

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

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

Also Present: Paul Burry (Library Director)
Amy Dhanjal (Manager of Communications & Engagement)

Regrets: Councillor Terri McConnachie
Mel Aksidan

1. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Motion: That the Library Board approve the minutes of the February 24, 2021 meeting as distributed. The motion was moved and seconded. The motion was carried.

3 ACCEPTANCE OF CONSENT AGENDA

Addition: 3. g) The Provincial Grant Report
6. f) Strategic Planning Update

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 status quo.
- Staff have had to remind patrons not to pull their masks down or take them off.
- Food and drinks are not allowed in the building at this time.
- Considering adding some in-person programs in the Knowledge Garden – limited 10 to teens group. Approximately 6 – 10 for attendance.

5. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- Attended the Governance Committee meeting last week.
- Mike's LinkedIn post on the Local History event has received almost 500 views.

b) Library Director – Paul Burry

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

- School District 57 is terminating their lease on their portion of the building shared with the library's Nechako Branch. Paul has spoken with City staff regarding possible future development of this space for library use.
- The Library submitted its annual Provincial Grant Report to the Libraries Branch on March 2nd, 2021. The report highlights the ways that library activities in 2021 were both supported by the funding provided by the provincial government, and also supportive of the strategic priorities for serving British Columbians outlined by the province.
- Library IT staff are working with LinkedIn Learning to configure authentication access options for patron access to this learning resource licensed by the BC Libraries Cooperative. Users of this resource will be required to acknowledge a disclaimer notifying them that any personal information shared with LinkedIn Learning will be stored on servers located in the United States.
- The Library is partnering with BCNET and UNBC to provide access to post-secondary students, staff, and faculty to the EduRoam wireless internet network within PGPL facilities. This will support post-secondary students wishing to access their wireless network without having to be on their institution's campus building.
- The Library is beginning a 3-month bus shelter advertising campaign to promote works by Black, Indigenous and people of colour. 10 titles were selected by collections staff. There will be 3-4 bus shelter ads each month at various locations throughout Prince George. If anyone is interested in knowing where the library's bus shelters are then Amy Dhanjal can provide that information.
- Over 300 people participated in the *2021 Teen Art Showcase* – by exhibiting their art, voting for their favourite pieces, and attending the virtual awards celebration event. Six teens won \$200 cash awards. Thank you to everyone who helped make this program a success again this year, including library staff members, as well as our community partners the Prince George & District Community Arts Council, BC Lotto, and the City of Prince George.
- On March 5th the POUNDS Project conducted a presentation for library staff regarding their low-barrier shelter, the overdose crisis and its local impact, and their overdose consumption site. Library staff continue to pursue partnership opportunities with POUNDS Project representatives, to support the library in dealing with issues that impact library staff and services.
- Grab & Go Bags for Teens. Each bag has a unique theme and contains 3-5 books and a candy bar. These have been so popular that we ran out the first day, and our Teen Librarian Chris Knapp has been busy making more bags. Based on demand, we also added bags for Junior readers. This is a great way to engage teens and children, and to

help find a home for books that are discarded from library collections.

- Spring Break Scavenger Hunt for 5-9 yrs. Kids can pick up a booklet from either branch or print a copy from the website. There are 6 scavenger hunts to choose from; kids only need to complete one and they'll get a prize. We've had great support from the community. Tourism PG provided 30 prize bags – each with a City of PG stuffed moose! Amy is sourcing more prize bags via the City of PG and Downtown PG as these booklets are very popular with our youth!
- Caring for Pets with the SPCA – This is our first time pairing up with the SPCA to provide 3 sessions for kids on how to care for cats, dogs, fish, and other animals.

c) Library Advancement Committee

- The Library Advancement Committee met on March 9th.
- The committee has brought forth some topics for tonight's board meeting for discussion such as the Terms of Reference and ideas for the Fundraising Committee.
- The Fundraising Committee continues to be the main focus that they are working on.

