

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, MAY 22, 2019 AT 7:00PM
IN THE KEITH GORDON ROOM AT THE BOB HARKINS BRANCH**

Present: Mike Gagel (Chair)
Mike Erickson (Vice Chair)
Alan Idiens
Myta Blacklaws
Astrid Nicholson

Also Present: Janet Marren (Chief Librarian)
Ignacio Albarracin (Public Service Manager)
Amy Dhanjal (Communications Coordinator)
Lisa Martinson (Recorder)

Regrets: Councillor Terri McConnachie
Carolynne Burkholder-James
Kirk Walker
Emilio Caputo

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 April 24, 2019 meeting as distributed was moved and seconded. The motion was carried.

4. ACCEPTANCE OF CONSENT AGENDA

a) Meeting Agenda

Addition: 5. e) Chili Fest
f) Civic Appreciation Dinner
g) Board Photos – Social Media
h) New Board Appointments

Addition: Correspondence Letter

b) Correspondence Letters

- Both correspondence letters were reviewed.

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

5. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- The Chair has been away for the last two Board meetings due to vacation and attendance at the BCLA/BCLTA Conference.
- The Chair met with the Chief Librarian and Support & Circulation Services Manager to prepare a presentation for BCLTA on the budget for the Prince George Public Library. The presentation went very well.

b) Chief Librarian – Janet Marren

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

- Construction of the entrance will begin in June. A kick-off meeting will take place on Monday, May 27th at 10:00 a.m. in the Keith Gordon room. The City's Project Manager for the entrance is developing a Project Charter Communication Plan, Management Plan and Stakeholder Plan.
- The Chief Librarian updated the Nechako Rotary group on library projects and services.
- The library's audited financial statements were approved at a City Finance and Audit Committee meeting on May 13.
- On May 17th the Chief Librarian and Manager of Support and Circulation Services attended one of the City's table top exercises at CN Centre designed to test an updated emergency evacuation plan.
- The Library will be extending library services to wildfire evacuees in 2019. There has already been one evacuee from High Level in the library.
- Board members are encouraged to register for the Beyond Hope Conference and to attend the social events.
- City Council has asked City Administration to give a report on public washrooms in the downtown area. The Library contributed some statistics and observations.
- Members of the North Central Library Federation will meet for a strategic planning session and Board meeting on June 2. The Federation meetings will be attended by Al Idiens, the Chief Librarian and the Manager of Support and Circulation Services.
- On June 1st the Chief Librarian is a mentor at a New Directors Boot Camp. She will be sharing advice and experience on working with Local Government. The Boot Camp is being attended by new Directors from throughout the province.
- The new June to August Library Guide is now available.

c) Advocacy Committee of the Whole

- The Advocacy Committee of the Whole met this evening prior to the Board meeting.

d) Library Advancement Committee

- A brainstorming session was held on May 1st on how the committee could fundraise or get sponsors for the teen area renovations. Following the meeting Amy Dhanjal and Jody Tindill spoke to the City about procurement. The library cannot accept in-kind donations. Sponsorships can be accepted. The project will be added to the City's Capital Expenditure Plan. The City can plan for work to be done once the library raises the money.

e) Governance Committee

- No meeting was held.

f) Local History Committee

- Myta Blacklaws presented the Kent Sedgwick Research Award on behalf of the Board at the Heritage Fair on May 3.
- Myta made the following recommendations: that a Library Board member attend the judging session and choose the winning exhibit for our award; that an additional person attend the awards ceremony in order to take photos; that the Board alert the organizers that they would like to say a few words at the presentation; and that the winner be offered a space in the library to display their exhibit following the Fair.

g) Friends of the Library

- The Nechako Branch will be having a book sale on Friday, June 14th from 4:00 p.m. to 8:00 p.m. and on Saturday, June 15th from 10:00 a.m. and 4:00 p.m. Proceeds from the book sale will go towards the renovations of the multi-purpose room at the Nechako Branch. Thank you to Ignacio Albarracin for coordinating the transfer of books to the Nechako Branch.
- In January 2020 the 30th anniversary of the establishment of the Friends of the Library will take place. Carolynne Burkholder-James is working on the coordination of the appreciation event. There will be a planning meeting on June 20th at 5:00 p.m. in the mini-purpose room at the Bob Harkins Branch of the library.
- The Friends of the Library will be giving the library \$2,000 for the Beyond Hope Conference.

h) BCLTA

- Mike Gagel was elected as the new President for BCLTA for the next two years.

