

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, MAY 26, 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

Also Present: Paul Burry (Library Director)  
Amy Dhanjal (Manager of Communications & Engagement)  
Ignacio Albarracin (Manager of Collections & Technology)  
Sheila Littler (Manager of Customer Experience & Service Delivery)  
Lisa Martinson (Human Resources & Executive Assistant)

Regrets: Mel Aksidan

**1. CALL TO ORDER**

The meeting was called to order at 7:11 p.m.

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

**Motion: That the Library Board approve the minutes of the April 28, 2021 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**

- With the announcement from the Health Officer, the library will be able to open the study rooms and allow limited seating but will still be keeping physical distancing in place and wearing masks. This will start next Monday.

- The teen area will be available to teens again. It was previously used as the computer lab. It will continue to have two computer stations available for teen use. There will be computers available on the second floor for adult use.

## 5. REPORTS/PRESENTATIONS

### a) Board Chair Report – Mike Gagel

- Mike attended a Governance Committee meeting.
- Continuing to be active on LinkedIn and tweeting about events he is involved in, the library playing a key role in those activities.
- The announcement of eliminating late fees, which has been posted for the last 3 weeks, received 619 views, 34 acknowledgements and a couple of comments.

### b) Library Director – Paul Burry

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

- Paul attended the meeting of the Select Committee on a Safe, Clean, and Inclusive community on May 25<sup>th</sup>.
- The audited financial statements were submitted to the City Council’s Standing Committee on Finance and Audit on May 10<sup>th</sup>.
- Work has begun on collecting the data from community engagement focus groups and survey, as part of the Library’s Strategic Planning initiative.
- City of Prince George landscaping staff are installing new lawn sod at the entrance to the Bob Harkins Branch.
- The Library’s Statement of Financial Information (SOFI) and Annual Statistics have been submitted to the provincial Libraries Branch in accordance with the Libraries Act.
- PGPL submitted a nomination application for the BC Libraries Association’s “Building Better Communities Award,” celebrating the success of our Teen Art Showcase program.
- Library staff are implementing changes to library services and facilities in response to the new Public Health Order issued May 25<sup>th</sup>.
- A media release was sent out regarding the Board’s elimination of overdue fees for library material on May 3<sup>rd</sup>.
- Both branches of the library were closed on May 19<sup>th</sup> for a day of staff training. 46 staff members attended the live Zoom sessions covering the topics of Workplace Violence Prevention and Promoting a Respectful Workplace.
- The Library’s Notice of Compliance report was submitted to WorkSafe BC
- There were 26 attendees at Community Engagement Library Assistant Victoria Rezendes’ recent *Youth Botany Workshop* virtual program for children.

### c) Library Advancement Committee

- Continue to share all the great things the library is currently doing. Board members are also encouraged to share that with people they know.

- Since there will not be a surplus of funds available for the teen renovation, the library Fundraising Committee will be able to help out with this project.

d) Governance Committee

- The committee met last week.
- Recommended the April Financial Statements to be accepted by the Board.
- Trustee development sessions discussed. Amy's presentation on public washroom use was this evening. In June there will be a presentation on NNELS and CELA. In July there will be a presentation on the Community Foundation.
- Changes to the Workplace Violence Prevention Policy were reviewed.

e) Local History Committee

- Next meeting tentatively set for September.
- Board members can submit nominations for the Jeanne Clarke Awards, books or services are included. Anything around our area and the local regional area.

f) Friends of the Library

- No meeting today.
- Eager to learn how the book sale is going.

g) BCLTA

- A letter regarding the removal of a clause in Bill C-11 was written to the Heritage Committee and the MPs. Jerrilyn Kirk drafted the letter and Mike edited the letter that was sent. There were responses from several MPs including here in Prince George and a letter from the Prime Minister's office. The clause had protections for freedom of speech.
- Mari Martin, Provincial Public Libraries Director, is seeking information from libraries regarding the restart plan. Mari reached out to BCLTA to engage with local libraries to help her with that task. The letter she sent will be forwarded to all the board members. She had questions for eligibility for board participation and rules around residency and how that affects people on reserves who are outside the district. Different library directors shared their experiences and their concerns. Paul let them know of our experience of losing a board member due to these rules.
- Action Item: Paul will contact Tourism BC to see how their Board of Trustees are selected.

## 6. DISCUSSION/DECISION ITEMS

a) Financial Statements to April 30, 2021

- The financial statements were reviewed.

**Motion: That the Library Board approve the Financial Statements for April 30, 2021 as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

b) Library Strategic Planning Update

- Invites were sent out for sessions on June 15<sup>th</sup> and 17<sup>th</sup> from 5:30 p.m. to 9:00 p.m. each night. There are a couple people who have not yet responded.
- Information on the agenda for those sessions will be forwarded.
- Three interviews have been completed so far.

c) Update Workplace Violence Prevention Policy

- The changes to the policy were reviewed.
- The library is working on having cameras installed at all entrances of the library for the safety of the public and staff.

**Motion: That the Library Board approves the policy 6.19 Workplace Violence Prevention as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

## 7. OTHER/NEW BUSINESS

a) Committee Meetings

- Library Advancement Committee – No meeting in June
- Governance Committee – No meeting in June
- Strategic Planning Meeting – June 15<sup>th</sup> and 17<sup>th</sup> from 5:30 p.m. to 9:00 p.m.
- Board Meeting – June 23, 2021 at 7:00 p.m.

b) Board Look Ahead

- Presenting Annual Report to City Council Monday, June 28, 2021.

## 8. ADJOURNMENT

**Motion: That the Library Board adjourn the meeting at 8:24 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**