d) Governance Committee

- The committee met last week.
- They worked on the library's Diversity & Inclusion Policy.
- The City has appointed a new Library Board member. Melvin Aksidan, was the successful candidate.

e) Local History Committee

- The CKPG video of the Jeanne Clarke Awards is now accessible on the library's Youtube channel. Feel free to share that around.

f) Friends of the Library

- The Friends of the Library did not meet this evening, they will be meeting next Wednesday.

g) BCLTA

- The Board Chair spoke with the Director of BCLTA. The Governance workshops being offered through BCLTA continue to be extremely popular.
- If you are not receiving the monthly bulletin sign up on the BCLTA website, BCLTA.ca. Library's and their Trustees are often highlighted so everyone is encouraged to sign up.
- The PGPL Library Director and Director of BCLTA will be meeting to discuss how BCLTA can take part in the Beyond Hope conference that will be taking place virtually in the fall.

6. DISCUSSION/DECISION ITEMS

a) Changes to Schedule of Customer Fees Policy

- The changes to the schedule were reviewed.

Motion: That the Library Board approve the changes to the Schedule of Customer Fees policy as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.

b) Library Advancement Committee Terms of Reference

- The changes to the Library Advancement Committee Terms of Reference were reviewed.

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

c) Funding Cuts to Services for People with Print Disabilities

- Letters were being drafted to send to members of Parliament in the Prince George region to object to the federal funding cuts for The Centre for Equitable Library Access (CELA) and National Network for Equitable Library Services (NNELS) to support the continued production of accessible reading materials for Canadians with print reading disabilities. Before the letters were sent, ABCPLD informed libraries that the Government guaranteed the funding for an additional year. Directors were asked to keep the letters in case they are needed in the future.

Motion: That the Library Board endorses the Manager of Communications & Engagement for the Library, Amy Dhanjal, to write an advocacy letter to outline the impact that service has on our community and thank them for not cutting funding for this service. The motion was moved and seconded. The motion was carried.

d) Library Fundraising Committee Prospective Members List

- The list of prospective members was reviewed. If anyone has any further suggestions as to who should be included on this list please email the information to Paul or Anna. Not every person on the list will be on the committee. This is to brainstorm potential contacts from a wide variety of sectors of Prince George. The list will be prioritized at a later time. The end goal is to have 5 or 6 community members with one representative from the Library Advancement Committee.

e) Trustee Development Sessions

- The Library Director brought forth a couple of suggestions for Trustee Development Sessions. Usually in April Jody Tindill, Manager of Finance & Facilities, talks about understanding financial statements. This was presented last year and a recording was made of the presentation. This recording can be found in the board files on Teams. A presentation on a review of the last year will take place on April 28th at 6:30 p.m. prior to the board meeting.

- Noreen Rustad from the Community Foundation has offered to come and speak to the Board about the Community Foundation and the library's endowment fund. This could possibly be a presentation for the May Board meeting.
- Another suggestion for a session would be talk about CELA and NNELS. This would be an information session for Board members on accessibility issues so this would include activities and initiatives at the library including the Home Service program. Hoping for this to take place in June.
- If anyone has any other ideas for development sessions please let Paul know.

f) Strategic Planning Update

- Met with Alison from Monogram Communications virtually yesterday on Zoom. Some initial plans were made with an updated timeline. She would like to meet with the Board to discuss what the priorities are. It was suggested that the board have a special Zoom meeting where Alison would attend and introduce herself and talk about her process and the board involvement. The Library Director will send out a Zoom invite for April 13th at 6:00 p.m. Please respond whether you can attend or not.

7. OTHER/NEW BUSINESS

a) Committee Meetings

- Special Board Meeting – April 13, 2021 at 6:00 p.m - To be confirmed.
- Library Advancement Committee – April 13, 2021 at 4:30 p.m.
- Governance Committee – April 20, 2021 at 7:00 p.m.
- Board Meeting – April 28, 2021 at 6:30 p.m.

b) Board Look Ahead

- June is National Indigenous month. There will not be an in-person event but there may be a virtual event take place on June 21st. More information will be available at the next board meeting.

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