

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, JUNE 24, 2020 AT 7:00PM
ONLINE THROUGH ZOOM**

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

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

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

1. CALL TO ORDER

- The meeting was called to order at 7:17 p.m.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

A motion to approve the minutes of the May 27, 2020 meeting as distributed was moved and seconded. The motion was carried.

3. ACCEPTANCE OF CONSENT AGENDA

a) Meeting Agenda

Addition: 6. c) Terms of Reference for Fundraising Sub-Committee

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 preparing for Phase III of the re-opening plan. The plan is to open only the main floor. There will be 5 computer stations accessible to the public and a maximum occupancy will need to be established. The computers will be set up in the current teen space. Staff will be located at the rotunda entrance which will be the only way to enter and leave the building. This will begin when the Circulation area has been completed. The target opening date is mid-July pending on construction.
- Thank you to Jody, the Health and Safety Committee and her service crew who are preparing the building to make it safe to let people back in.
- The second floor will continue to be closed to the public due to construction and the movement of some staff to the public floor while offices are being worked on.
- Plexiglass partitions will be installed on all public desks next week.
- The curbside holds service is working very well.
- The promotion of Phase III will start when there is more certainty of when the actual opening date will be.
- Procedures for keeping track of how many people are in the library when Phase III starts are being worked on.
- The checkout desk will have two lines that will be properly distanced apart.
- There will be someone on the floor to monitor the computers and greeters at the door. The doors will be locked until spaces are available.
- All security will be in the building to make sure staff and the public are safe. They are vital to the Phase III opening.

5. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- Mike attended the Governance Committee meeting. There was no quorum for the meeting so no motions were made.
- On LinkedIn Mike shared the information for the library's Phase II for opening. He received 117 views and 4 likes within a week.

b) Library Director – Paul Burry

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

- Workers are getting ready to install the glass in the new entrance.
- The new Circulation area should be ready within a week or two. They are currently waiting for the countertop to arrive from California.
- The launch of the new entrance is still expected to take place on August 14th. The library has contacted the Communications person at the City regarding the launch so that they can be involved as well.
- The Association of BC Public Library Directors have sent out guidelines for best practices on safety for reopening libraries.
- Library staff are back working 100% of their normal hours.

- Staff are starting to take their vacation now.
- Sheila Littler, Circulation Coordinator, and her staff, have found more efficient ways to process returns therefore the library has been able to increase the hours that the book drop is open and still maintain a 72 hour isolation period for returned materials.
- Staff have done a great job getting materials tagged for RFID. Over 90,000 items will be tagged. Should be able to align the opening of RFID with the official opening of the new entrance.

c) Library Advancement Committee

- Bob Affleck, Amy Dhanjal, Jody Tindill and Paul Burry met with a representative from Enbridge about recognition for the donation they made to the library. Amy will be doing a draft proposal that will be brought to Enbridge and the Board for approval.
- A fundraising sub-committee was established. The Library Director has written a draft Terms of Reference to be reviewed by the Board at this meeting.

d) Governance Committee

- The committee met last week.

e) Local History Committee

- No meeting was held.

f) Friends of the Library

- The AGM has been postponed to September.

g) BCLTA

- The new Executive Director of BCLTA is Jerrilyn Schembri. She has recently moved to Prince George.
- Former Executive Director, Babs Kelly, is now the Director of Learning and Development for Trustees. She has also recently moved to Prince George.
- The Library Partnership met with the Education Minister to thank him for the one time funding this year of three million dollars for libraries
- A request was also submitted to him asking for three million to support Trustees and staff.
- Asked Minister if K-12 Zoom offering could be extended to public libraries. The Minister will follow up with Mari Martin from the Library Services Branch.
- The Ministry of Education will be spending money to secure connections for online learning systems. A request was brought forth to have this extended to libraries as well.
- Babs Kelly represented BCLTA at a budget consultation. She put out a reminder that Trustees are volunteers. In 2021 a request for 21 million dollars in funding for libraries will be submitted to the province. If anyone is interested in seeing this meeting please contact Mike who will send you the link.

6. DISCUSSION/DECISION ITEMS

a) Financial Statements

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

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

b) PGPL Letter to Select Standing Committee on Finance and Government Services

- The letter was reviewed.

A motion that the Board submit the letter to the Select Standing Committee on Finance and Government Services was moved and seconded. The motion was carried.

c) Fundraising Sub-Committee Terms of Reference

- The Terms of Reference for the sub-committee were submitted to the Board for review.
- The committee will report back to the Library Advancement Committee.
- The committee will consist of at least two members of the library's Leadership Team that the Library Director will designate and three members from the community.
- Money raised will go towards the library's Capital Campaign.
- The money will also be used to fund anything the committee is working on to continue fundraising.

A motion to approve the Terms of Reference for the Fundraising Sub-Committee was moved and seconded. The motion was carried.

7. OTHER/NEW BUSINESS

a) Statement on Anti-Racism

- The library would like to prepare a statement on a stand against racism and include some tangible objectives that the library can do to show diversity and inclusion in the library. This would be presented to the public through the media.
- The Library Director will email the statement to the Board for approval and then it would be sent out with endorsement by the Board and support of staff.
- A policy will also be drafted on diversity and inclusion in the library. This would be brought to the Governance Committee for approval and then brought to the Board.

b) Committee Meetings

- Library Advancement Committee will be held on July 14, 2020 at 3:30 p.m.
- Governance Committee will be held July 21, 2020 at 7:00 p.m.

- The next Board meeting will be held on July 22, 2020 at 7:00 p.m.
- c) Board Look Ahead

- Something will be happening with Summerfest in the Civic Plaza.
- The Annual Report will be presented to Council in July.
- The Province is now entering Phase III of the Covid Response.

8. ADJOURNMENT

A motion to adjourn the Library Board meeting at 8:44 p.m. was moved and seconded. The motion was carried.



Paul Burry
Library Director



Mike Gagel
Board Chair