

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, NOVEMBER 27, 2019 AT 7:00PM
IN THE KEITH GORDON ROOM AT THE BOB HARKINS BRANCH**

Present: Mike Gagel (Chair)
Kirk Walker (Vice Chair)
Emilio Caputo
Carolynne Burkholder-James
Bob Affleck
Fiona Demers
Anna Duff
Arlene Stevens

Also Present: Paul Burry (Acting Chief Librarian)
Amy Dhanjal (Communications Coordinator)
Lisa Martinson (Recorder)

Regrets: Councillor Terri McConnachie
Al Idiens

1. CALL TO ORDER

- The meeting was called to order at 6:55 p.m.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

A motion to approve the minutes of the October 23, 2019 meeting as distributed was moved and seconded. The motion was carried.

3. ACCEPTANCE OF CONSENT AGENDA

a) Meeting Agenda

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

4. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- The Board Chair has been working on the hiring committee to interview for the new Library Director. An employment agency, Excel Personnel, was hired to help with the process.

Three candidates were interviewed. A decision was made and the position was offered to Paul Burry who accepted.

- Asked Chief Clayton how the library can be “our” library. He asked that communications be sent to Council so that they know what is happening at the library. Library staff will be following up.

b) Library Director – Paul Burry

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

- The Library Director, members of the Library Board and Library Leadership Team attended a dinner with the Lheidli T'enneh Council. This was a great opportunity to develop this relationship and get to know everyone better. Thank you to the Library Board for supporting this initiative.
- The Circulation work area was demolished during the week the library was closed. A hoarding wall was constructed that prevents access to the areas to be renovated while still allowing staff and patrons to access the facility via the parking lot stairwell and elevator.
- The hoarding fence in the parking lot has been pushed back so that patrons can access the book drop again.
- City Council meeting held on Monday, December 2nd at 6:00 p.m. will focus on the downtown area. Library Board and staff have been invited to attend.
- The Library Director attended the Transit Stakeholder workshop. The event was held to solicit input from community stakeholders regarding the future of transit service in Prince George. One initiative is to encourage staff to use transit rather than driving to work. If at least 8 staff from an organization take transit they would receive a discount on the purchase of bus passes.
- The Friends of the Library sponsored the Teen Art Workshop which was held on November 23rd. Eight artists were on site for the teens to ask questions and receive feedback on their work.
- The library purchased an advertisement to be displayed on screen at the PG Cougars games. A video was recorded by Splash Media at the library with Rowdy Cat and some kids. The goal is to encourage kids who attend the PG Cougars games to visit and use the library.

c) Library Advancement Committee

- The committee met on November 12th.
- Personalized holiday donor cards will be sent to donors.
- Donors have been sent a newsletter.
- The Skate for Literacy fundraiser will be held on February 9, 2020. This event is a partnership between the library, Literacy Prince George and the Spruce Kings. Proceeds will be split between the library and Literacy Prince George. The library will use the proceeds to fund the Homework Help program. Board volunteers will be needed the day of the event.
- The library's volunteer appreciation luncheon will take place on December 3rd.

d) Governance Committee

- Revisions to the library policy manual were discussed. The Governance Committee is recommending that the Board approve the revisions.
- The Financial Statements for October 31, 2019 were reviewed. The Governance Committee recommends that it be approved.

- All areas in the policy using the term “Chief Librarian” will be changed to “Library Director”.
- Policy changes for room rental use were discussed.
- The Governance Committee will be expanded to include Trustee education and development. The Terms of Reference for the Governance Committee will be brought to the January Board meeting for approval.

e) Local History Committee

- Readers are needed for Jeanne Clarke Award nominations. You have the choice to pick the books you want to read.
- The next meeting will be held on December 17th.
- Books from PG Local History and Regional Local History are considered.
- Submissions for nominations are encouraged.

f) Friends of the Library

- Alan Idiens will no longer be on the Board after 2019 so a Board representative will be needed to attend Friends of the Library meetings.
- The meetings take place the 4th Wednesday of the month from 5:30 p.m. to 6:30 p.m. in the Keith Gordon room.
- The Friends of the Library hold a book sale twice a year to raise funds.
- If anyone has ideas on how to ecologically dispose of left over books from the book sale please forward those ideas to the Library Director.

g) BCLTA

- BCLTA has rebranded the Trustee Orientation Program to the Trustee Governance Workshop. They have also lowered the price to \$50 from \$125 for a one year trial period. They will not provide catering it will be left up to the hosting library to do that.
- Mike Gagel, Library Board Chair is the President of the BC Library Trustees Association. BCLTA, the President of the Library Association and Library Coop will be meeting with the Ministry of Education. They are working on the budget for libraries. It has been at \$14 million so they would like it to be increased to \$20 million in 2020.

6. DISCUSSION/DECISION ITEMS

a) Financial Statements to October 31, 2019

- The Financial Statements were reviewed.

A motion to accept the Financial Statements to October 31, 2019 as recommended by the Governance Committee was moved and seconded. The motion was carried.

b) Policy Changes

- The changes to policy numbers 6.13.3 Bereavement Leave and 6.13.4 Mourner's Leave were reviewed.

A motion to approve the changes to policies 6.13.3 Bereavement Leave and 6.13.4 Mourner's Leave as recommended by the Governance Committee was moved and seconded. The motion was carried.

c) Room Rental Policy – Controversial Presenters/Topics

- The policy for room rentals was reviewed.
- The library's Leadership Team will work on updating the language used for this policy.

7. OTHER/NEW BUSINESS

a) Committee Meetings

- Library Advancement Committee – No meeting will be held in December.
- Local History Committee – December 17, 2019 at 4:30 p.m.
- Governance Committee – January 22, 2020 at 6:00 p.m. in the Chief Librarian's Office
- Library Board Meeting - January 22, 2020 at 7:00 p.m. in the Keith Gordon Room at the Bob Harkins Branch

b) Board Look Ahead

- Board Photos – January 22, 2020 at 6:30 p.m.
- Volunteer Appreciation Event – December 3rd from 4:00 p.m. to 6:00 p.m. at Farmhouse Caterers. All Board members are invited to attend.

8. ADJOURNMENT

A motion to adjourn the Library Board meeting at 8:10 p.m. was moved and seconded. The motion was carried.



Paul Burry
Chief Librarian



Mike Gagel
Board Chair