

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, MARCH 25, 2020 AT 7:00PM  
ONLINE THROUGH MICROSOFT TEAMS**

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Present: Mike Gagel (Chair)  
Fiona Demers  
Anna Duff  
Carolynne Burkholder-James  
Bob Affleck

Also Present: Paul Burry (Library Director)  
Jody Tindill (Controller)  
Ignacio Albarracin (Public Service Manager)  
Amy Dhanjal (Communications Coordinator)  
Lisa Martinson (Recorder)

Regrets: Councillor Terri McConnachie  
Kirk Walker (Vice Chair)  
Arlene Stevens  
Carolyn Holmes

**1. CALL TO ORDER**

- The meeting was called to order at 7:09 p.m.

**2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

**A motion to approve the minutes of the February 26, 2020 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. PGPL COVID-19 RESPONSE**

- The Communications Coordinator has prepared a timeline on how things were handled. This document has been distributed.

- March 6<sup>th</sup> was when the Leadership Team first started planning and distributing information to staff.
- It was then the library started implementing best practices such as extra cleaning, social distancing, etc.
- Talked about programs and outreach events. A risk assessment of the programs in the library was done. Information from Health Canada was reviewed to decide on the risks for programs. All programs, including spring break programs, were cancelled due to the concern of social distancing and equipment being used for various programs.
- The City contacted the Library Director to invite him to attend their emergency operations centre. They announced the closure of civic facilities. The library then decided to close as of March 16<sup>th</sup>.
- Implemented procedures to allow staff to come into work. Such as making social distancing possible while working in the building. If staff were able to work from home that was another option that was available.
- There are projects that can be done while the library is closed. Painting will be done in the building and RFID tagging both of which are easier to do while the library is closed.
- The Provincial Health Officer, Bonnie Henry, will keep the public informed as to when it would be safe to reopen businesses. The library will also stay in step with what the City decides to do.
- Closure will have very little if any affect on the library's budget at this time.

## 5. REPORTS/PRESENTATIONS

### a) Board Chair Report – Mike Gagel

- The Board Chair and Library Director attended a library staff meeting to update everyone on what was happening at that time with COVID-19.
- The Library Board and Library Leadership team have been working together to support each other with information and decision making.

### b) Library Director – Paul Burry

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

- The closure has permitted some aspects of the entrance and circulation area renovations to go ahead without delay or adjustments to avoid disrupting library services or staff. Shelving has been moved and carpet removed in the teen area in preparation for new flooring in that area.
- Work on the new board room is progressing. This space should be available for use within a few weeks.
- The renovation at the Nechako Branch is proceeding well. The painting is complete and flooring work will start tomorrow. Furniture will be arriving within the next three weeks. A new sign has been installed at the branch entrance as well.
- Online programs have been going well. This has provided options to stay engaged with the community.

### c) Library Advancement Committee

- Enbridge will be donating \$10,000 to the library. Thank you to Bob Affleck for making that connection.
- The committee will work on a Capital Plan document.
- Elizabeth MacRitchie and Al Idiens, former Library Trustees, have expressed interest in continuing to help the library with fundraising events. Paul is reviewing the work already completed on this initiative prior to Janet Marren's retirement.

d) Governance Committee

- No meeting was held.

e) Local History Committee

- A meeting was held to discuss the Jeanne Clarke Award event. Other than things that were out of the control of the library, everything went very well.

f) Friends of the Library

- Ignacio Albarracin, Public Service Manager, has been keeping in contact with Margaret Johnston from the Friends of the Library. It was decided that the March meeting would be cancelled and the April book sale would be postponed.

g) BCLTA

- The BCLTA Forum and AGM was cancelled. The BCLA conference was cancelled as well.
- The Board has suspended the search for a new Executive Director. There are several applicants. The Board decided not to interview at this time and contacted all the candidates to let them know that interviews would be postponed until a later date.
- A teleconference took place between the Minister and the Library Partners (ABCPLD, BCLA, BCLTA and BC Library Coop). It was assured that funding for libraries will stay at \$14 million and will be sent out on March 31, 2020 to libraries.

## 6. DISCUSSION/DECISION ITEMS

a) Financial Statements to February 29, 2020

- The Financial Statements to February 29, 2020 were reviewed

**A motion to approve the Financial Statements for February 29, 2020 was moved and seconded. The motion was carried.**

b) Policy Changes

- Postponed to a future meeting.

## 7. OTHER/NEW BUSINESS

### a) Committee Meetings

- The Library Director will be working with Board members to set up committee meetings online.

### b) Board Look Ahead

- Nothing new at this time.

## 8. ADJOURNMENT

**A motion to adjourn the Library Board meeting at 7:51 p.m. was moved and seconded. The motion was carried.**



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**Paul Burry**  
**Library Director**



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**Mike Gagel**  
**Board Chair**