

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, OCTOBER 27, 2021 AT 7:00PM  
ONLINE THROUGH ZOOM**

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Present: Fiona Demers (Vice Chair)  
Anna Duff  
Jenne Amell  
Nik Logan  
Stephanie Deol

Also Present: Paul Burry (Library Director)

Regrets: Mike Gagel (Chair)  
Mel Aksidan  
Arlene Stevens  
Councillor Terri McConnachie

**1. CALL TO ORDER**

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

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

**Motion: That the Library Board approve the minutes of the September 22, 2021 meeting as distributed. The motion was moved and seconded. The motion was carried.**

**3. ACCEPTANCE OF CONSENT AGENDA**

a) Agenda

Addition: 6. h) Strategic Plan 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**

- The library is resuming in-person programs. We are making sure safety protocols are in place and being followed.
- Due to the new Regional Health order by Northern Health on gatherings inside buildings, Libraries in BC have reached out to the Library's Branch to see if this would affect libraries.

The Library's Branch consulted with the Health Ministry and were told that libraries would have to follow the health order regarding the use of the Proof of Vaccination Card and taking contact tracing information when having events in-house.

- The new mandate for children 5 and up having to wear masks has been implemented. Some strategizing on how to enforce this mandate in a sensitive manner has taken place. Signage has been changed the message has been put out to the public.
- There have been more mask compliance incidents in the library which has been difficult for staff.

## 5. REPORTS/PRESENTATIONS

### a) Board Chair Report – Mike Gagel

- Attended special board meetings over the last month regarding union bargaining.

### b) Library Director

#### **Community/City**

- The Select Committee on a Safe, Clean, and Inclusive Community met on October 21<sup>st</sup>. Chris Bone, the Associate Director of Strategic Initiatives & Partnerships at City of Prince George shared an update regarding the new Outreach Workers who have begun collaborating with Bylaw Officers and other allied health service providers at the new Community Safety Hub located at 2<sup>nd</sup> Ave and George St. “Washroom Access” is one of five working groups that has been established to address key issues.
- Paul met with Sara Knelman, the new Director of the Two Rivers Art Gallery, to discuss opportunities for future partnerships with the Library.
- The Library is working with Theatre Northwest to develop a means of providing access to cultural events for community members experiencing financial hardship. The plan is for a limited number of theatre tickets to be made available for “checkout” by library patrons at the library service desk.
- The Civic Centre has asked to reclaim the rotunda for use at the upcoming Festival of Trees in November. This will require moving some equipment and furniture into storage.
- Community Engagement Librarian (Youth) Gillian Wigmore has developed a partnership with CKPG Today to appear in regular segments on the live broadcast of the show. This is an excellent opportunity to expand the reach and perception of the public library in our community.
- Manager of Collections & Technology Ignacio Albarracin appeared in a segment on CKPG promoting the Library's new Bird Watching Backpack kits.
- The Library has notified City of Prince George staff that the three library trustees whose terms are expiring this year are intending to reapply for an additional term.

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

- On October 22<sup>nd</sup> and 23<sup>rd</sup> Paul attended a number of professional development sessions for BC Library Directors, hosted by the Association of BC Library Directors (ABPLD). Paul also participated with Scott Hargrove of FVRL and Maureen Sawa of GVPL in a panel discussion on “Building Relationships With Municipal Partners.”
- The NCLF Library Directors' Advisory Group met on October 20<sup>th</sup>. New NCLF Director Thomas Knutson has now started his new position at the Federation.

- On October 22<sup>nd</sup> BC Minister of Municipal Affairs Josie Osborne presented the framed 2021 Library Month Proclamation to staff from the Sidney/North Saanich branch of the Vancouver Island Regional Library system.

### **Staffing and Services**

- Visual Marketing Assistant Heidi Veldman has returned to work following her maternity leave. Collections Library Assistant Leslie Hilder has accepted the term position of Nechako Branch Coordinator until October of 2022.
- The Library was unable to hire a suitable candidate from the pool of applicants for the Manager of Communications & Engagement recruitment process. The position will be reposted next month.
- During the Non-Instructional Day on Friday October 22<sup>nd</sup>, Community Engagement Library Assistant (Youth) Sierra Dawn-Cook and Melissa Glover of Theatre NorthWest hosted the Theatre Workshop for 16 participants aged 8-12 years. ✦ Pumpkin Patch Story Time (Children aged 0-5 years)

#### c) Library Advancement Committee

- No meeting was held.

