

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, JANUARY 27, 2021 AT 7:00PM
ONLINE THROUGH ZOOM**

Present: Mike Gagel (Chair)
Fiona Demers
Anna Duff
Arlene Stevens
Heather Middleton
Jenne Amell
Nik Logan
Bob Affleck

Also Present: Paul Burry (Library Director)
Amy Dhanjal (Manager of Communications & Engagement)
Lisa Martinson (Human Resources & Executive Assistant)

Regrets: Councillor Terri McConnachie

1. CALL TO ORDER

The meeting was called to order at 7:16 p.m.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Motion: that the Library Board approve the minutes of the November 25, 2020 meeting as distributed. The motion was moved and seconded. The motion was carried.

3 ACCEPTANCE OF CONSENT AGENDA

Motion: that the Library Board accept the Consent Agenda as distributed. The motion was moved and seconded. The motion was carried.

4. PGPL COVID-19 RESPONSE UPDATE

- Currently in a holding pattern.
- The library has implemented protocol for making sure that they offer library services and access to collections in a safe way following public health orders.
- An online health check survey has been developed for staff to complete each day prior to coming to work.
- Keeping up to date on all the health orders that are issued.

- The last touches are being completed in preparation for the opening of the second floor of the branch. The library will move ahead to open the second floor of the Bob Harkins branch on February 8th as long as there are no new public health orders.

5. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- The budget proposal was presented to Council on Monday. A decision was made tonight and the budget has been passed by Council.
- The Board Chair posted the library’s budget presentation to Council on LinkedIn. There were over 300 views and 10 likes.
- Did some cheque signing for the library last week while the Library Director was away,

b) Library Director – Paul Burry

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

- The entrance renovation project is now complete. Thank you to all of the board for your support through this. Also thank you to Jody for all of her work and leadership on this project. Thank you to Amy for her work on the launch event and video tour of the entrance for an online celebration.
- There were 5000 visits to the library in December and 4500 in January so far.
- Plans to proceed with negotiation of a Land Acknowledgement Agreement with Lheidli T’enneh have been delayed, but will proceed once a similar agreement has been reached between Lheidli T’enneh and the City of Prince George.
- Members of the Library’s Leadership Team have prepared a Request for Proposals (RFP) document to solicit potential facilitators to lead the Library’s strategic planning process in 2021. The RFP will be sent to the appropriate consulting firms/facilitators in our community with the required experience and capability to lead this process. Once submissions come in the list will be brought to the board to choose who they approve to facilitate in this role.
- PGPL has established a Memorandum of Understanding (MOU) with the Ministry of Social Development and Poverty Reduction, to provide regular, onsite outreach services to support community members seeking to access the Ministry’s services and supports. This relationship was built by the library’s Outreach Librarian, Darcie Smith. The Ministry will be on site every Friday from 10:00 a.m. until noon once the second floor of the library opens. They will have a designated spot in the library so that they can provide services to patrons. There will be training and information sessions twice a month for library staff. The first session will be on the report from the Select Committee on Poverty Reduction to the City on 22 recommendations they have that the City could allocate funds for. Sarah Brown will be facilitating this session. The second one will be held in March. Jordan Harris, the Executive Director of the POUNDS Project, will talk about Harm Reduction Services in our city. They are located next to the needle exchange.
- One of the youth programmers, Larissa Clotildes, has initiated a virtual program, Kids Read and Meet for children aged 5 – 12. They access books on Hoopla then she leads a book club discussion with the kids on a Zoom call. The first session had 8 attendees.

c) Library Advancement Committee

- No meeting was held.

d) Governance Committee

- The Request for Proposals for Strategic Planning facilitators has been created and will be made available for proposal submissions during the month of February.
- The Financial Statements were reviewed.

