

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, JANUARY 23, 2019 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  
Kirk Walker  
Emilio Caputo  
Astrid Nicholson  
Myta Blacklaws

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

Regrets: Councillor Terri McConnachie  
Carolynne Burkholder-James

**1. CALL TO ORDER**

- The meeting was called to order at 7:00 p.m.

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

**A motion to approve the minutes of the November 28, 2018 meeting as distributed was moved and seconded. The motion was carried.**

**3. ACCEPTANCE OF CONSENT AGENDA**

a) Meeting Agenda

Addition: 5. e) Taste of India  
5. f) Follow Ups

**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 will be presenting the library's 2019 budget to Council on February 11<sup>th</sup>.
- The Board Chair had a conversation with a woman who is interested in being on the board next year.

##### b) Chief Librarian

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

- The Chief Librarian was invited to participate in the City's strategic planning meetings on December 13. The meeting was attended by City Councillors and Department managers. An overview of the library's mission, strategic priorities, 2018 achievements and 2019 priorities was presented.
- At the City's strategic planning meeting, the City's Civic Facilities staff highlighted the library entrance as a priority project for 2019. The estimates are higher than the original \$2.6M set aside. City Administration has been tasked with recommending a means of funding the project in order to proceed this spring.
- The entrance drawings and specifications are being completed to tender documentation level. They will be ready for the tender process by the end of the month or early February.
- Staff and Board members have been busy organizing the Jeanne Clarke awards event that will take place on February 24. Invitations are being extended this week.
- Edel Toner-Rogala, Federation Coordinator, has agreed to speak to the Board on the role of the North Central Library Federation as an education session prior to the February 27 Board meeting.
- Grace Dove will be the Keynote speaker for the Beyond Hope Conference.
- On December 7<sup>th</sup> there was a staff-training day around health and safety concerns for staff dealing with incidents that occur with patrons.
- A consultant will be hired to do a risk assessment on library staff work areas.

##### c) Library Advancement Committee

- Elizabeth McRitchie will remain a member of the committee even though she is no longer a member of the Library Board.
- Jody Tindill, Library Controller, has been inputting information into the new fundraising software DonorPerfect.
- Jody has sent out the link for the Capital Campaign Project Site which is Trello.com.
- Grant research to be done.
- The next meeting of the Advocacy Committee of the Whole is March 27<sup>th</sup>.
- The committee reviewed campaign documents.

e) Governance Committee

- The meeting was cancelled for this month.

f) Local History Committee

- The suggested winners for the Jeanne Clarke awards will be reviewed in the In-Camera meeting to be held after this meeting.

g) Friends of the Library

- There is \$18,382 in the general account.
- \$3,000 is committed to the upkeep of the outreach van. The Friends will need to be invoiced by the library.
- \$700 to be used to purchase 15 tickets for youth to attend Fancon. Fancon will donate 15 tickets if this is done.
- The library's Public Service Manager requested funds for tablets so that families can take them out to use during their visit at the library. That way their child can stay with the parents while they are looking for books.
- The Friends of the Library will be 30 years old in 2020. Will speak to Council about having them recognize the achievements of the society at a recognition event. Possibly make it a Library Board and Friends of the Library joint event to raise interest in memberships.
- \$2000 was given to the library for the Beyond Hope Conference.
- The next book sale is April 5<sup>th</sup> and 6<sup>th</sup>. Volunteers are needed.
- There will be a book sale at the Nechako Branch on June 14<sup>th</sup> and 15<sup>th</sup>. Proceeds will go to renovations at the branch.

h) BCLTA

- The new website for BCLTA has been launched. Director, Babs Kelly, will be working to make sure it is updated and useful for Trustees.
- The Trustee Orientation Program is being revamped. Mike Gagel is on the sub-committee. A date is being setup for a teleconference so that feedback can be discussed.
- The BCLTA Conference will be taking place in Surrey on May 11, 2019.
- A TOP session will take place the day before the start of the Beyond Hope Conference. Mike Gagel will be facilitating the session.

## 5. DISCUSSION/DECISION ITEMS

a) Financial Statements to November 30, 2018

- The Financial Statements were reviewed.

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

b) Winterfest

- Winterfest will be held February 10, 2019 in the Civic Plaza from 11:00 a.m. to 4:00 p.m.
- There will be a story times held in the library at 1:00 p.m. and 3:30 p.m. These story times will be advertised at the library's booth in the plaza.
- A large cut out has been made so that people can put their faces in the cut out space and have a picture taken.
- The Chief Librarian will be sending out an email to Board members asking for volunteers to work a 1 hour shift.

c) Election of Chair and Vice Chair

- Mike Erickson nominated Mike Gagel as Chair of the Board. Mike accepted the nomination. There being no other nominations Mike wins by acclamation.
- Myta Blacklaws nominated Mike Erickson as Vice Chair of the Board. Mike accepted the nomination. There being no other nominations Mike wins by acclamation.

d) Committee and Liaison Appointments

**Governance Committee** – Carolynne Burkholder-James, Myta Blacklaws and Mike Gagel

**Library Advancement Committee** – Emilio Caputo, Mike Erickson, Alan Idiens and Kirk Walker

**Local History Committee** – Carolynne Burkholder-James, Mike Gagel, Myta Blacklaws and Emilio Caputo

**Friends of the Library Liaison** – Alan Idiens and Myta Blacklaws (alternate)

**North Central Library Federation Liaison** – Alan Idiens and Kirk Walker (alternate)

**Plot Twist Committee** – Will be created when needed.

e) Taste of India

- Rotary has identified the library as one of the recipients of a donation from the March 2, 2019 Taste of India event. Funds will be used to assist in the renovation of the meeting room at the Nechako Branch.
- Four volunteers are requested to assist in the transporting of silent auction items to the Theatre Northwest van at 8:45 p.m. that evening. Please let Janet know if you are able to help with this.
- Everyone is encouraged to attend. Tickets are \$100 each and can be purchased through Theatre Northwest and Books and Co.

f) Follow-Up

- Mike Gagel is working on setting up a meeting with School Trustees.
- The Library Board would like to meet with the Lheidli T'enneh Band Council. The Chief Librarian is waiting to hear back. Ignacio Albarracin, Public Service Manager, will follow up.

6. **OTHER/NEW BUSINESS**

a) Committee Meetings

- Local History Committee – February 8<sup>th</sup> at 4:45 p.m. in the mini-purpose room
- Library Advancement Committee – February 12<sup>th</sup> at 3:00pm in the mini-purpose room
- Governance Committee – February 27, 2019 at 6:00 p.m. in the Chief Librarian's Office
- Library Board Meeting - February 27, 2019 at 7:00 p.m. in the Keith Gordon room
- Advocacy Committee of the Whole – March 27, 2019 at 6:30 p.m. in the Keith Gordon Room

b) Board Look Ahead

- BCLA will be held in Surrey this year not Richmond.
- The library will have a booth at Fancon.
- The chili cook-off will take place in June.

7. **ADJOURNMENT**

**A motion to adjourn the Library Board meeting at 8:32 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**