

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, FEBRUARY 24, 2021 AT 7:00PM
ONLINE THROUGH ZOOM**

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

Also Present: Paul Burry (Library Director)
Lisa Martinson (HR & Executive Assistant)

Regrets: Councillor Terri McConnachie

1. CALL TO ORDER

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

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Motion: That the Library Board approve the minutes of the January 27, 2021 meeting as distributed. The motion was moved and seconded. The motion was carried.

3 ACCEPTANCE OF CONSENT AGENDA

Delete: 3. b) Correspondence

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

4. PGPL COVID-19 RESPONSE UPDATE

- Maintaining existing protocols.
- Have had some staff work at home while waiting for a COVID test.
- All protocols were in place prior to reopening the second floor.
- Furniture has been set up on the second floor with appropriate space between seating areas.

- Staff are monitoring the capacity of people in the building. It was decided that there would be a maximum of 30 people on the main floor and 50 on the second floor.
- With unfilled positions and staff members on leave or working under a medical accommodation, we are maintaining existing hours of operation.

5. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- Mike took part in the recording session for the Jeanne Clarke Awards.
- A week ago Mike posted about the pop-up book sale at the library on his LinkedIn account. It has received 341 views 17 likes.
- Heather Middleton is no longer on the Board. Board members must live within city limits to be eligible to serve on the Board.
- If anyone knows someone who would be a good addition to the board please encourage them to apply. March 12th is the deadline for applications.

b) Library Director – Paul Burry

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

- Since we have not been able to have a book sale we have a backlog of discarded books so a selection of books has been put out for the month of February for sale.
- The opening of the 2nd floor has been working out well. Patrons are now able to check out books on the 2nd floor and check their accounts.
- Jody is taking an extended leave from work.
- The audit will be coming up in March.
- The Will Writing Basics program had 50 adults participate in that program. Great job to Laura Weisgarber for this online program.
- There were over 40 submissions for the Teen Art Showcase. They are on display at the library. There are 5 award categories with a \$200 award for each.

c) Library Advancement Committee

- The Library Fundraising Committee was discussed. The committee has been brainstorming ideas on who will be approached to join this committee.
- Anna Duff is now Chair of this committee.

d) Governance Committee

- Trustee development – The Governance workshops that are being offered through BCLTA are still available if anyone wishes to attend one.
- BCLTA would like to work with PGPL during the Beyond Hope conference similar to how they have partnered with BCLA during their conference. At the end of the conference

BCLTA would hold their Governance session for new Trustees formerly known as T.O.P. After the Beyond Hope conference BCLTA would continue with their Trustee training.

- The Beyond Hope conference is scheduled for November 2021 and all sessions will take place virtually.

e) Local History Committee

- No meeting held.

f) Friends of the Library

- Looking at updating their brand line.
- Now have a more cohesive online presence specifically on Facebook and Instagram.
- They are updating their brochure for the library using the updated brand lines. It will include celebrating what they have done for the library.
- They have spoken to Amy Dhanjal about the branding as well.

6. DISCUSSION/DECISION ITEMS

a) 2021 Jeanne Clarke Awards

Motion: That the Library Board endorses the online vote for the Jeanne Clarke Award winners. The motion was moved and seconded. The motion was carried.

b) Library Fundraising Committee Terms of Reference

Motion: That the Library Board approves the Terms of Reference for the Library Fundraising Committee as recommended by the Library Advancement Committee. The motion was moved and seconded. The motion was carried.

7. OTHER/NEW BUSINESS

a) Committee Meetings

- Local History Committee – To be determined by Library Director.
- Library Advancement Committee – March 9, 2021 at 4:30 p.m.
- Governance Committee – March 16, 2021 at 7:00 p.m.
- Board Meeting – March 24, 2021 at 7:00 p.m.

b) Board Look Ahead

- Nothing new to add.

8. ADJOURNMENT

Motion: That the Library Board adjourn the meeting at 8:10 p.m. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Mike Gagel
Board Chair