

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY MAY 27, 2026 AT 6:30 PM
MINI PURPOSE ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

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

Also Present: Paul Burry (Library Director)
Lyoshi LaMair (Finance & Facilities Manager)
Danielle Doucette (HR Coordinator/Executive Assistant)

Regrets: Wendy Jael

6:30 pm 2025 Year-In-Review Presentation

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 6:58 pm.
- Joseph Jeffery 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 April 22, 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 May 27, 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

- Paul followed up with the Lheidli T'enneh Elder who had been recommended as a potential board member, but has not connected with them yet. We will follow up with the Executive Director of LTFN to consider next steps.
- On May 13th KPMG presented the library's 2025 audited financials to City Council. Everything went well with the presentation.
- Jenn attended the Party in the Plaza on May 21st organized by the NCLGA. There was good engagement from the community. Some people asked about library swag with the new logo. Library staff are looking into swag options.

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 Teen Art Showcase Awards Ceremony was held at the Bob Harkins Branch on May 2nd. Organized in partnership with the PG Community Arts Foundation and the PG Chamber of Commerce, the celebration of artistic talent was attended by 45 people. Awards were presented in 6 different categories. There were 33 art submissions for the awards this year.
- The Prince George Community Foundation's "Community Votes" initiative ran during the month of May. This was a community-driven initiative to recognize local businesses and services in various different categories. The library was selected as an award winner in multiple categories. PGPL was awarded Silver in the Service/Non-Profit category, and Gold in the Service/Community Organization and Parenting & Childcare/Children's Activities categories.
- The Native Plants of BC adult program on May 9th, held in partnership with the PG Naturalists Club, attracted 25 participants.

Expanding our Reach

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

- PGPL staff interacted with 38 attendees at the "Party in the Plaza" event in the Canada Games Plaza on May 21st. The event was presented by the North Central Local Government Association (NCLGA), and organized by Tourism PG.

Board Chair Jennifer Wilczek helped library staff interact with NCLGA delegates and distribute information, and was described as “a perfect fit to mingle with the government officials and council members at the event.”

- As this month’s Media Report highlights, a variety of different library programs and initiatives have been featured in recent media coverage in Prince George, including Story Time Under the Stars, the opening of the Knowledge Garden, the Naloxone Training program, and the Story Walk.
- PGPL staff interacted with over 200 attendees at the CityFest event on May 13th, in the Civic Centre and Canada Games Plaza.
- Youth Community Engagement Librarian Tia Dayman participated in the Heritage Fair event on May 7th at Exploration Place. Organized in partnership with Huble Homestead, PG Heritage Foundation, SD57, and UNBC, the event was attended by 130 students and family members. The PGPL Library Board donated \$100 for the Kent Sedgwick Heritage Award.

Developing Partnerships & Advocacy

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

- Paul participated in the AGM of the Association of BC Public Library Directors (ABPLD) on May 20th, in his role as Secretary/Treasurer of the Association. Paul has completed a 4 year term on the ABCPLD Board, and has been succeeded in his board role by Library Director Anthea Goffe of Coquitlam Public Library.
- The library’s 2025 Audited Financial Statements were presented to the Standing Committee on Finance & Audit on May 13th. KPMG delivered the presentation on behalf of PGPL.
- The library submitted its Statements of Financial Information (SOFI) package and completed the 2025 Annual Survey for the Public Libraries Branch, as required by the BC Library Act.

Designing Welcoming Spaces

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

- The Knowledge Garden opened for public access on May 4th. The opening was covered in multiple different media stories, including a CKPG story featuring Caden Fanshaw “helping” the City of Prince George horticultural and gardening staff members.
- The library switched to its summer hours schedule as of May 18th, with both branches closed on Sundays through the September Labour Day weekend.
- A new banner with updated branding and the “Welcome!” library slogan has been installed at the top of the main stairwell at the Bob Harkins Branch. The banner helps to provide shade from the sunshine for staff working at the second-floor information desk.

Strengthening Staff Communications & Relationships

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

- Both branches of the library are closed to the public on June 1st for the library Staff Development Day. Consultant Basma Sheikh of Veritas Solutions is leading a training session on "Psychological Health & Safety in the Workplace. Library Board members are invited to join us for lunch on June 1st at the Bob Harkins Branch from 12:30 to 1:15 pm.
- PGPL staff have implemented a change to how incident report information is shared with staff members. Instead of providing real time access to incident report submissions to all staff, information will be verified and reviewed prior to distribution, to ensure that the most important details are highlighted. The concern is that Incident report submissions may contain incomplete, graphic, or unverified information that could lead to confusion about possible risks and an unnecessary increase in staff anxiety or trauma.
- PGPL and CUPE4941-04 representatives held their Joint Union-Management Committee meeting at the library on May 7th.
- PGPL welcomed 4 new staff members in May: Angela Kreklewetz (Customer Experience Assistant), Chandan Kaira (Security/Maintenance Worker), and Omolade Ogunleye & Serena Doucette (Library Services Pages). Youth Community Engagement Librarian Tia Dayman is the new Collections Librarian as of June 1st. Congratulations everyone!

