

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, FEBRUARY 26, 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
Carolynne Burkholder-James
Bob Affleck

Also Present: Paul Burry (Library Director)

Regrets: Councillor Terri McConnachie

1. CALL TO ORDER

- The meeting was called to order at 7:15 p.m.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

A motion to approve the minutes of the January 22, 2020 meeting as distributed was moved and seconded. The motion was carried.

3. ACCEPTANCE OF CONSENT AGENDA

a) Meeting Agenda

Add: 5. d) Correspondence – Letter to Suspended Patron
5. e) Committee Appointments

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

4. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- The Board Chair attended the Jeanne Clarke Awards reception. It was a very well attended event with approximately 100 people in attendance.
- The Board Chair posted on LinkedIn about the Jeanne Clark Awards reception. He received 162 views and 5 likes. The post for Skate for Literacy received 159 views and 6 likes but was up for a longer period of time. The post regarding the Friends of the Library proclamation received 787 views, 20 likes and 1 comment from the former Library Communications Coordinator.

b) Library Director – Paul Burry

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

- Entrance Update: furniture has been ordered for the new board room. This room will be a priority to finish so that staff have access to it for meetings. It will also be used for future Library Board meetings once it is complete. June most optimistic deadline for the entrance to be complete.
- The Jeanne Clarke Awards reception was a great event. Thank you to everyone, especially Communications Coordinator, Amy Dhanjal, for making that event happen.
- There have been changes made to the organizational structure. This is so that a patron can go to any service point in the library and receive whatever help they require.
- Materials in the library are currently being tagged for the RFID (Radio Frequency Identification) system. All materials from both branches of the library must be completed.
- In the Media Report it contains the different types of advertising that is being used by the library.

c) Library Advancement Committee

- The cost of Phase I of the teen area renovations will be partially funded from cost savings. This means there will be less money to have to be raised for this phase.
- The area between the library and the Civic Centre will be renovated and possibly become part of the teen space. It may be turned into a gaming area.
- Working on a list of top donors and developing donor relations.
- Looking at changing the pay pal donation process. Other alternatives are being explored. The library already has access to other software that will be a benefit without adding any additional cost.
- Committee member, Bob Affleck, contacted a firm regarding a donation to the library. Their committee in theory has agreed to donate to the library. Once Bob receives confirmation he will inform the board the amount of the donation.

d) Governance Committee

- The Library Director will be sending an email out to all board members regarding changes to the room booking policy. The Governance Committee endorses the changes but there is

some editing that needs to be done. Board members are asked to review the policy changes so that they can be discussed at the next board meeting.

- A new policy was submitted titled Working at Home. This policy was created as a result of the construction currently happening and the noise it has caused in the work environment. All staff are expected to come to the library to work but there are circumstances such as disruptions in the work environment or medical conditions that make it difficult to work. This policy is to help support staff who can perform some duties while working at home on a temporary basis.
- The benefit premium policy will be brought forth for approval under 5. b).
- The financial statements were discussed. It is normal for the library to be in a deficit position at the beginning of the year as the province doesn't send their grant money until March for this year. Next year it will be sent in June which may have an impact on the library's budget. The Governance Committee is recommending that the financial statements to the end of January be approved.

e) Local History Committee

- The committee discussed the details of the Jeanne Clarke awards event which was held at the Prince George Railway and Forestry Museum on Sunday, February 23, 2020. Thank you to everyone who attended. It was very well attended including guests who did not RSVP. Amy Dhanjal will be completing a debrief on the event. The Exploration Place was very pleased with their award and offered to host the event next year. Huge thank you to Paul, Amy, Heidi and Darcie who helped make the event happen.
- Next month the Local History Committee will meet and do a full debrief of the event. This will be the time to document any changes or issues that occurred. If you have any feedback please pass that information on to the committee. A suggestion was made to put a call out to readers when promoting the event and asking for nominations.

f) Friends of the Library

- Anna Duff attended the Friends of the Library meeting as the alternate rep for this evening since a regular representative has not been appointment yet.
- \$15,200 in their general account. No outstanding commitments at this time. They made a motion to give the library \$10,000 for the renovations at the Nechako Branch.
- A 30th anniversary celebration for the Friends of the Library is being worked on. Hoping to have this take place late April or early May. May happen at the Nechako Branch with a start time of 6:00 p.m. There is a concern that some people may have difficulty driving at night down the highway after the event. Details of the event still need to be worked out.
- Kelly Road Secondary is stepping in to help with the setup and take down of the next book sale. The Nechako book sale will take place in April.
- There are space challenges in the area where books are being sorted at the library. Library staff will be contacted regarding this.
- There was a lengthy discussion on a request from a book collector in Vancouver who would like to be able to scan the barcodes on the books at the book sale to see if he would be interested in purchasing them from the library. He's a collector but he sells books on the side

to pay for his collection. The Friends of the Library decided to give him two hours Saturday afternoon if he chooses to come.

