

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY FEBRUARY 25, 2026 AT 7:00 PM  
MINI PURPOSE ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

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Present: Jennifer Wilczek (Chair)  
Jenne Amell (Vice Chair)  
Sonia Sidhu  
Vash Ebbadi-Cook  
Louise Hanson  
Luke Spooner  
Anna Duff  
Kirsten Thomson  
Joseph Jeffery  
Councillor Garth Frizzell

Also Present: Paul Burry (Library Director)  
Lyoshi LaMair (Manager of Finance & Facilities)  
Danielle Doucette (HR & Executive Assistant)  
Sheila Littler (Manager of Customer Experience & Service Delivery)

Regrets: Wendy Jael

### **1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

- The meeting was called to order at 6:50 pm.
- Jennifer Wilczek shared a territorial acknowledgement of the unceded traditional lands of the Lheidli T'enneh people.

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

**Motion: That the Library Board approve the minutes of the January 28, 2026 meeting as distributed. The motion was moved and seconded. The motion was carried.**

### **3. APPROVAL OF MEETING AGENDA**

**Motion: That the Library Board approve the agenda for the February 25, 2026 meeting as distributed. The motion was moved and seconded. The motion was carried.**

#### 4. ACCEPTANCE OF CONSENT AGENDA

**Motion: That the Library Board accept the Consent Agenda as distributed. The motion was moved and seconded. The motion was carried.**

#### 5. REPORTS/PRESENTATIONS

##### a) Board Chair Report – Jennifer Wilczek

- Jenn reviewed information provided by the Library Director on a Code of Conduct violation relating to a video taken within PGPL and posted online.
- The Jeanne Clarke awards were held on Sunday. Jenn was unfortunately unable to attend but said the photos looked great, and thanked Anna for doing such a great job as master of ceremonies for the event.
- Jenn is working with library staff to get set up as a signing authority for the new board chair role.

##### b) Library Director – Paul Burry

###### **Improving the User Experience**

*Plan, deliver, and build awareness of library services and programs that respond to the needs of our community.*

- The library's new website is scheduled to launch early in March, with final testing and updates currently being performed by library staff.
- The "Bookworm Boogie with Beppie" all ages musical performance took place at the Bob Harkins Branch on February 7<sup>th</sup>. 212 people attended the Coldsnap Festival program.

###### **Expanding our Reach**

*Create opportunities for reaching community groups and individuals who are not regular users of the library.*

- In honour of Black History Month, PGPL hosted a "Loving Black History Storytime" on February 14<sup>th</sup> at the Bob Harkins Branch. The program featured stories, songs, and activities celebrating Black voices. 46 people attended the storytime.
- The 41<sup>st</sup> annual Jeanne Clarke Awards for Local History were held on February 22<sup>nd</sup> at Prince George Civic Centre, to a crowd of approximately 85 people. Four of the six award recipients were able to attend the awards in person to share their remarks with attendees. Publication award finalist Mike Gouchie performed the title song of his new album and memoir, entitled "Shattered Glass." Jeanne Clarke's daughter Heather Henderson once again shared some thoughts about her mother's legacy, Anna Duff performed the role of master of ceremonies, and Garth Frizzell presented the Service

Award to the winners. Thank you to the board and staff members who helped plan and host the event.

- The “Creativity Crew” children’s art program series, held in partnership with Two Rivers Gallery, has been well attended and received in the community. There were 35 participants on January 22<sup>nd</sup>, 27 on January 29<sup>th</sup>, 18 on February 5<sup>th</sup>, and 26 on February 19<sup>th</sup>.
- 16 people attended the “First Time Homebuyers Info Session” adult program on February 11<sup>th</sup> at the Bob Harkins Branch. The program was held in partnership with a local real estate agent and consultant from BeOne Financial.
- 15 children & youth aged 8-18 years attended the “My First Tote Bag” crafting program on February 11<sup>th</sup> at the Nechako Branch. The hands-on, beginner-friendly workshop taught participants the basics of using a sewing machine to make their very own tote bag.

