

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, MAY 27, 2020 AT 7:00PM  
ONLINE THROUGH ZOOM**

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

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

Regrets: Carolyn Holmes

**1. CALL TO ORDER**

- The meeting was called to order at 7:03 p.m.

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

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

**3. ACCEPTANCE OF CONSENT AGENDA**

a) Meeting Agenda

Addition: 7. a) Strategic Capital Plan

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

#### **4. PGPL COVID-19 RESPONSE UPDATE**

- The library is currently working on Phase II of their re-opening plan which is to introduce the curbside pickup service. The service has started with a minimal amount of hours so that the process can be refined.
- The Library Director has talked about the service during interviews and the Communications Coordinator has been promoting the service through radio and social media.
- There has been lots of input and comments on how to improve the service.
- The Health and Safety Committee has been working on new safety procedures so that the library will be able to offer their services to the public and have staff work together in a safe environment. The changes will also help in dealing with escalated patrons.
- 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.
- Disinfecting protocols are being put in place. More hand sanitizing stations are being installed.
- Plexiglass partitions will be installed on all public desks.
- The Adult Services desk has been removed and the Youth Services desk has been moved to the second floor. There will be an addition built on the desk to create more space.
- Continuing to ask for feedback from staff to make sure they are comfortable with the procedures put in place for safety. At this time no one has refused to work or felt unsafe while doing their job.
- The City has increased their security budget and they have hired more security to be present in the downtown area. There has also been an increase in the presence of Bylaw Services. Jody Tindill, Library Controller and Facilities person for the library, has been in contact with the City's security. They have been checking on the library.
- Face shields are available for library security to protect from being spit on or any other fluid contact.
- Once the Circulation area is completed on the main floor the library will allow limited access to patrons mostly for computer and internet usage. A small number of computers will be set up in the teen area.

#### **5. REPORTS/PRESENTATIONS**

##### **a) Board Chair Report – Mike Gagel**

- Mike copied a library post on LinkedIn regarding the continuing of services at the library. It received 345 views, 9 likes and 1 comment. He also copied the library post regarding curbside pickup starting on May 25<sup>th</sup>. That post received 9 likes and 1 comment.
- Mike has been in touch with the people from Sparc BC. They are involved in the province's initiative to hand out used cell phones to people in a vulnerable position. This will help those in need to keep in touch with what is happening regarding the Covid-19 pandemic. Mike has passed on the information to the Library's Leadership Team. The information will be reviewed to see if it is something the library would find worth pursuing.

b) Library Director – Paul Burry

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

- The drywall and electrical work have been completed in the circulation area.
- The City's Finance and Audit Committee has approved the audited financial statements for 2019.
- The 2<sup>nd</sup> floor plywood hoarding is now down. Some staff have had to be relocated along with some furniture.
- The expected completion date for the construction is August 14, 2020.
- The glass for the windows is arriving tomorrow.
- The Libraries Branch has sent out a framework guideline to help libraries reopen.
- The tagging of the library's collection for the RFID is almost complete at BHBR. Tagging will start at the Nechako Branch.
- The new security gates have arrived onsite.
- There have been more online programs being offered. People are impressed with staff taking on the new challenges.

c) Library Advancement Committee

- A complaint from a patron was reviewed. A copy of the letter was sent with the board agenda.
- The committee is working on a Terms of Reference for a fundraising sub-committee.
- A revision was made to the Project Charter for the Capital Project (teen area renovations). A motion will be made later in the meeting for the Board's approval.

d) Governance Committee

- The current Terms of Reference were reviewed. The Library Director will be researching information from other libraries to see what they have written.
- Changes to the library's meeting room policy were reviewed and will be recommended to be approved later in the meeting.

e) Local History Committee

- No meeting was held.

f) Friends of the Library

- The AGM has been postponed. A new meeting date is yet to be determined.
- The Friends of the Library have approved the payment of \$10,000 for furniture at the Nechako Branch.

g) BCLTA

- The BCLTA AGM that was to be held at the end of April was cancelled. The new meeting date is expected to be in October through Zoom.
- The committee has been setup for hiring the Executive Director of BCLTA. In early June interviews will take place. They are hoping to announce a successful candidate by mid-June.
- BCLTA continues to work with Library Partners to work on increasing library funds.
- The government gave all libraries a one-time payout in 2020 to help during the pandemic.

## 6. DISCUSSION/DECISION ITEMS

a) Financial Statements to April 30, 2020

- The Financial Statements to April 30, 2020 were reviewed.

**Action:** The Library Controller will monitor staff vacation accruals to ensure staff are using what they are earning to keep the budget on track for 2020.

**A motion to approve the Financial Statements for April 30, 2020 was moved and seconded. The motion was carried.**

b) Policy Changes

- 3.3 Use of or Rental of Multi-Purpose Meeting Rooms and Knowledge Garden

**A motion to approve the changes to the Library's policy section 3.3 Use of or Rental of Multi-Purpose Meeting Rooms and Knowledge Garden as recommended by the Governance Committee was moved and seconded. The motion was carried.**

c) Project Charter Amendment

- Changes to the Project Charter for the Capital Campaign for the teen area renovations were discussed.

**A motion to accept the changes to the Project Charter as recommended by the Library Advocacy Committee was moved and seconded. The motion was carried.**

## 7. OTHER/NEW BUSINESS

a) Committee Meetings

- Library Advancement Committee will be held on June 9, 2020 at 3:30 p.m.
- Governance Committee will be held June 16<sup>th</sup> at 7:00 p.m.
- The next Board meeting will be held on June 24, 2020 at 7:00 p.m.
- A Board Education Session to be held on June 24, 2020 at 6:30 p.m.

b) Board Look Ahead

- Nothing new at this time.

**8. ADJOURNMENT**

**A motion to adjourn the Library Board meeting at 8:23 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**