

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, SEPTEMBER 25, 2019 AT 7:00PM
IN THE KEITH GORDON ROOM AT THE BOB HARKINS BRANCH**

Present: Mike Erickson (Acting Chair)
Mike Gagel (via phone)
Al Idiens
Emilio Caputo
Carolynne Burkholder-James
Bob Affleck
Fiona Demers
Kirk Walker
Councillor Terri McConnachie

Also Present: Paul Burry (Acting Chief Librarian)
Amy Dhanjal (Communications Coordinator)
Ignacio Albarracin (Public Service Manager)

1. CALL TO ORDER

- The meeting was called to order at 6:59 p.m.

2. INTRODUCTION OF NEW BOARD MEMBERS

- New board members, Bob Affleck and Fiona Demers, were introduced to the current board members.

3. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

A motion to approve the minutes of the July 24, 2019 meeting as distributed was moved and seconded. The motion was carried.

4. ACCEPTANCE OF CONSENT AGENDA

a) Meeting Agenda

- Addition: 6. f) Board Appointments

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 Board Chair responded via letter to a patron's complaint.
- Met with Board Trustee, Kirk Walker, to review the recruitment process for the Chief Librarian position.
- Attended an in-camera meeting with Councillor Terri McConnachie.

b) Acting Chief Librarian – Paul Burry

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

- Highlights of the entrance renovations were reviewed.
- The Bob Harkins Branch of the Library will be closed to the public during the last week of October. It was suggested the library waive late fees that week.
- A meeting will be held with the Parking Lot Project Manager next week. The Parking Lot Project will improve drainage but makes it even more difficult for patrons to access the library.
- It is Raise a Reader day tomorrow.
- The BC Public Libraries 2020 video has been launched. This is the product of BC Library Partners. The video was shown to board members.
- A staff development day will be held during the closure of the Bob Harkins Branch of the library at the end of October.

c) Library Advancement Committee

- No meeting was held.

d) Governance Committee

- No meeting was held.

e) Local History Committee

- No meeting was held.

f) Friends of the Library

- \$500 has been approved for the Teen Art Workshop.
- The t-shirts for Raise a Reader were paid for by the Friends of the Library.
- Discussed the 30th anniversary. They will be requesting a proclamation.
- \$1700.00 was given to the library for tablets.

g) BCLTA

- Mike Gagel is currently at the UBCM. Mike will take part in a panel presentation on how public libraries contribute to community resiliency. He will also participate at a tradeshow booth with the BC Public Library Partners advocating for "20 Million in 2020" to restore the

provincial funding of public libraries. If successful, this would result in a \$6 million top-up. (For our library 6-7% of the budget comes from the province.)

- On Friday and Saturday there will be a BCLTA Board Retreat. This will be facilitated by Babs Kelly, ED and Daphne Wood, Director of Public Services, Greater Victoria Public Library.
- TOPs facilitators will meet on Sunday at the BCIT downtown campus. This will be the first time many of them will meet each other.

6. DISCUSSION/DECISION ITEMS

a) Financial Statements to August 31, 2019

- The Financial Statements were reviewed.

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

b) Board Committee Appointments

- Library Advancement Committee – Bob and Fiona have both joined this committee
- Governance Committee – Bob and Fiona have both joined this committee

Library Trustee, Mike Erickson, has resigned from the Board effective immediately. A new Vice Chair of the Board was elected.

- Carolynne Burkholder-James nominated Kirk Walker as Vice Chair of the board, seconded by Mike Gagel. Kirk accepted the nomination. There being no other nominations, Kirk won by acclamation.

c) Advocacy of a Whole

- No discussion was held.

d) Board/Leadership Team Dinner with Lheidli T'enneh

- The dinner will take place on Friday, November 8th at 6:00 p.m. Ignacio Albarracin has been in touch with his contacts with Lheidli T'enneh. They would like a tour. Invitations will be sent out.

e) Fines for Kids Books

- A committee of library staff have been reviewing the fee schedule and will be submitting recommendations to the Governance Committee at the next meeting.
- There was a consulting project with a system vendor that has made it possible for processing fees and replacement costs to be changed in the system.
- The price the library charges for a replacement and processing fees is quite high. Replacement fees can now be lowered, however this will result in a reduction in fine revenue for the 2020 budget.

- Staff suggest we defer the decision on eliminating overdue fines for kid's books to next year so that the additional revenue reduction of \$12,000 to \$20,000 can be absorbed in the 2021 operations budget.

f) Board Appointments

- An email was received from Leslie Kellett, from the City, informing the library that three board members have terms ending in December.
- Due to two resignations, there will five positions to fill. However, of those board members whose terms will expire, two intend to reapply.
- If the board is in agreement Paul Burry will draft a letter to the City to recommend that Mike Gagel and Fiona Demers be reappointed. Kirk will sign the letter as the new Vice Chair.

7. OTHER/NEW BUSINESS

a) Committee Meetings

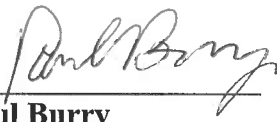
- Library Advancement Committee – October 8, 2019 at 4:00 p.m.
- Local History Committee – To be determined.
- Governance Committee – October 23, 2019 at 6:30 p.m. in the Chief Librarian's Office
- Library Board Meeting - October 23, 2019 at 7:00 p.m. in the Keith Gordon Room at the Bob Harkins Branch

b) Board Look Ahead

- Nothing new to report.

8. ADJOURNMENT

A motion to adjourn the Library Board meeting at 8:13 p.m. was moved and seconded. The motion was carried.



Paul Burry
Acting Chief Librarian



Mike Gagel
Board Chair