

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, APRIL 22, 2020 AT 7:00PM
ONLINE THROUGH ZOOM**

Present: Mike Gagel (Chair)
Kirk Walker (Vice Chair)
Councillor Terri McConnachie
Fiona Demers
Anna Duff
Carolynne Burkholder-James
Bob Affleck
Arlene Stevens
Carolyn Holmes

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

1. CALL TO ORDER

- The meeting was called to order at 7:04 p.m.

2. AUDITORS REPORT

- The audited financial statements for 2019 were presented by the Auditors from KPMG.
- Amendments to the note at the end of the report will be completed.

A motion to accept the amended Audited Financial Statements for 2019 was moved and seconded. The motion was carried.

3. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

A motion to approve the minutes of the March 25, 2020 meeting as distributed was moved and seconded. The motion was carried.

4. ACCEPTANCE OF CONSENT AGENDA

a) Meeting Agenda

Removed: 4. b) LAC Minutes

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

5. PGPL COVID-19 RESPONSE UPDATE

- Staff are currently working two shifts a week which is 40% of their regular hours.
- Staff are encouraged to work from home whenever possible.
- Youth Services staff have been doing online programs from their homes.
- Staff only work at the branch when their job requires the need for them to be there. Social Distancing is followed when staff are in the building. Shifts are staggered so that staff who work closely in an area are not scheduled at the same time.
- Working on a way to do delivery or pickup of materials and discussing the advantages and disadvantages of doing so. This would start once there is an okay to open. The Library would use this method prior to opening the library for safety measures for staff and the public. A proposed description of a delivery service has been sent to an environmental health officer at Northern Health. The library is looking for input and approval on the proposal and what strategies may need to be implemented to make that happen. Thank you to Mike for forwarding the contact information for Northern Health.
- ABCPLD has submitted an official request to Minister Dix and Bonnie Henry for a definitive response on whether they support those kinds of services. This is to ensure that libraries are following provincial guidelines.
- New procedures will be put in place when the library opens to ensure the continued safety of staff and the public.
- It has been discussed at a Health and Safety Committee meeting to draw out maps of work areas and ensure that there is at least 2 metres between work stations. Inventory will be taken to see which staff will require updated technology to properly perform their jobs and attend meetings when working at home.
- Discussing the possibility of opening the book drop one day a week. The items returned would then be isolated for the number of days required for the virus to leave the surface of those materials before staff handle them.

6. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- Received a presentation from the Minister of Education outlining the \$3 million dollars for public libraries during this time. The PG Public Library will be receiving \$27,000 of that.
- Mike provided a comment to the Ministry and in the article they referred to Mike as not only BCLTA president but also Board Chair for the PG Public Library.

- There were a couple of posts on LinkedIn. When Mike responds he uses @pgpl which automatically expands to the link for the library.

b) Library Director – Paul Burry

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

- There have been some delays in construction due to materials not being delivered. Work on the new board room and the circulation area is progressing. These spaces should be available for use within a few weeks. The next areas that will be worked on are the new offices and book sorting room.
- The City's Finance and Audit Committee met to discuss proposed changes to the budget. The funding for the library's operations or capital projects have not been affected so far.
- The Libraries Branch has now released their strategic plan for libraries. Their four priorities are:
 1. Improving Access for British Columbians
 2. Building Capacity
 3. Advancing Citizen Engagement
 4. Enhancing Governance
- The increase in funding from the province is for training staff and providing them with the necessary resources to offer online programming.
- The renovations at the Nechako Branch are almost completed. Currently waiting for some furniture to arrive.
- Board members are encouraged to check out the live online programs held by library staff which are held on Facebook Live.
- The Communications Coordinator has done a great job in making sure that the library's social media presence is out there.
- The delivery of the glass for the entrance has been delayed. It is coming from Kelowna.

c) Library Advancement Committee

- Working on a revision of the Project Charter for the Capital Project (teen area renovations). This will come to the Board for approval.

d) Governance Committee

- No meeting was held.

e) Local History Committee

- No meeting was held.

f) Friends of the Library

- There was no meeting held. The next meeting date has not yet been determined.

g) BCLTA

- Mike attended a BCLTA meeting last month. They will be meeting again in May.

- The hiring of a new Director was put on hold. There are currently two strong candidates. Board members will interview the candidates soon. Hoping to have someone hired by next month. Once that person is hired, Babs Kelley will move into the role as Member Engagement.
- Mike attended a meeting with the Library Partners. A letter was sent to local governments thanking them for their support as libraries did receive a one time increase for 2020 from the province.

7. DISCUSSION/DECISION ITEMS

a) Financial Statements to March 31, 2020

- The Financial Statements to March 31, 2020 were reviewed.

A motion to approve the Financial Statements for March 31, 2020 was moved and seconded. The motion was carried.

b) Policy Changes

- Postponed to a future meeting.

8. OTHER/NEW BUSINESS

a) Committee Meetings

- The Library Director will be working with Board members to set up committee meetings online.
- The next Board meeting will be held on May 27, 2020 at 7:00 p.m.

b) Board Look Ahead

- Nothing new at this time.

9. ADJOURNMENT

A motion to adjourn the Library Board meeting at 8:25 p.m. was moved and seconded. The motion was carried.



Paul Burry
Library Director



Mike Gagel
Board Chair