a copy of the draft MOU were sent to Lheidli T'enneh in November. The executive director is bringing the Board's request to their Council.
- Congratulations to the four returning Board members Mike Erickson, Carolynne Burkholder-James, Kirk Walker and Myta Blacklaws. Also welcome to the library's new Board member Emelio Caputo. Welcome back to Councillor Terri McConnachie who has been reappointed to be the Council rep for the Library Board.

c) Library Advancement Committee

- Library Controller, Jody Tindill, submitted a list of past donors to the committee.
- It was recommended by the Library Controller that DonorPerfect be purchased for the library's donor database.
- The library's Communications Coordinator, Amy Dhanjal, will focus on identifying communication channels for the capital campaign.
- The annual letter to donors will be mailed out this week.
- The committee received a presentation from Mindy Stroet of the Community Foundation. The presentation was on fundraising campaign strategies that she

recommends. She is willing to assist the Library Board by reviewing campaign documents once they have been drafted.

- There will be a separate meeting regarding grant research. The committee will look into sponsor and grant sources. Library staff will then apply for the grants.
- There was an update to the Project Charter. This will be shared with the Board soon.
- The volunteer appreciation event that took place at the Twisted Cork went very well.

e) Governance Committee

- The financial statements to October 31, 2018 were reviewed and recommended to be approved by the Board.
- The Regional District of Fraser Fort George includes reserve residents in services that they negotiate with the City, including library services. There is no requirement for the library to have a separate Service Agreement with the Lheidli T'enneh for library services.
- Jody Tindill will do a Board Education Session on how to read financial statements.
- The North Central Library Federation will do an Education Session at the February Board meeting.
- There will be a Year in Review Stats and Incidents Education Session as well.
- If anyone has any further suggestions for Education Sessions please let the committee know.

f) Local History Committee

- The committee is busy reading the nominations for the Jeanne Clarke awards.

g) Capital Campaign Sub-Committee

- The committee did not meet in November.
- The revised Project Charter was sent to Library Advancement Committee members and the Board Chair.
- Mike Gagel will review the Project Charter for the teen renovation project.

h) Friends of the Library

- There is \$19,000 in the general account.
- The last book sale made \$6,000.
- A larger storage bin for discards and book donations is needed. They would like at least a 20 foot bin.
- The Friends of the Library would like to be given first choice over library programs in choosing the date to use the Keith Gordon room when planning for their book sales.
- A discussion took place on different ways to have a book sale. A perpetual book sale in both branches of the library was one idea.

- An option for recycling books is needed. Trustee, Al Idiens, will contact the pulp mills to see if they accept books.

i) BCLTA

- Babs Kelly, ED, BC Library Trustees Association, has taken an active role in leading the BC Public Library Partners group.
- A letter from the BC Public Library Partners group has been sent to Deputy Minister MacDonald requesting increased provincial funding for libraries.
- A Graphic Artist was approached to create a new logo for BCLTA.
- The new website is up and running.
- The BCLTA Summit and AGM will take place on May 11, 2019.
- The TOP workbook is currently with a copy-editor and will be sent for document design in December. It is expected to be ready for early 2019.

## 5. DISCUSSION/DECISION ITEMS

a) Financial Statements to September 30, 2018

- The Financial Statements were reviewed.
- Plot Twist made \$5,287.26.

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

**A motion to transfer \$5,287.26 from the Plot Twist fund to the current campaign fund for the teen area expansion was moved and seconded. The motion is carried.**

b) Drug and Alcohol Policy

- The recommended changes from the last Board meeting were made to the policy.
- An email vote took place.

**A motion to ratify the email vote to accept the Drug and Alcohol policy as amended was moved and seconded. The motion was carried.**

c) Appointed and Reappointed Board Members

- Kirk Walker, Mike Erickson, Carolynne Burkholder-James and Myta Blacklaws have been reappointed to the Board for a two year term.
- Emelio Caputo has been appointed for a two year term.

d) Plot Twist

**A motion to move the next Plot Twist date to March 2020 was moved and seconded. The motion was carried.**

**6. OTHER/NEW BUSINESS**

a) Committee Meetings


- Local History Committee – December 4<sup>th</sup> at 4:45 p.m. in the mini-purpose room
- Library Advancement Committee – December 11<sup>th</sup> at 3:00pm in the mini-purpose room
- Governance Committee – January 23, 2019 at 6:00 p.m. in the Chief Librarian's Office
- Library Board Meeting - January 23, 2019 at 7:00 p.m. in the Keith Gordon room
- Advocacy of the Whole – March 27, 2019 at 6:30 p.m. in the Keith Gordon Room

b) Board Look Ahead

- Photos of the Board will be taken prior to the Board meeting on January 23, 2019 at 6:30 p.m. in the Keith Gordon room.

**7. ADJOURNMENT**

**A motion to adjourn the Library Board meeting at 8:36 p.m. was moved and seconded. The motion was carried.**

  
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**Janet Marren**  
Chief Librarian

  
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**Mike Gagel**  
Board Chair