

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, JANUARY 22, 2020 AT 7:00PM
IN THE KEITH GORDON ROOM AT THE BOB HARKINS BRANCH**

Present: Mike Gagel (Chair)
Kirk Walker (Vice Chair)
Fiona Demers
Anna Duff
Arlene Stevens
Carolyn Holmes

Also Present: Paul Burry (Acting Chief Librarian)
Ignacio Albarracin (Public Service Manager)

Regrets: Councillor Terri McConnachie
Carolynne Burkholder-James
Bob Affleck

1. CALL TO ORDER

- The meeting was called to order at 7:30 p.m.

2. INTRODUCTION OF NEW BOARD MEMBERS

- All board members and library staff in attendance introduced themselves.

3. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

A motion to approve the minutes of the November 27, 2019 meeting as distributed was moved and seconded. The motion was carried.

4. ACCEPTANCE OF CONSENT AGENDA

a) Meeting Agenda

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 Chair attended the library's volunteer appreciation event that was held in December at the Farm House.
- On January 6th the library's budget was presented to Mayor and Council. The budget was passed.
- On January 10th the Library Director and Board Chair were interviewed by CKPG. Paul spoke about the RFID project and Mike talked about the teen space project which is the library's current Capital Campaign. A million dollars needs to be raised for this project so please get the word out. 10% of library users are teens and more space is needed for them.
- A presentation was made to the Mayor and City Council regarding a proclamation to recognize the Friends of the Library's 30th anniversary by having a Friends of the Library week starting January 20th. It was decided that the Friends of the Library week would start on Monday, January 27th.
- The library now has a LinkedIn page which can be used as a Social Media tool like Facebook or Twitter.

b) Library Director – Paul Burry

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

- In December there were some delays in the construction of the entrance. They are back working and they will be starting on the circulation area.
- Paul attended the first meeting of the Select Committee on Safety and Inclusiveness for Downtown. The name was changed to Safe Clean and Inclusive Community Committee as some people feel it is a community wide problem not just a downtown problem. They have a 6 month plan and will be starting soon.
- Family Literacy week will be starting January 26th. The library has activities planned for that week such as Food for Fines and several outreach programs. This is to help encourage people to sign up for a library card or to come back to the library if they haven't been to the library in a while. This included schools and the PG Native Friendship Centre. There will be a Cold Snap concert in the library on Monday, January 27th and a Raffi program. January 27th is a non-instructional day for students.
- There has been an increase in security incidents since the temperature has dropped outside. This has been especially difficult for frontline staff.
- Skate for Literacy is being held on Sunday, February 9th. This is a fundraising event for early literacy programs. The PG Literacy Advisory Committee is also helping to organize this event. Volunteers are needed to work at the event. Amy Dhanjal, Communications Coordinator, is asking for four volunteers to work between 4:00 p.m. and 6:00 p.m. Paul will take the names of those who can volunteer. Kaitlyn Vecchio from the PG Literacy Advisory Committee will contact the volunteers with more information.

c) Library Advancement Committee

- No meeting was held.

d) Governance Committee

- The Library Director is working on revising the library's room rental policy.
- Fund raising events will take place to raise money for the teen space.

e) Local History Committee

- The committee discussed the details of the Jeanne Clarke awards event which will be held at the Prince George Railway and Forestry Museum on Sunday, February 23, 2020.
- The committee will be meeting January 29th to review the selections and to choose the winners. Some board members will be asked to be readers at the reception. This would involve writing a summary regarding the book.

f) Friends of the Library

- Allan Idiens, former board trustee, has been appointed as Director of the Friends of the Library.
- There is currently \$18,146 in their general account. \$3000 was given to the library for the outreach vehicle.
- They would like to know who the representative will be from the library board.
- Their AGM will be held on March 25th.
- Now that the proclamation has been put forth for the Friends of the Library's 30th anniversary a luncheon or dinner will be planned to recognize them for their contributions to the library. The Public Service Manager, Ignacio Albarracin, will work with the new board liaison and Edel Toner-Rogala from the Friends of the Library to organize that event.
- They have agreed in principle to give the library \$10,000 towards furniture at the Nechako branch for the renovation project. They are waiting for more details from the Library Controller on how that money will be spent.
- They would like the library to approach the Citizen to see if they will write articles to help celebrate the Friends of the Library.
- The Friends of the Library will be writing a letter to the Mayor and City Council thanking them for their proclamation.