### **Developing Partnerships & Advocacy**

*Make connections and build relationships with community partners and library stakeholders representing the diversity of our region.*

- Paul travelled to Maple Ridge, BC to participate as a Learning Guide in the Library Leadership and Development Program’s (LLEAD) week long intensive, from February 8<sup>th</sup> to 13<sup>th</sup>. Both Paul and Larissa Clotildes have completed the LLEAD program as learners, so this is an excellent opportunity to help contribute to the development of the next generation of library leaders.
- PGPL has been awarded a Raise-a-Reader grant in the amount of \$2,100. The funds will be used to support literacy programs at the library.
- Manager of Communications & Engagement Steve Hamilton has secured over \$30,000 in in-kind donations to support the marketing and promotion of the public library in 2026, partnering with Vista Radio and Pattison Media to promote PGPL programs, collections, and services.

### **Designing Welcoming Spaces**

*Create safe, attractive, inclusive library spaces that the community can take pride in.*

- PGPL is continuing to upgrade facilities signage to integrate the new brand logo and colours. The “Welcome” vinyl wrap on the stairwell in the main entrance of the Bob Harkins Branch, featuring the full brand colour gradient, was installed on January 28<sup>th</sup>.
- Engagement Library Assistant Ashley Neff is leading the “Spanish and English Language Exchange” adult program January through February at the Bob Harkins Branch. The language learning sessions are welcoming to both beginners and seasoned speakers, exploring both languages through simple prompts, fun activities, and friendly conversation. The sessions have averaged over 20 participants so far this year.
- PGPL hosted a number of watch parties for library visitors during the Milano Cortina Olympic Winter Games, from February 2<sup>nd</sup> to 22<sup>nd</sup>.

## **Strengthening Staff Communications & Relationships**

*Promote and support collaborative relationships among library staff, encouraging a culture of cooperation and innovation.*

- A meeting of the Joint Union-Management Committee was held on January 29<sup>th</sup>. The union has offered to provide Harassment & Discrimination training for library staff to support the library's recently updated policy language. Management staff are working with CUPE to pursue this opportunity.
- PGPL hosted a pizza luncheon for library staff on February 11<sup>th</sup>, encouraging team members to support each other and make use of the resources and help available, in the aftermath of the devastating tragedy in Tumbler Ridge, BC.

### c) City Council Representative – Garth Frizzell

- Garth thanked everyone who attended the PGPL Budget Presentation at City Council in January. Council noted the strong representation and support of the library, and Garth hopes to see the momentum continue in future years. Council noted the budget increase percentages outlined in the 5-year plan, and there is an expectation that we will be on target when the budget is presented next year.
- Garth and Paul have been participating in online sessions for the Strong Cities Network, focusing on countering online hate and misinformation. The program leads were helpful in providing supportive information and resources that Garth was able to share with Tumbler Ridge following the recent tragedy.
- The Prince George Rotary Club offers grant funding for student/child development program initiatives. This may be something for the library to consider applying for.

### d) Library Advancement Committee

- Jeanne Clarke Awards were held on Sunday.
- All Hands On Deck project is currently waiting for further guidance from the City of Prince George on project timelines. We are partnering with UNBC for someone in the architecture program to assist in helping with design options for the deck
- Vash has been elected the new chair of the Advancement Committee. Jennifer will remain on the committee.

### e) Governance Committee

- Reviewed the financial reports. We are on track with our action plan and the audit is underway.
- Reviewed the trustee development plan and will discuss plans for the rest of the year later in this meeting.
- As we move to the new financial statement format, we would like to proceed with the March board session on Understanding Financial Statements. Paul is arranging for a

presenter, and any supporting documentation will be shared with the board prior to the presentation, if possible.

- Terms of Reference was approved with no changes.
- Reviewed policy changes that we will discuss in more detail later tonight.

f) Local History Committee

- The Jeanne Clarke Awards were held on Sunday afternoon. Thank you to Anna and Garth for presenting the awards to the 4 winners. We had good attendance, but did not have as many attend as the RSVP list indicated, likely due to bad weather and Olympic Hockey overlap. There were some small AV issues, but no major issues. We have already received a service award nominee for next year, as well as 2 titles for the publication short list. During the event there was good connection and discussion amongst the attendees. There was clear recognition of indigenous peoples, not only during the opening land acknowledgement, but throughout the entire event.

