

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, FEBRUARY 27, 2019 AT 7:00PM
IN THE KEITH GORDON ROOM AT THE BOB HARKINS BRANCH**

Present: Mike Gagel (Chair)
Mike Erickson (Vice Chair)
Alan Idiens
Emilio Caputo
Astrid Nicholson
Myta Blacklaws
Carolynne Burkholder-James

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

Regrets: Janet Marren, Chief Librarian
Councillor Terri McConnachie
Kirk Walker

1. CALL TO ORDER

- The meeting was called to order at 7:27 p.m.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Add: 5. d) Committee and Liaison Appointments
Local History Committee – Myta Blacklaws

A motion to approve the minutes of the January 23, 2019 meeting as amended was moved and seconded. The motion was carried.

3. ACCEPTANCE OF CONSENT AGENDA

a) Meeting Agenda

Addition: 5. g) Policy Update
5. h) Board Retreat

Deletion: 4. c) Library Advancement 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 presented the library's budget to Council on February 11th. Council approved the budget.
- Most of the Library Board attended the Jeanne Clarke Awards reception. There was a picture on the front page of the Citizen today.
- The Board Chair has been thinking about what role he would like to play on the BCLTA Board since has been on the Board for the last two years.
- BCLTA Executive Director, Babs Kelly, has asked if Board Chair, Mike Gagel and Chief Librarian, Janet Marren would do a joint session at the BCLTA Summit.

b) Chief Librarian

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

- Thank you to everyone who participated in the Jeanne Clarke Awards reception.
- Thank you to Mike Erickson and Al Idiens for their help at Winterfest.
- 80 people attended the Teen art Showcase. Over two hundred people came into the library to view the art and vote.
- The Library is in the process of recruiting staff to fill several vacancies in the Youth Services work group.
- On February 6th library staff had a meeting on incident reporting. Staff felt this was very helpful as it is very important to have incident reports filled out correctly.
- A consultant has been hired to identify workplace hazards to help the library reduce risks to staff health & safety.

c) Governance Committee

- The Governance Committee met prior to this meeting and will be making recommendations on policy and Financial Statements.

d) Local History Committee

- There will be a debrief meeting about the Jeanne Clarke Awards on March 6th. 50 people RSVP'd for the reception and extra showed up. It was a very nice event.

e) Friends of the Library

- There is over \$18,000 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.
- \$2000 will go to the library for the Beyond Hope Conference.
- The Friends of the Library will help the library in the participation of Northern FanCon.

- A working group will be formed consisting of Friends of the Library members, Library Board members and library staff to prepare an event recognizing the 30 year anniversary of the Friends of the Library in January 2020.

f) BCLTA

- The BCLTA AGM will take place on May 11th at the BCLTA Summit.
- The Board Chair proposes that a Resolution be submitted at the BCLTA AGM regarding the provincial trustee membership list.
- BCLTA Bulletins are available on their website or you can contact Babs Kelly at execdir@bclta.ca to be added to the mailing list.

5. DISCUSSION/DECISION ITEMS

a) Financial Statements to January 31, 2019

- The Financial Statements were reviewed.

A motion to accept the Financial Statements to January 31, 2019 as distributed was moved and seconded. The motion was carried.

b) BCLTA Summit

- The BCLTA Summit takes place on May 11th.
- Mike Gagel will have his expenses to attend paid by BCLTA.
- Myta Blacklaws and Emilio Caputo are interested in attending.

c) Board Meeting at the Nechako Branch

- The Library Board meeting will be held at the Nechako Branch on June 26th.
- Pizza will be served between 6:30 p.m. and 7:00 p.m. as an appreciation for staff at the branch prior to the start of the Board meeting.

d) Advocacy Committee of a Whole – Terms of Reference

- The Terms of Reference were reviewed.

A motion to approve the Terms of Reference for the Advocacy Committee of a Whole was moved and seconded. The motion was carried.

e) Joint Meeting with SD57 Board of Education

- Mike Gagel met with Tim Bennett from SD57 Board. On April 17th the Library Board will be attending the School Board budget meeting. Senior library staff will be

invited to attend as well. A meeting will be setup between the two Boards. A presentation will take place by each Board explaining the role of their group.

- f) Proposal: PGPL Motion to BCLTA AGM (provincial trustee membership list)
- The Board Chair to submit to BCLTA at their AGM.

A motion that as part of the Counting Opinions Survey that the Libraries Branch collect Trustee contact information for the purpose of sharing for BCLTA membership purposes was moved and seconded. The motion was carried.

- g) Policy Update

- **Current Policy:** Programs may be conducted by staff members or qualified speakers from outside the library.
Proposed Policy: Programs may be conducted by staff members or may feature community members with expertise related to the programming topic. Reference made in programs to specific products or services does not imply library endorsement. Business solicitation is not permitted during programs but programmers may make contact or business information available in the room.
- It is recommended by the Governance Committee to accept the changes made to Policy section 3.2.4.

A motion to accept the changes to policy 3.2.4 was moved and seconded. The motion was carried.

- h) Board Retreat

- The Board Retreat will take place in June. It will be held at the Northern Health Board room.

6. OTHER/NEW BUSINESS

- a) Committee Meetings


- Local History Committee – March 6th at 3:00 p.m. in the mini-purpose room
- Library Advancement Committee – March 20th at 3:30pm in the mini-purpose room
- Governance Committee – March 27, 2019 at 6:00 p.m. in the Chief Librarian's Office
- Library Board Meeting - March 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

- The library will have a booth at FanCon.

7. ADJOURNMENT

A motion to adjourn the Library Board meeting at 8:26 p.m. was moved and seconded.
The motion was carried.



Janet Marren
Chief Librarian

MICHAEL ERICKSON


Mike Gagel
PER Board Chair
~~PER~~