

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

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

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

Regrets: Kirk Walker (Vice Chair)
Councillor Terri McConnachie

1. CALL TO ORDER

- The meeting was called to order at 7:02 p.m.

2. WELCOME NEW BOARD MEMBER

- Welcome to new Board Member, Heather Middleton, who has been appointed to the Library Board until December 31, 2020.

3. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

A motion to approve the minutes of the June 24, 2020 meeting as distributed was moved and seconded. The motion was carried.

4. ACCEPTANCE OF CONSENT AGENDA

a) Meeting Agenda

Addition: 7. c) Entrance Renovation Celebration Event

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

5. PGPL COVID-19 RESPONSE UPDATE

- The library has been busy preparing for Phase 3 of the opening.
- There is still work to be completed in the Circulation area of the Bob Harkins Branch before the library can open.
- The Nechako Branch officially opened today. There was a soft launch on Monday and Tuesday. Since all areas of the collection at the Nechako Branch are accessible for browsing, it is already in Phase 4. There will be warnings put in place regarding social distancing and seating areas have been removed. Handling books will be discouraged but if they are, they will be asked to put them on an available trolley to be cleaned prior to reshelving.
- Waiting for the Circulation counter to be installed at Bob Harkins and a few other things to be completed in that area.
- At the Bob Harkins Branch, the upper floor will remain inaccessible to patrons. A selection of materials from the collections on this floor will be relocated to the main floor, so that most types of materials will be available for browsing.
- The Bob Harkins Branch of the library will open next Tuesday. The number of people allowed to enter the building will be limited.
- Once the City has seen and approved the completion of the Circulation area then they will hand that over to the library so that the opening of the branch can proceed.
- City Council members will be visiting the library Friday morning to check out the new space and see what's happening with their project.
- There are lots of small details to work out before the library opens, Staff have had several meetings to discuss.
- OCLC and the Institute of Museum and Library Services have been conducting tests to determine how long COVID-19 virus traces remain on library materials like books. The library will continue to isolate returned materials for 72 hours prior to staff handling this material.

6. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- Mike has posted on LinkedIn the letter that was sent to the Select Standing Committee.
- He also posted about the opening of the Nechako branch today.

b) Library Director – Paul Burry

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

- The flooring in the circulation area has been completed.
- The electricians will be doing some work in that area.
- The new meeting room should be available soon. Meetings with 4 or 5 people will be allowed. Audio visual equipment will be installed in that room for Zoom meetings and other types of presentations.
- The library is in the process of ordering furniture for the meeting room and new offices.
- Staff will be able to move into their offices once the furniture has arrived.
- Mari Martin, Director of the Libraries Branch, has announced that they are reviewing and making changes to the formula that is used to determine the funding amounts that are provided to public libraries across BC. This could affect the funding for PGPL.
- The RFID project is almost complete. There are only a few items left that need tagging. The system should be ready to use by the time the new entrance is complete and ready to open.

- The Summer Reading Program has started. All programs are being done virtually and have been well attended.
- Other online programming is on-going as well.

c) Library Advancement Committee

- No meeting was held.
- Now that the Terms of Reference for a Fundraising Sub-Committee have been approved the Library Director will be contacting individuals who are interested in joining. If anyone else knows someone who would be interested, please let them know.

d) Governance Committee

- No meeting was held.

e) Local History Committee

- No meeting was held.

f) Friends of the Library

- No meeting was held.
- The AGM has been postponed to September.

g) BCLTA

- BCLTA is looking at dates in October for an AGM. They will possibly have a guest speaker for that meeting.
- The Library Partnership, which consists of BCLTA, BC Libraries Coop, ABCPLD and BCLA, continues to do joint advocacy work with the Ministry.

7. DISCUSSION/DECISION ITEMS

a) Financial Statements

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

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

b) Statement on Anti-Racism

- There was a discussion held regarding the draft of the library's anti-racism statement. The Library Director will redraft the statement with suggestions from the Library Board and staff. It will then be circulated by email to the board for them to vote on.
- A policy will be drafted prior to a work plan being created for assisting the library to reach their goals stated in the anti-racism statement. The library will also periodically report on the progress of the plan.

c) Entrance Renovation Celebration Event

- The library's Communications Coordinator, Amy Dhanjal, has been in contact with the City's Communication person, Rob Van Adrichem, to talk about the grand opening of the library entrance.
- Not wanting to risk breaking any COVID-19 violations regarding large gatherings, it has been proposed that a small ribbon cutting with a virtual tour of the of the library through social media may be a good way to launch the new entrance.
- Possibly do this through Facebook Live or some other virtual program.

d) Overview of Board Committees

- An overview of the work that is done on each of the board committees was talked about by members of the committees to help the new board member decide which committee she would like to join.

8. OTHER/NEW BUSINESS

a) Committee Meetings


- Library Advancement Committee – No meeting to be held in August.
- Governance Committee – No meeting to be held in August.
- The next Board meeting will be held on September 23, 2020 at 7:00 p.m.

b) Board Look Ahead

- . Nothing new to add.

9. ADJOURNMENT

A motion to adjourn the Library Board meeting at 9:08 p.m. was moved and seconded. The motion was carried.



Paul Burry
Library Director



Mike Gagel
Board Chair