- The AGM will be held on March 25, 2020.
- Book donations can be dropped off at the Circulation desk. Patrons are referred to the library's website for guidelines on what is acceptable for donations.

g) BCLTA

- Everyone is encouraged to sign up to receive the BCLTA bulletin. You can subscribe on their website at bclta.ca.
- The BCLTA Forum and AGM will be held on April 18, 2020.
- April 17, 2020 is the last day of the BCLA conference. Mike Gagel and Paul Burry have been asked to do a presentation. Everyone is welcome to attend so if you are going to attend the BCLTA Forum then try to attend the presentation on the Friday before.
- Volunteering Hours Campaign – BCLTA is asking all Trustees to track their volunteer hours starting at the beginning of the year. There is a link on the BCLTA website where you can enter your hours. Be sure to include all of your volunteer hours not just Trustee hours. The results will be given to the provincial government to show the engagement of volunteers in the community. The Library Director will email board members the link to that website with more information.
- BCLTA Governance Workshops are listed on the BCLTA website. The Board Chair has requested that the Library Director, Paul Burry, survey surrounding libraries to see who would be interested in attending a workshop in Prince George. There are five potential candidates from this library alone. The date for the workshop is yet to be determined. Possibly coordinate it with the next NCLF meetings that are being held in Prince George. The facilitator would be Babs Kelly.
- BCLTA is being operated on by the fees collected by member libraries. That is approximately \$65,000 a year. It is difficult to meet the needs of members on that budget. Babs Kelly, Executive Director, submitted a report to the BCLTA board suggesting that the Executive Director position be split, reduce the hours of admin support and make that position a book keeping position. It is easier for the Executive Director to do the administrative work.
- Provincial Budget – the hope was to increase library funding from \$14 million per year to \$20 million per year. There will not be any increase but there will not be any cuts either. The Library Partners will continue to advocate with the Ministry of Education and maintain a good relationship with him. It will take several Ministries to work together to advocate the importance of libraries in their communities.
- There are three items that will be focused on. Increase the funding for libraries to \$20 million, be reliable and sustainable and make sure libraries are able to spend their funding as they deem necessary and help the Minister to champion the unique role of public libraries and make aware the role of libraries in their communities to other Ministers.
- A draft version of the Ministry's Strategic Plan should be ready for the next BCLTA board meeting to review.

5. DISCUSSION/DECISION ITEMS

a) Financial Statements to January 31, 2020

- The Financial Statements to January 31, 2020 were reviewed by the Governance Committee. The committee recommends that the Financial Statements be approved.

A motion to approve the Financial Statements for January 31, 2020 as recommended by the Governance Committee was moved and seconded. The motion was carried.

b) Policy Changes

- A new policy 6.8.4 Working From Home and the policy update for 6.9.2 Premiums were reviewed at the Governance Committee meeting.
- The Governance Committee recommends that the library approve the policies that were submitted.

A motion to approve the policy update for 6.9.2 Premiums to change the employer portion of the library's benefits from 75% to 85% and the employee portion from 25% to 15% as recommended by the Governance Committee was moved and seconded. The motion was carried.

A motion to approve the new policy 6.8.4 Working From Home as recommended by the Governance Committee was moved and seconded. The motion was carried.

c) BCLTA – Forum & AGM - Attendance

- The Forum takes place on Saturday, April 18th. Anyone who is interested in attending needs to let the Library Director know as soon as possible so that travelling arrangements can be made.

d) Correspondence – Letter to Suspended Patron

The Library Director informed the board that a suspension letter was sent to a patron who had made a complaint about the library. He also summarized the circumstances for why that letter was sent. The patron has reached out to City Councillors with their concerns so it is important for board members to be aware of what was said in case they are contacted as well.

e) Committee Appointments

- Governance Committee – Mike Gagel, Carolynne Burkholder-James, Bob Affleck, Fiona Demers
- Library Advancement Committee – Kirk Walker, Bob Affleck, Fiona Demers, Anna Duff, Carolyn Holmes
- Local History Committee – Carolynne Burkholder-James, Mike Gagel, Arlene Stevens
- Friends of the Library Liaison – Vacant, Anna Duff (alternate)
- North Central Library Federation Representative – Arlene Stevens, Kirk Walker (alternate)

7. OTHER/NEW BUSINESS

a) Committee Meetings

- Library Advancement Committee – March 10, 2020 at 3:30 p.m. at the Railway Museum
- Local History Committee – March 10, 2020 at 4:30 p.m.
- Governance Committee – March 25, 2020 at 6:00 p.m. in the Chief Librarian's Office
- Library Board Meeting – March 25, 2020 at 7:00 p.m. in the Keith Gordon Room at the Bob Harkins Branch

b) Board Look Ahead

- Chili cook-off in June will be located at a different venue this year. It will be held in the Farmer's Market building.
- Vantage Point Board Fundamental Workshop on Fund Development - March 7th from 9:00 a.m. to 12:00 p.m. Carolyn Holmes has a free spot if anyone is interested.

8. ADJOURNMENT

A motion to adjourn the Library Board meeting at 8:58 p.m. was moved and seconded. The motion was carried.



Paul Burry
Library Director



Mike Gagel
Board Chair