c) City Council Representative – Garth Frizzell

- Garth was invited to present at NWLF on how to effectively advocate for Libraries, how to discuss issues with provincial and municipal politicians, and effective advocacy strategies. If you have any input for the discussion items please contact Garth.
- As we are in an election year, this may be Garth's final year on the board. In previous years, the library has been front and centre for election events and would be encouraged to continue to do so. It's another opportunity to share the voters heart library buttons.
- Consider what the library may do to prepare for continued community growth over the next 4 years. How can we help welcome new residents, can we provide health care assistance information, etc.
- NCLGA moved the library resolution forward last year, and we expect the same results from the provincial government. If there any topic we would like brought forward to Minister Boyle other than funding, please share ideas with Garth.

d) Library Advancement Committee

- No meeting in May.

e) Governance Committee

- Looking at financials later on in our agenda. Reminder that we are reviewing March's monthly financials.
- We reviewed 2 policies requiring updates. Internet Use policy 3.11 and Collection Development policy 5.
- A new lease proposal for the Nechako Branch has been received and we are in the process of reviewing it to ensure everything is acceptable. The lease is a two-year term. We recommend the board review the lease and discuss at the next June meeting.

f) Local History Committee

- No update

g) Friends of the Library

- The Friends of the Library held the Spring book sale and reported 700 attendees. They have estimated raising between \$5000-\$6000 in fundraising. They discussed increasing hours or an additional day, but will be moving forward with similar days/hours in the fall. T-shirts were a new sales item this year and were successful. Will be exploring new designs and the library will be selling current designs at the main desk.
- A donation of \$10,000 was approved in support of the Indigenous Space project at PGPL.
- Jenne and Louise will be unavailable to attend the next meeting. Garth will confirm if he can attend as the next alternate.

h) NCLF Board

- Sonia and Louise attended the AGM and workshop on AI in libraries. PGPL's AI policy was used as an example for AI use in libraries.
- Vash was nominated to continue as Vice Chair.
- There was a lot of excitement about the Trivia Night that Mackenzie Public Library was hosting.

i) BCLTA

- Anna Attended the BCLA conference, including a session regarding Alberta's Bill 28. Discussed awareness and a theme of standardization from the province of Alberta. The removal of local knowledge and board oversight to do what is best for their communities. There is a new organization called the Coalition of Alberta Public Libraries that has become a key part of the response. BC colleagues have asked what they can do to support Albert libraries/peers and it was noted that support from

other provinces may not be well received with the separatist movement currently gaining momentum as well.

- The BCLTA AGM is on June 10th. There are more board nominations than there are currently seats available. There are many new nominees that are from large libraries and since votes are weighted they are likely to receive the seats. The board anticipates the past president will move into a special advisor role for 1 year and become a non-voting member.
- During the BCLA conference discussions were had regarding how to support libraries after disaster, and what role do libraries have with community disasters. There's a potential opportunity for ABCPLD and BCLTA to work together to support and continue discussions.

6. DISCUSSION/DECISION ITEMS

a) Approve Finance Statements to March 31, 2026

Motion: That the Library Board approve the financial statements to March 31, 2026. The motion was approved and seconded. The motion was carried.

b) Updated Policy 5. Collection Development

Board members discussed the proposed update to the Collection Development policy, which removes the "Internet Use" section so that it can be added as Policy 3.11.

Motion: That the Library Board approve the updated Collection Development Policy as presented. The motion was approved and seconded. The motion was carried.

c) Policy 3.11 Internet Use

Board members reviewed the Internet Use Policy, which has been moved out of the Collection Development Policy to its own policy section under "Services of the Library."

Motion: That the Library Board approve Policy 3.11 Internet Use. The motion was approved and seconded. The motion was carried.

d) 2026 Board Engagement Schedule

The updated Board member schedule for participation in summer programs has been distributed. If anyone would like to be added to any of the events listed, please reach out to Paul. If you would like to stay for a 2-hour block rather than 1 hour please let Paul know. Thank you for all those who have put their name forward.

e) Summer Board Meeting Schedule

The July board meeting will be cancelled to allow for a summer break. Any trustees who are unable to attend the August meeting please reach out to Paul or Jenn to ensure there are enough board members present to reach quorum.

f) Strategic Planning Process

The consultant assisting with strategic planning has proposed a Zoom session with board members in August, which could take place either prior to the board meeting or on a different day. The session will take approximately one hour. Board members agreed to the session taking place prior to the August board meeting, starting at 6:00 pm. Paul will distribute a package of information and resources to review in advance of the session, which will assist in promoting discussion during the session.

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

a) Committee Meetings in June

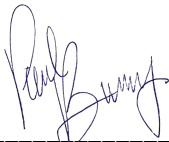
- Kirsten is not available for June Governance committee meeting. Will consistently miss governance (4 meetings/year) as it conflicts with Northern Health's board meeting. Will discuss altering the governance meeting schedule. Paul will send an email to committee members to adjust the June meeting date.
- The Board education session for June is the Incident Report Review for 2025.
- Annual Report presentation to City Council is June 22nd at 6:00pm. Call to the community to attend in the gallery, including Friends, Board Members, staff etc.

b) Board Look Ahead

- Staff Development Day June 1st – Board members are invited to the luncheon at 12:30 pm.

8. ADJOURNMENT

Motion: That the Library Board adjourn the Board meeting at 8:22 pm. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Jennifer Wilczek
Board Chair