

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

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

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

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Motion: That the Library Board approve the minutes of the October 27, 2021 meeting as distributed. The motion was moved and seconded. The motion was carried.

3. ACCEPTANCE OF CONSENT AGENDA

a) Agenda

Additions: 5. c) Ingrid Wenzel Legacy Award
5. d) 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

- Implemented the proof of vaccination protocol for program attendees. Staff are appreciative and supportive of that. Most of the regular program attendees did not have a problem with that. There

was a couple of incidents where people were unaware that this was in effect so had to be turned away from attending which was difficult to do.

- The Youth Services staff did some reorganizing of shelving and furniture in front of the Keith Gordon room and that area to remove some of the congestion points to follow the Covid safety plan. This will help clear a path for people while vaccine cards are being checked.
- At the Health & Safety Committee meeting it was discussed that some staff members suggested all patrons show proof of vaccination before entering the library. The committee decided against that as it would be too difficult to administer.

5. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- The primary activities for Mike in the last month revolved around reviewing and voting on the Collective Agreement.
- The Library Director has been asked to come back to the Board with a revised budget for the City.

b) Library Director

Community/City

- The Select Committee on a Safe, Clean, and Inclusive Community met on November 16th. Committee members expressed their concern with the ongoing incidents of theft and property damage at local businesses, as well as with the challenges related to the homeless encampments downtown.
- As anticipated, the City of Prince George has announced a mandatory vaccination policy for municipal employees, effective as of December 20th. PGPL will be addressing this issue with union representatives and library staff members as we consider adopting a similar approach to promote the health & safety of library staff.

Federal/Provincial/Federation

- The BC Library Partners has submitted a request to the provincial government for onetime grant funding of \$15 million over 3 years “to help public libraries recover from the pandemic and strengthen services to help communities adjust to a post-pandemic reality.” If successful, the arrangement would permit individual libraries to invest the funds as needed in their particular contexts.
- The Select Standing Committee on Finance and Government Services has issued its Report on the Budget 2022 Consultation in preparation for the 2022 provincial budget. The report highlights the importance of public libraries in supporting the success of their communities, recognizing that “libraries cannot maintain or improve core services without an increase to operating funding. Many organizations, including the BC Libraries Cooperative, explained that without periodic adjustments for inflation, a frozen budget delivers less over time.”
- The NCLF Board will be meeting on November 25th at 7:00 PM to approve the Federation’s 2022 operating budget.

Staffing and Services

- The CUPE collective agreement for PGPL staff has been ratified and came into effect as of November 15th, 2021. The management team members are working to update existing policies and procedures to ensure that the organization complies with the terms of the agreement.
- Library staff have implemented a proof of vaccination procedure for program participants 12 and older at all indoor events and programs. The new procedure has been working well.
- The entrance renovation project is nearing the one-year anniversary of its completion. Library and City of Prince George representatives will be conducting a walk-through review of the entrance prior to the expiry of the one-year warranty on a number of the elements of the project.
- The Library celebrated Halloween weekend with its “Pumpkin Patch Story Time” and “Pumpkin Patch Baby Time” dress-up programs. The programs were extremely popular and well attended, with 49 and 36 attendees respectively.

Upcoming Programs

- Huble Homestead History Hour (Children aged 5-9 years)
- Teen Art Workshop (Teens)
- Foundry Discussion Session: Stories of strength and survival: substance use, stigma, and society (Teens)
- Adult Ukulele Jam (Adults)
- Getting to Know Dementia (Adults)
- Bedazzled Beading (Double Digits)
- Holiday Trivia (Adults)
- Deck the Halls Stuffy Sleepover (Children aged 0-5 years)
- Gnome for the Holidays (All Ages)

c) Library Advancement Committee

- Talked about the fundraising for the cohesive art installation Capital Campaign. The committee will reach out to the new Director of the Art Gallery to possibly utilize her expertise and ask how we can proceed with fundraising and creating an art plan. They will wait until they have further information before contacting anyone about joining the Fundraising Committee.

d) Governance Committee

- Discussed work that will need to be done on policies that need updating to honour items in the Collective Agreement.
- There will continue to be work done on the strategic plan process.
- Discussed the 2022 budget plan

e) Local History Committee

- Working on the venue for the Jeanne Clarke Awards.

- More volunteer readers are needed for the Jeanne Clarke Awards. Please invite your friends or family members who would be interested in taking part in this.
- If you have any ideas for Local History related programs or services or achievements please feel free to pass that on to the committee.

f) Friends of the Library

- They are looking to sell their current 10 foot storage container to get a bigger one.
- The Friends have decided to pursue the use of Empty Shelves which is an organization based in the United States that enables the user to scan barcodes on books that will be entered into their system. It will recommend the books either get shipped to the organization, sell it on e-bay or be discarded. There was a test station setup and this worked well. This will help with lowering the number of books in storage.
- They will do a short strategic planning session in January that will be led by one of the board members.
- Directors of the Regional District were contacted regarding library discards so they were able to pass on about 100 books to Hixon and Ness Lake.
- Margaret Johnston is stepping down as Chair of the board but will continue to remain on the board. Edel Toner-Rogala is stepping in as Chair. Lila Reynolds will be stepping in as secretary and finance will stay the same.
- Anna introduced Stephanie as the new liaison.

g) NCLF Board

- There will be a meeting held next week.

h) BCLTA

- BCLTA has two items they have brought to the Ministry. One is to raise the base level of funding that the province provides. In 2020 they requested an increase to \$20 million in funding. This was not approved so they have asked for an increase to \$22 million in 2022. The current funding is \$14 million.
- The BC Public Library Partners had a meeting last night with Minister Josie Osborne to ask for \$15 million in funding over 3 years to help with Covid. Mike mentioned at the meeting how much of a benefit it was to receive the \$3 million dollar one time funding that was granted a couple of years ago.
- Last month BCLTA held their AGM and Minister Osborne recorded a very nice message to be played at the beginning of the meeting. She was standing in front of her local library branch for the recording. She is very keen to be seen supporting libraries and very receptive to receive messages from library partners. Also, Dr. Alvin Schrader from the University of Alberta was a guest speaker at the AGM.
- Mike has been reappointed as President of BCLTA for the next two years.

6. DISCUSSION/DECISION ITEMS

a) Financial Statements to October 31, 2021

- Paul reviewed the Financial Statements for October.

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

b) 2022 Operations Budget

- The 2022 Operations Budget was reviewed.

Motion: That the Library Board approve the 2022 Operations Budget as distributed. The motion was moved and seconded. The motion was carried.

Motion: That the Library Board approve the alternate version of the 2022 Operations Budget if the first version is not well received. The motion was moved and seconded. The motion was carried.

c) Ingrid Wenzel Legacy Award

- 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.
- Paul is working on the process to see if some of the library's PG Community Foundation funds could be used to help fund this. He will update the Board as he finds out more information.

d) Strategic Plan Update

- There have been some revisions to strategic priorities and goals around that. A document with that update will be distributed soon.
- Alison will set up a two hour session to review the document. Tuesday, December 7th is the day most board members can attend. Paul will send out an Outlook invitation for the meeting.

7. OTHER/NEW BUSINESS

a) Committee Meetings

- Library Advancement Committee – December 14, 2021 – 4:30 p.m.
- Local History Committee – December 9, 2021 – 6:00 p.m.

- Board Meeting – No meeting held in December.

b) Board Look Ahead

- A venue for the Jeanne Clarke Awards is still to be determined.

8. ADJOURNMENT

Motion: That the Library Board adjourn the meeting at 8:38 p.m. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Mike Gagel
Chair