MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY SEPTEMBER 23, 2026 AT 6:30 PM
MINI PURPOSE ROOM AT BOB HARKINS/ONLINE VIA ZOOM

Present: Jennifer Wilczek (Chair)
Jenne Amell (Vice Chair)
Louise Hanson
Luke Spooner
Kirsten Thomson
Anna Duff
Joseph Jeffery

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

Regrets: Wendy Jael
Vash Ebbadi-Cook
Sonia Sidhu
Councillor Garth Frizzell

6:30 pm Library Policy Spotlight Presentation

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 6:57 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 August 26, 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 September 23, 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

- Followed up with a letter to Minister Boyle and did receive confirmation it was received.
- Received the cheque for the remaining provincial funding amount, which will be included in the September financials.

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.

- STEAM in the Stacks for children aged 8-12 was held at the Bob Harkins Branch on September 15th. Organized in partnership with UNBC Active Minds, the science and technology program attracted 16 participants.
- "Prepping Your Garden for Winter" is a program running at both branches of the library that invites local gardeners to come and learn how to prepare their garden for winter, save seeds for next year's harvest, and set themselves up for a successful growing season. The Nechako Branch event on September 17th attracted 10 participants. The Bob Harkins Branch event is scheduled to take place on September 24th.

Expanding our Reach

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

- Board Games @ Nechako Branch is a program series running through September and October at the Nechako Branch that invites attendees to try out a board game from the library's collection of 40 different board games.
- Community Engagement staff members Charmaine Roisum and Chris Stafford attended the CNC Student Life Expo at College of New Caledonia on September 15th. During the event, they interacted with 122 students and registered 10 people for new library cards.
- The Early Years Fair was held at the Bob Harkins Branch on September 19th. Hosted in partnership with Northern Health, SD57, Childcare Resource and Referral, Child Development Center, PGNFC, and the Aboriginal Infant & Family Development Program, the program provided information about educational, recreational, wellness,

and lifestyle resources for children and their parents/caregivers. 94 people attended the event.

Developing Partnerships & Advocacy

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

- Manager of Communications & Engagement Steve Hamilton has secured a a $20,000 contribution from Integris to support the Homework Help program for the next two years. We are grateful to Integris for their support of this important program.
- We are also grateful to the Nechako Rotary Club for their award of a grant of $5,000 to fund the Homework Help program. These generous donations have allowed the library to maintain the enhanced level of tutoring support for students, despite the provincial government's failure to extend the additional funding provided by the Enhancement Grant.
- Paul attended the September 16th meeting of the NCLF's Library Directors Advisory Group, where the draft of the Federation's 2027 Budget was reviewed. The group also said farewell to Chair Anton Dounts, Director of the Cariboo Regional District Library System, who is leaving his position at CRDL and relocating with his family to Clearwater.

Designing Welcoming Spaces

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

- Sunday openings at the Bob Harkins Branch resumed on September 13th. The branch is open to the public from 12:00-4:00 pm every Sunday until May 16th, 2027.

Strengthening Staff Communications & Relationships

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

- The library's Health & Safety Committee have created a "Health & Safety Snapshot" newsletter to provide regular reminders to library staff about important health and safety issues. The latest issue of the newsletter shares guidelines for proper use of portable radios by staff members.
- The Health & Safety Committee is reviewing the new guidelines issued by WorkSafe BC regarding Psychological Health and Safety, and Harassment and Violence. WorkSafe is accepting feedback from the public on the proposed changes to the Occupational Health and Safety Regulation, with a submission deadline of November 6th. Paul is attending a presentation by FVRL CEO Scott Hargrove on the topic "Psychological Health & Safety: What's changing in BC?" at the ABCPLD members meeting on September 23rd.

c) City Council Representative – Garth Frizzell

- No update

d) Library Advancement Committee

- The committee discussed next steps for the new board fundraising initiative, using the "mid-life upgrades" concept as a starting point. Manager of Communications & Engagement Steve Hamilton will work with the Visual Marketing Assistant to create graphics to be used in the promotion of the campaign. Staff will confirm with City Administration that they don't have any concerns with the language of the promotional campaign.
- Mayoral forum to be held at the library, in partnership with CBC. May not be enough time/capacity to organize any events for the provincial election.

e) Governance Committee

- Monthly Financial Statements to July 31st will be reviewed later in the meeting.
- Staff are working to ensure that the provincial Enhancement grant is spent by year end. It will be used to support initiatives like the Indigenous Space Project and Sage accounting software implementation.
- No update on the renewal of the Nechako Branch lease. City Council cannot approve the lease until all the changes have been finalized.

f) Local History Committee

- Steve is compiling quotes for possible venues for the 2027 Jeanne Clarke Awards.
- The committee discussed the possibility of creating new award categories in order to honour more winners. Staff from the Collections team will assist in reviewing and recommending possible new award categories.

g) Friends of the Library

- Working on digitization of their files.
- Preparation is underway for the book sale scheduled for October 16-17.

h) NCLF Board

- Paul reported that the NCLF Library Directors Advisory Group (LDAG) discussed the draft of the 2027 NCLF Budget, and have a couple of recommendations for the board, including continuing the Overdrive Advantage initiative. The LDAG members feel that the program reduces wait times for digital resources for patrons of member libraries. LDAG members are also recommending that the NCLF Executive Director be given a cost of living increase to their salary for 2027.

i) BCLTA

- The Public Library Partners hosted a reception at the UBCM convention, on the rooftop patio at the Central Branch of Vancouver Public Library, which Anna attended on behalf of BCLTA.
- New BCLTA board member was a past chair of the Vancouver Public Library Board, and has identified inconsistent BCLTA messaging as an issue. This will be a focus of the Association's efforts going forward.
- The Association's strategic priorities were reviewed at the last meeting.
- New Policy/Bylaw committee updated its Terms of Reference and is working on updating BCLTA policies.

6. DISCUSSION/DECISION ITEMS

a) Approve Finance Statements to July 31, 2026

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

Manager of Finance & Facilities Lyoshi LaMair confirmed that the line item for Rent is currently in surplus due to the ongoing negotiations for a new lease for the Nechako Branch.

Lyoshi also highlighted the $8600.00 in internally generated revenue as a result of the board decision to change how general donations are used. This update permits the library to more accurately project internally generated revenue in the budget.

b) Board Member Term Expires

- Jenne, Anna, Wendy, Joseph, and Sonia's board terms are all expiring, and they should all have received notification from the city. Paul has forwarded copies of the notifications to board email addresses as the original copy from the City was sent to personal email addresses. Deadline to reapply is October 29, 2026. Jenne and Joseph have confirmed that they are reapplying. Paul will confirm with Sonia whether she plans to reapply for an additional term.
- Paul will notify Lheidli T'enneh that Wendy's term is expiring and they can appoint a new member.
- Anna is not eligible to reapply as she has served the maximum of 8 years.

c) New Council Orientation Presentation

- Ethan Anderson from the City has advised that the Library's new council orientation presentation is scheduled for late October. Paul is working on the presentation.

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

a) Committee Meetings in October

- Local History Meeting – October 6th at 4:30pm
- Library Advancement Committee – Tentatively October 14th at 12:00pm.
- Governance Meeting – October 20th at 12:00pm. Kirsten will not be able to attend
- Board Meeting – October 28th at 6:30pm

b) Board Look Ahead

8. ADJOURNMENT

Motion: That the Library Board adjourn the Board meeting at 7:53 pm. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Jennifer Wilczek
Board Chair