e) Local History Committee

- The committee have shortlisted the nominees for the Jeanne Clarke Awards and they will pick the winners tomorrow.
- Nominating the PG Native Friendship Centre for their early childhood education that incorporates First Nations and Indigenous knowledge.
- The filming for the Jeanne Clarke Awards TV special is going very well.
- Dayi Clayton Pountney from the Lheidli T'enneh Band, has been asked to share his thoughts on preserving and promoting history and why it is important to the Lheidli T'enneh. He will be featured in the Jeanne Clarke TV special. Barbara and Chris Henderson, who are the grandchildren of Jeanne Clarke, were asked to speak about what they're grandmother would have thought about the awards and how we are expanding our definition of history. Arlene has agreed to be in the video to talk about heritage week and Mike Gagel will host the program. Some of the nominees have already submitted videos for the program.
- Thank you to Amy for her work on this project and to Ignacio for filling in for the Library Director at the readers discussion last week.
- The Local History Committee will recommend nominees and the board will vote on those nominees by email.

f) Friends of the Library

- The Friends decided not to do the online 50/50 raffle.
- Ignacio shared that since the regular book sale cannot take place to have books on sale at the library through the month of February. The books can be purchased for a donation.
- Amy is the new liaison between staff and the Friends of the Library due to the library's organizational change.

g) BCLTA

- The January bulletin is out. Everyone is encouraged to sign up for the free monthly BCLTA bulletin which can be found at BCLTA.ca. One of the feature articles is the virtual tour of PGPL's new entrance.
- The Libraries Branch, which administers the Library Act, has switched Ministries. It was under the Ministry of Education and is now under the Ministry of Municipal Affairs.

- The Libraries Branch, ABCPLD, BCLA and the Co-op make up the BC Library Partners. The BC Library Partners are expected to meet with the Ministry at least twice a year. They will continue to advocate the Ministry to increase library funding.
- Former BCLTA Trustee Orientation Program (TOP) has been rebranded and is now referred to as a Governance Workshop. BCLTA has applied some of its reserve and has made it possible for Trustees to attend this workshop at a vastly reduced rate. The Chair and Library Director will talk about setting up a workshop for PGPL Trustees.
- The current goal for the board is to work with staff and members of the community to create a strategic plan.
- On the BCLTA website is a quick guide that has some great tips and clarifies the governance role of Trustees.
- BCLTA has quarterly board meetings.

6. DISCUSSION/DECISION ITEMS

a) Financial Statements

- The Financial Statements to November 30, 2020 were reviewed at the Governance Committee meeting.

Motion: that the Library Board approve the Financial Statements to November 30, 2020, as adopted at the Governance Committee Meeting held on January 19, 2021. The motion was moved and seconded. The motion was carried.

b) Election of Chair and Vice Chair

- Bob Affleck nominated Mike Gagel as Chair of the Board. Mike accepted the nomination. There being no other nominations Mike, wins by acclamation.
- Bob Affleck nominated Fiona Demers as Vice Chair of the Board. Fiona accepted the nomination. There being no other nominations, Fiona wins by acclamation.

c) Committee and Liaison Appointments

- Local History Committee – Mike Gagel, Arlene Stevens, Nik Logan
- Friends of the Library Liaison – Anna Duff and her alternate is Heather Middleton
- NCLF Representative – Arlene Stevens and her alternate is Nik Logan
- Library Advancement Committee – Bob Affleck, Fiona Demers, Jenne Amell, Anna Duff, Nik Logan
- Governance Committee – Mike Gagel, Bob Affleck, Jenne Amell, Heather Middleton

d) 2021 Budget Presentation

- Confirmation has been received that City Council has passed the library's budget for 2021.

7. OTHER/NEW BUSINESS

a) Committee Meetings

- Local History Committee – January 28, 2021 at 4:30 p.m.
- Library Advancement Committee – February 9, 2021 time TBD
- Governance Committee – February 16, 2021 at 7:00 p.m.
- Board Meeting – February 24, 2021 at 7:00 p.m.

b) Board Look Ahead

- February 16th to March 6th the Teen Art Showcase will be on display at the Bob Harkins Branch.

8. ADJOURNMENT

Motion: that the Library Board adjourn the meeting at 8:23 p.m. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Mike Gagel
Board Chair