

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, JUNE 26, 2019 AT 7:16PM
IN THE KEITH GORDON ROOM AT THE BOB HARKINS BRANCH**

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

Also Present: Janet Marren (Chief Librarian)
Ignacio Albarracin (Public Service Manager)
Gillian Wigmore (Nechako Branch Coordinator)
Lisa Martinson (Recorder)

Regrets: Councillor Terri McConnachie
Astrid Nicholson (resigned)

1. CALL TO ORDER

- The meeting was called to order at 7:16 p.m.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

A motion to approve the minutes of the May 22, 2019 meeting as distributed was moved and seconded. The motion was carried.

4. ACCEPTANCE OF CONSENT AGENDA

a) Meeting Agenda

- Accepted as distributed.

b) Correspondence Letters

- Both correspondence letters were reviewed.
- Astrid Nicholson submitted her resignation from the Board.
- Janet Marren submitted her resignation as Chief Librarian.

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

5. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- The Board's Vice Chair, Mike Erickson, presented the 2018 Annual Report to Council in the absence of the Board Chair. Thank you to the Chief Librarian and staff who helped prepare the presentation.
- The Chair attended the Chief Librarian's retirement reception on June 19th.
- The Chair has worked on research for the Standing Committee Letter.
- On June 23rd the Chair attended the Library Board retreat. Some of the topics of discussion were fundraising, strategic planning and analysis of Capital Campaign.

b) Chief Librarian – Janet Marren

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

- A project charter has been signed.
- The installation of the elevator casing was done yesterday. The supervisor with Datoff Constructions has been very good at keeping staff informed about what is happening.
- There was a kick-off meeting for the start of construction of the entrance. Surrounding businesses were invited to attend.
- Congratulations to Ignacio Albarracin, Library Public Service Manager, for winning the chili contest for a 2nd year in a row.
- Ignacio will be attending the Council of Seniors meetings.
- Ignacio helped organize all the vendors for Indigenous People day.
- Check out the program guide for Summer Reading Programs. Kudos to the library's programming staff for all of their work.
- There are currently two vacant positions on the Board since Astrid and Myta have left.
- Ruth Buehler, Program Coordinator, will be retiring as of June 28, 2019.
- The project team is working on the need for a circulation desk upstairs.
- There will be disruption to workflow with the construction of the entrance.
- A new performance review template has been created.
- Janet and Paul attended the Director Bootcamp. Janet was a mentor.
- Mike Erickson did a great job presenting the Annual Report to Council.

c) Advocacy Committee of the Whole

- The library's Communications Coordinator, Amy Dhanjal, will be taking the information gathered from the last meeting to create talking points about the library.

d) Library Advancement Committee

- No report available.

e) Governance Committee

- No meeting was held.

f) Local History Committee

- No meeting was held.

g) Friends of the Library

- \$2100 was raised at the Nechako Branch Book Sale.
- Someone took all of the left over books from the sale and will distribute them to different places in the community.
- The 30th anniversary of the Friends of the Library is on January 30, 2020. The event committee members are Carolynne Burkholder-James, Al Idiens, Edel Toner-Rogala, Margaret Johnston and Ignacio Albarracin.
- Founding member, Ken Repstock, has been with the Friends of the Library for the last 30 years.
- The Friends of the Library would like to have a library week in honour of their 30th anniversary.

h) BCLTA

- Mike Gagel attended a joint meeting of the BC School Trustees Association and the BC Library Trustees Association on Monday in Vancouver. The meeting was very productive.
- The deadline to submit the letter for the Standing Committee is Friday.
- Mike Gagel has been invited to be on a panel on infrastructure at UBCM.

5. DISCUSSION/DECISION ITEMS

a) Financial Statements to May 31, 2019

- The Financial Statements were reviewed.

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

b) Motion: to reallocate funds from the Board Fund Account to Teen Renovation Capital Campaign

A motion to reallocate funds from the Board Fund Account to the Teen Renovation Capital Campaign was moved and seconded. The motion was carried.

c) Update on PGPL Board invitation to meet with Lheidli T'enneh Council.

- This is a work in progress.
- Ignacio has been in contact with Vincent Joseph.
- The library will be helping to make a music video of library youth. Youth and Elders will connect at the park and show the history of the people. The youth will compose the music and the video.
- Ignacio attended a lunch at the Shelley Reserve. He heard stories from Chief Clayton Pountney.
- It's possible that the library may be invited to attend a meeting on July 3rd with the Council members.

d) Board Chair Submission to Standing Committee on Finance and Government

- Some library stats will be included such as the total of daily visits from patrons at the library.
- The number of both daily and yearly programs will be included.
- It was suggested to include the amount of staff hours.
- 17,000 hours were spent on Gale courses in 2018.
- Include comments from patrons.

A motion to have Mike Gagel do a letter on behalf of the Library Board to the Standing Committee on increasing funding for libraries was moved and seconded. The motion was carried.

e) Summerfest 2019

- Email Janet by Friday or send to Ignacio an email if you are able to help at Summerfest. It runs from 11:00 a.m. to 5:00 p.m. on Sunday, July 14th in the Civic Plaza.

f) Policy 1.11 Fund Development Update

- The changes to the policy were reviewed.

A motion to accept the changes to policy 1.11 as recommended by the Governance Committee was moved and seconded. The motion was carried.

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 – July 9, 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 - July 24, 2019 at 6:00 p.m. at the Nechako Branch

b) Board Look Ahead

- Pride Parade – July 6, 2019
- Canada Day – July 1, 2019

7. ADJOURNMENT

A motion to adjourn the Library Board meeting at 8:45 p.m. was moved and seconded. The motion was carried.



Paul Burry
Acting Chief Librarian



Mike Gagel
Board Chair