- All positions have been filled on the Board. There are six new members and the rest are returning members.
- BCLTA has been working closely with other library partners, including the British Columbia Library Association (BCLA), the Association of BC Public Library Directors (ABCPLD) and the BC Library Co-op. This has been going very well.
- Mike Gagel will be facilitating the Trustee Orientation Program at the Beyond Hope Conference on June 2. This will be the first time the new version of the program will be used. Currently there are seven people registered.
- Mari Martin from the Libraries Branch will be attending the TOP session and the New Director's Boot Camp prior to the Beyond Hope Conference.
- The BCLTA Summit on May 11 was well attended.
- A motion to allow Board membership information collected by the Libraries Branch to be shared with BCLTA Board was approved by the BCLTA membership.

5. DISCUSSION/DECISION ITEMS

a) Financial Statements to April 30, 2019

- The Financial Statements were reviewed.

A motion to accept the Financial Statements to April 30, 2019 as distributed was moved and seconded. The motion was carried.

b) June Board Meeting – Nechako Branch Appreciation Evening

- The Board meeting on June 26 will be held at the Nechako Branch following a staff appreciation dinner and tour of the branch. All Board members are asked to arrive at the branch by 6:15 p.m. that evening.

c) Board Retreat

- Will take place on Sunday, June 23, 2019 from 10:00 a.m. to 4:00 p.m.
- Mike Erickson will confirm the availability of the Northern Health Board room for that date. The building is located on the corner of 3rd Ave and Brunswick Street.
- Kirk Walker will arrange for a colleague to attend the retreat to talk about fundraising.
- Mike Gagel will speak to Councillor Terri McConnachie about participation from the City.
- Board members to do the Self Evaluation survey. The Library's Leadership Team will be asked to complete one as well.
- The retreat is an opportunity to plan for upcoming strategic planning
- Possible facilitators for strategic planning methodologies include the Federation Manager, Edel Toner-Rogala, or a contact from Northern Health.
- The retreat could also include background to the current Library's Strategic Plan for new Board Members. The facilitator who was hired by the federation to work on the

Prince George Public Library's Strategic Plan created an open source teaching module based on the Library's plan.

- If anyone has any further suggestions for agenda items please let the Chief Librarian know.

d) NCLF Strategic Planning

- The North Central Library Federation (NCLF) is looking for input from all Library Boards.
- The Board reviews and discusses the goals of the current strategic plan.
- The recommendation is to reduce the number of goals and initiatives and to focus on a few key areas such as staff training, cooperative purchasing and member support.

e) Chili Fest

- Decorations, costumes and banners (2018 Champions "Frito Pie Chili") are needed for the library booth.
- Availability of volunteers and equipment supplies are discussed.
- The Chief Librarian will send out an email to board members to confirm the schedule.

f) Civic Appreciation Dinner

- The event takes place on June 27th.
- Board members are invited to attend and bring a guest.
- The Chief Librarian will supply pictures of Board members and Friends of the Library members to be included in a display that evening..

g) Board Photos – Social Media

- A few board members have had their photos taken.
- The next photo session will take place on Monday, May 27th from 4:00 p.m. to 6:00 p.m. at the Nechako Branch.

h) New Board Appointments

- Myta Blacklaws has submitted her resignation from the board. Her last meeting will be in July.
- Emilio Caputo will be resigning at the end of this year.
- Al Idiens, Astrid Nicholson and Mike Gagel's terms end this year.
- The Chief Librarian will notify the City Clerk about mid-term appointments needed.

6. OTHER/NEW BUSINESS

a) Committee Meetings


- Local History Committee – Next meeting will be in the fall to plan the Jeanne Clarke Awards.
- Library Advancement Committee – June 11, 2019 at 3:30pm in the mini-purpose room
- Governance Committee – July 24, 2019 at 6:00 p.m. in the Chief Librarian’s Office
- Library Board Meeting - June 26, 2019 at 6:15 p.m. at the Nechako Branch
- Advocacy Committee of the Whole – July 24, 2019 at 6:30 p.m. in the Keith Gordon Room

b) Board Look Ahead

- Pride Parade – July 6, 2019
- Summerfest – July 14, 2019

7. ADJOURNMENT

A motion to adjourn the Library Board meeting at 8:47 p.m. was moved and seconded. The motion was carried.


Janet Marren
Chief Librarian


Mike Gagel
Board Chair