#### d) Governance Committee

- A letter has been sent to City Council regarding the 3 board members who are reapplying to be on the board.
- A discussion took place regarding the union bargaining.

#### e) Local History Committee

- Discussed whether to do an in-person event or an online one for Jeanne Clarke Awards reception.
- The Exploration Place may be a good venue to hold an in-person event. Proof of vaccination will be required for attendees.
- The Jeanne Clarke Awards will be held the 3<sup>rd</sup> week of February. The weekend of February 26 and 27.
- Austin Matheson, Community Engagement Librarian (Adult), will be taking the lead on planning the event due to the absence of a Manager for the Communications & Engagement department.
- The committee has contacted all the volunteers and committee members who are regularly involved in this process.
- There is now a list of nominees so people can pick up books at the main service desk at the library and start reading. Then books can be returned for others to pick up and read.
- You do not have to be on the committee to volunteer for reading.

#### f) Friends of the Library

- No report for this month.

g) NCLF Board

- Arlene is the board rep for this group and Nik is the alternate.
- Nike attended their last meeting.
- They discussed the changes to some of the job titles in the Federation.
- There were updates from all the different libraries in attendance. Nik promoted many of the positive things happening at PGPL.

h) BCLTA

- BCLTA held their AGM which was a very successful and well attended event.
- Mike was re-appointed as Chair of the Association.

## 6. DISCUSSION/DECISION ITEMS

a) Committee Assignments

- Stephanie will join the Governance Committee and will also transition into the Board Liaison for the Friends of the Library.
- Anna will join the Governance Committee.
- Mel will need to choose which committee he would like to be on.

b) Financial Statements to August 31, 2021

- Paul reviewed the Financial Statements for August.

**Motion: That the Library Board accept the Financial Statements to August 31, 2021 as distributed. The motion was moved and seconded. The motion was carried.**

c) Proof of Vaccine for Library Staff

- There was a recent news article regarding the possibility of a mandatory vaccination policy for municipal employees in Prince George.
- A number of BC public libraries have followed the approach adopted by their municipality.
- Paul has reached out to the City Manager regarding this and was told that he would be kept up to date on what is happening with City staff.

d) Ingrid Wenzel Legacy Award

- Ingrid Wenzel was a long-time library staff member who worked in the Youth department. Ingrid was well loved by those who attended her programs and by her co-workers.
- An award has been established in memory of Ingrid with the Prince George & District Speech Arts Festival for top aggregate junior and senior award winners which would include story telling and story reading.

- If anyone would like to donate to this they can do so through the PG Community Foundation.
  - Although the library cannot donate through their operating funds, in memory of Ingrid, would the Board want to donate some funds using some of the interest from the library's Legacy Fund. If the Board is interested in doing this, more information can be obtained regarding the library's Legacy Fund and be brought to the next board meeting.
  - The Friends of the Library will also be approached to see if they would be interested in partnering with the library on this.
  - Possibly promote and bring awareness of this through the Jeanne Clarke Awards reception.
- e) Special Board Meeting, October 25, 2021
- Had the first 3 days of bargaining for non-monetary items last week and today was the first day of bargaining for monetary items.
- f) 2022 Operations Budget
- There is still work that the accountant needs to do before the budget could be presented to the Board.
  - An extra Board meeting will take place at the beginning of November for the board to review the budget that will be presented to City Council.
- g) CUPE Presentation to Library Board
- Would the Board be interested in having CUPE come in to do an education session at 6:30 p.m. prior to the board meeting at 7:00 p.m.?
  - Paul will contact CUPE to set up a time that will work for them and the library.
- h) Strategic Plan Update
- No update at this time.
  - The Mission, Vision and Values statements have not been reviewed or updated as part of the strategic planning process.
  - The Board agreed that they would like the opportunity to review the library's mission, vision, and values with Alyson and her team. Paul will make those arrangements.

## **7. OTHER/NEW BUSINESS**

### a) 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.

b) Board Look Ahead

- Nothing new to add.

**8. ADJOURNMENT**

**Motion: That the Library Board adjourn the meeting at 8:17 p.m. The motion was moved and seconded. The motion was carried.**



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



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**Fiona Demers**  
**Vice Chair**