g) BCLTA

- The Board collectively is a member. The Library Board should vote and then instruct the Library Director to renew the BCLTA membership each year.
- The Board Chair would like to encourage all Trustees who wish to attend the BCLTA AGM and Forum on April 17 & 18, 2020 to let the Library Director know as soon as possible. The number of members who will be able to attend will be based on what the library has budgeted for this event. Both Paul and Mike have been asked to do one of the sessions held on April 17th. The Keynote Speaker is Dr. Alvin Schrader from the University of Alberta.
- To checkout the bulletins for BCLTA go to BCLTA.ca/Bulletin. It is up to you to subscribe to it if you are interested.

- BCLTA is in the process of reorganizing. They upped advocacy and member services but this has come with a cost. The cost is that they are spending above what they are currently able to sustain so they have drawn down the reserves to show what the association can do for its members. Also, there is a risk of staff burnout. It was suggested by Babs Kelly, Current Director of BCLTA, that a new Director be hired and that she will move into the role of Communications and Engagement of Memberships. If you know anyone working in the non-profit world who you think would be interested then point them to the BCLTA website.
- The Library Partners have been working to promote an increase of funding from the Ministry from \$14 million a year to \$20 million in 2020.
- BCLTA will participate in a volunteer tracking program and encourages individual Trustees or collectively as boards to keep track volunteer hours and submit them on a website that is being used to collect this data to report back to the provincial government.
- Will be looking into holding a Governance Workshop for board members. PGPL will check with surrounding libraries to see if they would be interested in taking part. If there is interest then a session could be hosted here.

6. DISCUSSION/DECISION ITEMS

a) Election of Board Chair and Vice Chair

- Kirk Walker nominated Mike Gagel as Chair of the Board. Mike accepted the nomination. There being no other nominations Mike wins by acclamation.
- Mike Gagel nominated Kirk Walker as Vice Chair of the Board. Kirk accepted the nomination. There being no other nominations Kirk wins by acclamation.

b) Committee and Liaison Appointments

- Local History Committee – Carolynne Burkholder-James, Mike Gagel, Arlene Stevens.
- Friends of the Library Liaison and alternate are needed.
- NCLF representative needed.
- Library Advancement Committee – Kirk Walker, Bob Affleck, Fiona Demers, Carolyn Holmes and Anna Duff
- Governance Committee – Mike Gagel, Carolynne Burkholder-James, Bob Affleck
- The Library Director will send out an email with the list of committees and their members. Board members can respond indicating which committee they are interested in serving on. This will be brought to the next board meeting.

c) Update on PGPL Meetings with Lheidli T'enneh

- Members of the Library Board and PG Public Library staff attended a meeting with the Lheidli T'enneh Chief, Clayton Pountney.
- Lheidli T'enneh expressed their interest in knowing what is happening at the library. PG Public Library has committed to keeping them informed of the programs and events happening at the library.

d) Update on Potential Increase of Membership on PGPL Board

- No update at this time.

7. OTHER/NEW BUSINESS

a) Committee Meetings

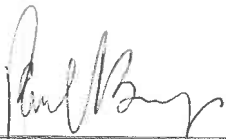
- Library Advancement Committee – February 11, 2020 at 3:30 p.m. at the Railway Museum
- Local History Committee – February 5, 2020 at 4:30 p.m.
- Governance Committee – February 26, 2020 at 6:30 p.m. in the Chief Librarian’s Office
- Library Board Meeting – February 26, 2020 at 7:00 p.m. in the Keith Gordon Room at the Bob Harkins Branch

b) Board Look Ahead

- Jeanne Clarke Awards Reception – February 23, 2020 at 3:00 p.m.
- Skate for Literacy – February 9, 2020 at the Rolling Mix Concrete Arena
- Thrift Store Fashion Show - May 30, 2020 at the Bob Harkins Branch of the library

8. ADJOURNMENT

A motion to adjourn the Library Board meeting at 8:30 p.m. was moved and seconded. The motion was carried.



Paul Burry
Library Director



Mike Gagel
Board Chair