

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, APRIL 28, 2021 AT 7:00PM  
ONLINE THROUGH ZOOM**

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

Also Present: Paul Burry (Library Director)  
Amy Dhanjal (Manager of Communications & Engagement)  
Ignacio Albarracin (Manager of Collections & Technology)  
Jody Tindill (Manager of Finance & Facilities)  
Lisa Martinson (Human Resources & Executive Assistant)  
Micaela Roque (Auditor - KPMG)

**1. CALL TO ORDER**

The meeting was called to order at 7:06 p.m.

**2. AUDITOR'S REPORT**

- The Micaela Roque from KPMG reviewed the audited financial statements for 2020.

**Motion: That the Library Board approve the 2020 Audited Financial Statements for the library as distributed. The motion was moved and seconded. The motion was carried.**

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

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

#### 4. 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.**

#### 5. PGPL COVID-19 RESPONSE UPDATE

- With the extension of the order of the Health Officer the library had to backtrack on some plans. The library will not be opening study rooms and will not have any seating areas as long as that order is in place.

#### 6. REPORTS/PRESENTATIONS

##### a) Board Chair Report – Mike Gagel

- Attended an Adhoc meeting with Bob and Paul to begin the board deliberations with respect to the unionization of PGPL staff. The recommendations will be brought forth from the Governance Committee as an outcome of that meeting.
- The letter for funding for accessibility services. Thank you to Amy Dhanjal for drafting that letter. This affects about 12,000 items in the library. If the funding doesn't go through for another year it may greatly affect the people using that service. They have sent messages saying how important these services are especially during Covid when people are staying close to home.

##### b) Library Director – Paul Burry

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

- The Association of BC Public Libraries was able to meet Tara Faganello, Assistant Deputy Ministry of Municipal Affairs over a Zoom meeting. Paul was one of the 3 directors who was chosen to share some of experiences PGPL had from the pandemic response in 2020.
- WorkSafe BC did an inspection of the Bob Harkins Branch and issued the inspection report on March 29<sup>th</sup>. Work has begun on addressing the outstanding issues in the report, including the creation of a Workplace Violence Prevention Program. There will be Violence in the Workplace training for staff on May 19<sup>th</sup> with Phil Eastwood.
- Issues with drug use in the washrooms continues. Working on finding a solution.

##### c) Library Advancement Committee

- The Library Advancement Committee met on April 13th.
- The committee has narrowed down the list of potential members for the Fundraising Committee to the top 10 people. They are not reaching out to them at this time as they are waiting to get some promotional materials from Amy and Jody. That way they can be given some documents on what to expect. They are hoping to have those documents by the June

meeting to review. Once they have their final committee memberships then it will be shared with the rest of the board. Hoping to have 5 to 7 members on that committee.

d) Governance Committee

- The committee met last week.
- Looked at Financial Statements for March. The committee recommends approval of the reports to the board.
- There was an establishment of an Ad Hoc Steering Committee for the purposes of assisting with the union bargaining.
- The committee recommends the approval of the Diversity and Inclusion policy.

e) Local History Committee

- No meeting held.

f) Friends of the Library

- The Friends of the Library had 2 meetings since the last board meeting.
- The annual general meeting will take place in the fall instead of the spring this year.
- They are now on Instagram. They have a new brochure as well. Amy has been getting that circulated.
- The book sale is still happening at the Bob Harkins Branch. They are happy to be clearing out some books.
- Asked by Amy for some funding for the Summer Reading programs. They will be considering that request.

g) BCLTA

- North Vancouver District Library had a tragic incident. BCLTA sent a letter of support to the library. The incident is also addressed in the April bulletin. Subscribe to the bulletin for more news.
- BCLTA virtual workshops continue to be popular.
- Trustee meetups are just general topics and hosted by different Trustees around the province. They are free.
- In the bulletin Babs highlights what is going on in libraries around the province. She mentioned PGPL's anti-racism statement.

## 7. DISCUSSION/DECISION ITEMS

a) Committee Assignments

- The list of committees and their members are on the board website. All the Terms of Reference for each committee will be updated on the site.
- Please let the Library Director know which committee you wish to be a member of.

b) Financial Statements to March 31, 2021

- The financial statements were reviewed.

**Motion: That the Library Board approve the Financial Statements for March 31, 2021 as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

c) CUPE Union Certification

- The Governance Committee would like to form a Bargaining Steering Committee, as a sub-committee of the Governance Committee. The sub-committee would develop a bargaining mandate to assist and advise the library's negotiating team.

**Motion: That the Library Board strike a Bargaining Steering Committee, as a sub-committee of the Governance Committee, consisting of the Board Chair, the Board Vice-Chair, and an additional member of the Governance Committee, Bob Affleck, to develop a bargaining mandate and advise & assist the negotiating team. The motion was moved and seconded. The motion was carried.**

d) Library Strategic Planning Update

- Worked with Monogram to do the surveys. Five people have been selected to do one on one interviews. There will be some external focus groups mid-May. On track to launch survey on May 10<sup>th</sup> and it will run the rest of May. There is lots of marketing support for that and the City has offered to host the survey on their website.

e) Diversity and Inclusion Policy

- Started working on this policy after the board approved the Anti-Racism statement. The policy was brought to the Governance Committee who recommends to approve it.

**Motion: That the Library Board approves the policy 1.14 Diversity and Inclusion as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

## 8. OTHER/NEW BUSINESS

a) Committee Meetings

- Library Advancement Committee – May 11, 2021 at 4:30 p.m.
- Governance Committee – May 18, 2021 at 7:00 p.m.
- Board Meeting – May 26, 2021 at 7:00 p.m.

b) Board Look Ahead

- Monogram to meet with the Board the 2<sup>nd</sup> or 3<sup>rd</sup> week of June to talk about the Strategic Plan.

**9. ADJOURNMENT**

**Motion: That the Library Board adjourn the meeting at 8:35 p.m. The motion was moved and seconded. The motion was carried.**



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**Paul Burry**  
**Library Director**



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**Mike Gagel**  
**Board Chair**