g) Friends of the Library

- Discussion about how to manage virtual participation at Friends meetings. The current meeting time does not work well for Jenne to attend in person and currently the virtual system is challenging (using Google Meet)
- The signing authorities are up to date.
- Financials are the same from the last month (\$2.00 change).
- Social media posts will now align with PGPL, with assistance from Steve.
- Working on digitizing files, and will use PGPL services to assist.
- Considering how to recognize long term volunteers, and a place for plaques on the deck was discussed.
- The book sale is scheduled for April 16-18 using the new processes (membership and volunteer coordinator), and the fall session is tentatively booked for October 15<sup>th</sup>.
- Gardening boxes are ready for the spring.

h) NCLF Board

- The NCLF board will be meeting on May 3<sup>rd</sup> and a portion of the day will be devoted to a trustee development session on AI Policy development. If any board members are available and interested in attending please contact Vash. The AGM will take place after the trustee development session.

i) BCLTA

- BCLTA had their first meeting of 2026. One of the discussion items was the Tumbler Ridge incident and the role that the Tumbler Ridge Library played in the days afterwards. BCLTA sent a letter and Anna will be delivering a care package to them this spring on behalf of the organization.

- The 2026/2027 budget has been tentatively approved. BCLTA is currently in the process of transitioning a new Executive Director into the role, so the budget will be reviewed again after the new director has joined.
- As outlined in BCLTA bylaws, Anna is able to continue her membership on the BCLTA board, even after her term has ended on the PGPL Board.
- Planning for the April AGM is ongoing.
- BCLTA is presenting a panel discussion session at the upcoming BCLA conference, in the hope of increasing awareness of and engagement with the role of BCLTA in the province.

## 6. DISCUSSION/DECISION ITEMS

a) Approve Financial Statements to December 31, 2025

**Motion: That the Library Board approve the financial statements to December 31, 2025. The motion was moved and seconded. The motion was carried.**

b) Update to Policy Appendix B. Schedule of Customer Fees

The changes to the Schedule of Customer Fees in the policy manual were reviewed and discussed by board members.

**Motion: That the Library Board approve the updated Policy Appendix B. Schedule of Customer Fees. The motion was moved and seconded. The motion was carried.**

c) 2025 Provincial Public Library Grant Report

Paul reviewed the draft Grant Report for 2025, to be submitted to the Public Libraries Branch of the provincial government, as part of the requirements under the Library Act.

**Motion: That the Library Board approve the 2025 Provincial Public Library Grant Report. The motion was moved and seconded. The motion was carried.**

d) Strategic Planning Process

The strategic plan expires at the end of this year. The board discussed whether the library should create an entirely new plan with a community engagement process, or is a review and updating of the existing plan sufficient. Due to budget considerations and a general consensus that the strategic priorities in the existing plan continue to be relevant and effective, the decision was made to review and update the existing plan. Paul will arrange for a facilitator to develop a strategic planning process for PGPL.

e) 2026 Trustee Development Plan

The draft plan for trustee development sessions was shared and discussed with the board. Paul would like to include a session presented by Manager of Collections and Technology Chris Field introducing and providing a demo of the new website, preferably soon as the launch of the site is imminent. The board requested that Chris record the presentation and share it with the board for their review, and include an agenda topic at the next board meeting for discussion and questions.

**7. OTHER/NEW BUSINESS (SCHEDULE/ASSIGN TO COMMITTEE)**

a) Committee Meetings in March

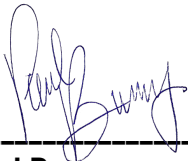
- Local History Committee – March 4, 2026 at 4:30 pm
- Library Advancement Committee – March 11, 2026 at 12:00 pm
- Governance Committee – March 16, 2026 at 4:30 pm

b) Board Look Ahead

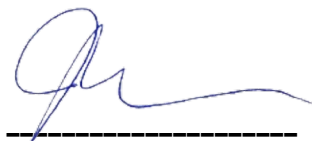
- Recorded presentation reviewing the new website will be distributed by email.

**8. ADJOURNMENT**

**Motion: That the Library Board adjourn the Board meeting at 8:15 pm. The motion was moved and seconded. The motion was carried.**



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**Paul Burry**  
**Library Director**



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**Jennifer Wilczek**  
**Board Chair**