

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, SEPTEMBER 22, 2021 AT 7:00PM  
ONLINE THROUGH ZOOM**

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Present: Mike Gagel (Chair)  
Anna Duff  
Jenne Amell  
Nik Logan  
Arlene Stevens  
Councillor Terri McConnachie

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

Regrets: Fiona Demers (Vice Chair)  
Mel Aksidan

**1. CALL TO ORDER**

The meeting was called to order at 7:08 p.m.

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

**Motion: That the Library Board approve the minutes of the July 28, 2021 meeting as distributed. The motion was moved and seconded. The motion was carried.**

**3. ACCEPTANCE OF CONSENT AGENDA**

a) Meeting Agenda

- Addition: 7. New Business c) Board Term Expiry Dates

**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**

- Busier now with the mask mandate back and vaccine card system being implemented. There is also a regional specific health order. There were concerns that staff would have to check for proof of vaccination /for in-person program attendees. Paul attended a Zoom call with other Library Directors in early September regarding the implementation vaccine card system. There were a number of different Provincial Government representatives in attendance. They answered

questions and expressed how they wanted the implementation to be as easy as possible for employees to manage. They confirmed that all activities occurring at the library are exempt from the vaccine card system except for events with more than 50 people in attendance. The library decided that all in person events would have a maximum of 50 participants so that staff do not have to check for vaccination status of attendees.

- To support people who need help getting their vaccine card, computers have been set up for people to use and print off their vaccine cards for free.
- The library has been maintaining safety protocols throughout the building.

## 5. REPORTS/PRESENTATIONS

### a) Board Chair Report – Mike Gagel

- No report for this month.

### b) Library Director

#### **Community/City**

- Paul met with UNBC's new University Librarian Kevin Stranack and took him on a tour of the renovations at the Bob Harkins Branch. With the student apartments next to the branch now occupied, we continue to look for opportunities for the two organizations to collaborate to support each other. The reciprocal returns delivery service between UNBC and PGPL has resumed for the start of the new school term.

#### **Federal/Provincial/Federation**

- Paul participated in a Zoom meeting with other BC public library directors in early September, at which representatives of the provincial Ministry of Health shared the details of the Vaccine Card system launched on September 13th. The representatives confirmed that all activities occurring at BC public libraries would be exempt from the proof of vaccination requirement, with the exception of indoor events of more than 50 participants.
- NCLF Director Edel Toner-Rogala is leaving her position with the federation and retiring from library service. We are grateful for Edel's years of dedication and contributions to the success of public libraries in BC. Thomas Knutson has been hired as the new NCLF Director by the NCLF Board.

#### **Staffing and Services**

- Austin Matheson is the library's new Community Engagement Librarian – Adult Services, moving from his former term position as Community Engagement Librarian – Youth Services. Gillian Wigmore has taken over the role of Community Engagement Librarian – Youth Services, temporarily leaving her Nechako Coordinator position until Christopher Knapp returns from parental leave in October 2022. The Nechako Branch experienced a significant water leak in the washroom areas caused by a ruptured water tank on the roof of the building. The branch was closed for two days in August as there was no washroom access available for staff or patrons. Repairs on the water damaged areas are ongoing.

