

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, SEPTEMBER 23, 2020 AT 7:00PM  
ONLINE THROUGH ZOOM**

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Present: Mike Gagel (Chair)  
Fiona Demers  
Anna Duff  
Bob Affleck  
Kirk Walker (Vice Chair)

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

Regrets: Councillor Terri McConnachie  
Carolynne Burkholder-James  
Heather Middleton  
Arlene Stevens

**1. CALL TO ORDER**

- The meeting was called to order at 7:18 p.m.

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

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

**3. ACCEPTANCE OF CONSENT AGENDA**

a) Meeting Agenda

Addition: 6. c) Updated Terms of Reference for the Governance Committee

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

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

- Opened the Bob Harkins branch on July 28<sup>th</sup>. The main floor of the library is accessible. Selections from the adult sections have been moved to the main floor. Youth Services is fully accessible. There are 4 public computer internet stations set up and all the seating areas have been removed. The second floor of

the library will remain closed to the public at this time. Encouraging patrons to keep their visit short. There is an occupancy limit of 20 patrons plus staff members in the branch.

- The community has been positive about the library being open and the safety measures the library has in place.
- The 2<sup>nd</sup> floor of the Bob Harkins Branch is being prepared for reopening. Due to construction and COVID-19 protocols, staff have been moved into public areas, so space for staff workstations will have to be made before the 2<sup>nd</sup> floor can reopen.
- Charts were reviewed showing the use of the library since March of 2020.
- Library staff are reviewing the need for the existing 72-hour isolation period on returned materials. The BCCDC has issued information for libraries stating that there was no need to isolate materials as the risk of transmission through materials is very low. Due to the recent increase in COVID cases in our community, there is concern about possible outbreaks with kids returning to school. The library does not want to remove the isolation period at this time and then have to reinstate it if cases increase. This will be reviewed in the future.
- Because the library is a public facility we cannot require people to wear a mask unless ordered by the health officer. Library staff are required to wear masks when they are working in public areas or when they are unable to maintain required physical distancing between coworkers. The library encourages patrons to wear masks and become familiar with new safety protocols in the library.

## 5. REPORTS/PRESENTATIONS

### a) Board Chair Report – Mike Gagel

- The Board Chair posted on LinkedIn the visit from City Council to look at the new Circulation area. On this post there were 1936 views 37 likes and 3 comments.
- Also posted was the presentation of the Annual Report to City Council. He received 828 views, 13 likes and 2 comments.
- Mike did some work on the anti-racism statement last week. He spoke with Councillor Cori Ramsay who is also Board Chair at the Two Rivers Gallery to see if they had an anti-racism statement. Neither the Art Gallery nor the City have a statement so she is interested to see what the library will be presenting.

### b) Library Director – Paul Burry

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

- The entrance renovation is ongoing but nearing the end.
- Staff now have access to the new meeting room and the Circulation area.
- The plywood hoarding is now down on both floors so that flooring can be installed.
- Siding is up on the exterior walls.
- Staff from Bibliotheca, the vendor for the RFID project will be sending tech staff for an onsite visit to install security gates and self checkouts and do some training with staff.
- The library's Communication Coordinator, Amy Dhanjal and Rob Van Adrichem, Director of External Relations for the City of Prince George, have been working on the celebration plans for the grand opening of the entrance. They are working on a video with a ribbon cutting ceremony, a virtual tour of the space that highlights accessibility features. Then there would be a photo-op of the Board Chair and the Mayor doing a speech. They would also like to include a photo-op with about 30 staff spread apart in the photo.
- The library's 2019 Annual Report was presented to Council at the end of August. Lots of positive feedback council members.

- Received 24 cellphones from the Social Planning and Research Council. Working on how to distribute them and give the best support for those in need of that technology right now. Make sure they are informed about Wifi and set it up so that it automatically connects to the library's Wifi. It is possible that there will be an opportunity to receive more phones in the future. Thank you to Mike for his work on this.
- Cross-training of staff working with the public has begun as part of an integrated service model where patrons can receive service at any service point in the library. That way patrons do not have to be redirected to another service point to receive the help they need.
- Lots of good virtual programming coming up.
- There was a resolution at UBCM for the restoration of sustainable funding for libraries from the province. It was approved.
- October has been declared Library Month again this year.

c) Library Advancement Committee

- The committee will be meeting on October 13<sup>th</sup>.
- One of the primary items on the agenda is to work on the Terms of Reference for the Fundraising Sub-Committee.
- COVID-19 has presented challenges for fundraising activities, with people out of work and most companies having a change in priority. These factors make it difficult to raise money.
- Figuring a plan out and how it relates to the opening of the entrance will need to be discussed.

d) Governance Committee

- Discussed the updated Terms of Reference for the committee.
- The Library Director will do a presentation for the Governance Committee giving an overview of the different policies and how changing some policies can affect others. An invitation has been sent out for this meeting. If there is interest then it can be presented to the rest of the board as well.

e) Local History Committee

- No meeting was held.

f) Friends of the Library

- The AGM may take place virtually on October 28<sup>th</sup>.

g) BCLTA

- BCLTA's AGM will take place on October 6<sup>th</sup> via Zoom. They will have a guest speaker for that meeting, Angela Sterritt, who has a show on CBC and a podcast on Reconciliation. She will kick off the meeting. Babs Kelly and Jerrilyn Schembri are actively working on preparing for this meeting.
- An issue they will need to resolve is the single vote per member library. If two people attend a meeting from the same library they would need to define which member will be representing that library.
- Rhonda Sherwood from Vancouver Public Library will not be reapplying to the BCLTA Board of Trustees. The Vancouver Public Library has nominated a second trustee, Harlan Pruden, who is a prominent member of the Cree First Nation. Mr. Pruden works with and for the Two-Spirit Community. He is also a Ph.D. student at UBC.
- Both Babs Kelly and Jerrilyn Schembri have moved to Prince George. Mike met with them to discuss the BCLTA AGM.

- Check out the BCLTA bulletin and take advantage of the Zoom based workshops and presentations that are available.

## 6. DISCUSSION/DECISION ITEMS

### a) Financial Statements

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

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

### b) Statement on Anti-Racism

- The Library Director has redrafted the statement with suggestions from the Library Board and staff.
- There was a discussion held regarding the updated draft of the library's anti-racism statement.
- There will be a special board meeting held, Wednesday, September 30<sup>th</sup> at 7:00 p.m. on Zoom to discuss and vote on the anti-racism statement.

### c) Updated Terms of Reference for the Governance Committee

**A motion to adopt the revised Terms of Reference for the Governance Committee was moved and seconded. The motion was carried.**

## 7. OTHER/NEW BUSINESS

### a) Committee Meetings

- Special Board Meeting – September 30<sup>th</sup> at 7:00 p.m. on Zoom
- Local History Committee – Meet to discuss Jeanne Clarke Awards
- Library Advancement Committee – October 13<sup>th</sup>
- Governance Committee – October 20<sup>th</sup>
- The next Board meeting will be held on October 28<sup>th</sup> at 7:00 p.m.

### b) Board Look Ahead

- FanCon has been postponed until 2021.
- Board Recruitment – The following board members terms are expired at the end of 2020. Carolynne Burkholder-James, Kirk Walker, Heather Middleton, Bob Affleck and Anna Duff

## 8. ADJOURNMENT

**A motion to adjourn the Library Board meeting at 8:53 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**