- Beginning October 1st, we are expanding our hours of operation at the Bob Harkins Branch, staying open until 8:00 PM on Tuesday, Wednesday, and Thursday, and until 5:00 PM on Saturday. Birdwatching backpack kits are now available for patrons to borrow from the library. The kits include binoculars, a field guide to North American birds, and a local birdwatching checklist.
- With the approval of the Library Board, the decision was made to close both library branches to the public on September 30th for Truth & Reconciliation Day, to commemorate the history and ongoing trauma of the residential school system in Canada. The library has contracted with an Accounting Consultant to provide support and oversight of financial systems in the absence of the Manager of Finance & Facilities. Library staff have implemented a system to make public computer stations available exclusively to patrons needing assistance to obtain their Vaccine Card, including free printing services for those who wish to have a paper copy of their proof of vaccination. The library resumed in-person programming at both branches on September 13th. Story time programs have been well-attended and much appreciated by participants. Library Report – September 22nd, 2021 2
- The Library introduced a new procedure for public washroom access on August 3rd, as part of its response to the WorkSafe BC Inspection Report. For a three-month trial period, the public washrooms at the Bob Harkins Branch will be kept locked, with patrons able to use the facilities upon request. After each use, security staff inspect the washroom to ensure that it is safe for staff and patrons to enter.
- The library is in the process of testing security camera equipment for possible installation at the Bob Harkins Branch. Installation of cameras at the library entrance was a recommendation of the WorkSafe BC Inspection Report.
- Close to making a decision on the hiring of the Manager of Communications & Engagement.
- The Manager of Finance & Facilities is still on leave.
- Paul has a provisional list of resources for publications for the Jeanne Clarke Award that Ignacio has been working on. Paul will be sending out the information to the readers and a Local History Committee meeting will be scheduled to get that process going.
- Possibly look at having an Indigenous Art Exhibit around the time of the September 30, 2022 stat. This would take place on a day close to September 30<sup>th</sup> since the library is closed on that day.

c) Library Advancement Committee

- No meeting was held.

d) Governance Committee

- The union negotiations were discussed.

e) Local History Committee

- No meeting was held.

f) Friends of the Library

- There is still a lack of storage and bookshelf space for books.
- Ignacio has directed the Friends of the Library to a book reseller in the U.S. called Empty Shelves. Free software would be made available to the Friends so that books could be scanned to see if it is a title that is desired online or if it would be worthwhile selling it at a book sale. It would also let you know if there is no value to it. The company would then sell the books online. Shipping would initially be covered by them and the profit would be split 50/50 after shipping was taken out. Waiting to hear back from them to see how that would work in Prince George.
- Talked about the need for a longer storage container.
- There will not be a book sale anytime soon.
- A date was set for the AGM. Wednesday, November 17, 2021 via Zoom.

It was suggested that maybe a book sale could take place in the parking lot of the library. Paul will talk to staff to see if this would be feasible and get back to Anna.

g) BCLTA

- A date for an AGM was set. This will take place on October 26, 2021 via Zoom. Alvin Schrader from the University of Alberta will be the keynote speaker. He will be speaking on Intellectual Freedom and Freedom of Expression.
- BCLTA Board of Directors are up for renewal. If you know of anyone who you would like to nominate to be on the Board of Directors or if you are interested on being on the Board yourself, go to the BCLTA website at [bclta.ca](http://bclta.ca) for more information.
- Check out the BCLTA bulletin each month and sign up to receive that in your email.

## 6. DISCUSSION/DECISION ITEMS

- a) Nothing to report for September.

## 7. OTHER/NEW BUSINESS

a) Oversight of Library Financials

- The library has been able to connect with someone who is able to help with keeping up with accounting and other financial related duties while the Manager of the Finance & Facilities department is on leave. The Library Director and Accounting Staff have met with this person to discuss what will need to be done and how long he feels it will take to accomplish the tasks that need completing.

b) Update on Union Bargaining

- CUPE submitted their proposal in June

- The proposal was then reviewed with the negotiator to discuss any changes. He is currently preparing a counter proposal.
- There will be a special meeting of the Library Board in mid-October to review the counter proposal before the bargaining begins. If there are any suggested changes they will be brought to the negotiator prior to the commencement of bargaining.

c) Board Term Expiry Dates

- There are three board members whose terms are expiring: Arlene Stevens, Mike Gagel, and Fiona Demers.
- A letter will be written to the City recommending reappointment those who are reapplying and to let them know what we are looking for if there is a possibility of new recruits.
- Arlene and Mike have confirmed that they will be renewing.

d) Committee Meetings

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

e) Board Look Ahead

- Nothing new to add.

## 8. ADJOURNMENT

**Motion: That the Library Board adjourn the meeting at 8:28 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**