

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, JANUARY 26, 2022 AT 7:00PM  
ONLINE VIA ZOOM**

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

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

Regrets: Mel Aksidan  
Councillor Terri McConnachie

**1. CALL TO ORDER**

The meeting was called to order at 7:02 p.m.

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

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

**3. ACCEPTANCE OF CONSENT AGENDA**

a) Agenda

Additions: 6. f) Board Resolution Regarding Provincial Funding

**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 COVID-19 Information page on the library website was reactivated in December and updated to record the changes to public health orders and applicable restrictions on library services/access.
- Because of the updated Public Health Order and increased transmissibility of the Omicron variant, the decision was made to cancel in-person programs/events until further notice.
- The library has also introduced a strict mask compliance policy that requires all patrons 5 and older to wear an approved mask when accessing a library facility. Patrons claiming an exemption from the mask mandate are offered a selection of alternative service options but are no longer

permitted to enter the library without a mask. Curbside pickup service is one of the alternative service options available. This change is in accordance with the guidelines issued by the BC Human Rights Commissioner.

- The management team is reviewing the municipality's mandatory vaccination policy for municipal staff and gathering input from library staff prior to making a decision regarding a vaccination policy for library staff.

## **5. REPORTS/PRESENTATIONS**

### a) Board Chair Report – Mike Gagel

- Mike and Paul have been focused on creating the budget presentation to city council, which was presented at the January 24<sup>th</sup>, 2022 meeting of council.

### b) Library Director

#### **Community/City**

- Representatives from the City of Prince George, Chernoff Thompson Architects, and Datoff Brothers Construction conducted a one-year warranty review of the entrance renovation project at the Bob Harkins Branch. A number of repairs and incomplete items were noted, including ongoing issues with the countertop surface on the main floor service counter.
- The 2022 Operations Budget request approved by the Library Board was submitted to the City of Prince George on November 30<sup>th</sup>, 2021. Board chair Mike Gagel presented the budget to City Council on January 24<sup>th</sup>, 2022. City Council has deferred the Budget vote until January 26<sup>th</sup>.
- Library Director Paul Burry participated in a focus group devoted to “Shaping the Future of Downtown Prince George” on January 5<sup>th</sup>, 2022, as part of a strategic planning consultation process organized by Downtown Prince George and the City of Prince George.

#### **Staffing and Services**

- The first Joint Union-Management Committee Meeting was held with CUPE representatives on December 15<sup>th</sup>. A number of items were discussed and approved, including plans for gathering staff input on mandatory staff vaccinations, as well as an MOU clarifying the duration of temporary leave replacements.
- A number of new COVID-19 restrictions were implemented in December and January to comply with updated Public Health Orders issued by the BC government. In-person programs have been cancelled through March 2022. In addition, patrons claiming an exemption from the mandatory mask order are no longer permitted to enter library facilities, but are instead offered access to alternative service options.
- We are pleased to welcome new Manager of Communications & Engagement Jen Rubadeau to PGPL. Jen begins her tenure with us on February 7<sup>th</sup>, 2022. Three new Customer Experience Assistants also joined PGPL on January 24<sup>th</sup>: welcome to Constance Mekwunye, Grace Stewart, and Liz Wolfe. Recruiting activities are ongoing for the position of Manager of Finance & Facilities.
- Manager of Collections & Technology Ignacio Albarracin left PGPL on January 7<sup>th</sup>, 2022 to begin in his new role as Director of Learning Commons & Academic Success Centre at the

College of New Caledonia. Community Engagement Librarian (Youth) Gillian Wigmore also left the organization to join Northern Health.

- Planning is underway to add a Seed Library collection to the Bob Harkins Branch, in partnership with Prince George Master Gardeners and the David Douglas Botanical Garden Society.

c) Library Advancement Committee

- No Update

d) Governance Committee

- Committee members are making plans for trustee education and development sessions in 2022. Paul will be reaching out to Babs at BCLTA to make arrangements for trustee development sessions for all board members
- Work is ongoing to update library policies and procedures to ensure compliance with the CUPE Collective Agreement.

e) Local History Committee

- Because of the provincial restrictions on in-person gatherings, the committee has decided to cancel plans for an in-person Jeanne Clarke Awards event.
- Paul is working with Kim Brown at CKPG to make arrangements for the Jeanne Clarke Awards ceremony to be broadcast on CKPG and made available to stream on the web.
- The award nominations committee will be meeting over the next few weeks to select award winners, for approval at the February board meeting.

f) Friends of the Library

- The FOTL had made arrangements to purchase a larger (20') storage container for discarded library materials being processed for book sales, however they had to cancel these plans as the new entrance has made it impossible for the container to be delivered and put into the proper location in the parking lot.
- Instead, plans have been made to purchase a second 10' storage container, so that there will still be an increase in the overall storage space available for discarded materials.
- A shipment of discarded materials is ready to be sent to Empty Shelves, which will add \$384 to FOTL revenue.
- Plans are ongoing to host an in-person book sale at the library in 2022, subject to public health restrictions.

g) NCLF Board

- NCLF Board met on November 25<sup>th</sup>, 2021, at which time the new NCLF Director Thomas Knutson was introduced to board members, and the 2022 NCLF Budget was approved.

h) BCLTA

- BCLTA and NCLF members libraries have been working together to provide training and development sessions for board members across the Federation.
- BCLTA recently reduced its level of reserve funds, and has been able to move some additional resources into supporting low cost trustee development initiatives to help support public library board members. BCLTA has seen a dramatic increase in enrollment in education sessions as a result.
- Three new members have joined the BCLTA Board. Mike has once again been elected to serve another two-year term as BCLTA president.

## 6. DISCUSSION/DECISION ITEMS

a) Financial Statements to November 30, 2021

- Paul reviewed the Financial Statements for November 2021.

**Motion: That the Library Board accept the Financial Statements to November 30, 2021 as distributed. The motion was moved and seconded. The motion was carried.**

b) Election of Chair and Vice Chair

- Fiona Demers nominated Mike Gagel as Chair of the Board. Mike accepted the nomination. There being no other nominations Mike, wins by acclamation.
- Mike Gagel nominated Fiona Demers as Vice Chair of the Board. Fiona accepted the nomination. There being no other nominations, Fiona wins by acclamation.

c) Committee and Liaison Appointments

- Local History Committee – Arlene Stevens (Chair), Mike Gagel, Nik Logan
- Friends of the Library Liaison – Stephanie Deol, with Anna Duff as alternate
- NCLF Representative – Arlene Stevens, with Nik Logan as alternate
- Library Advancement Committee – Anna Duff (Chair), Fiona Demers, Jenne Amell, Nik Logan
- Governance Committee – Mike Gagel (Chair), Fiona Demers, Jenne Amell, Stephanie Deol, Nik Logan

d) Ingrid Wenzel Legacy Fund

- Paul made a request to the Board for a contribution to the Ingrid Wenzel Scholarship Fund. The fund supports students participating in the Prince George and District Speech Arts Festival, in memory of former library staff member Ingrid Wenzel. Paul reported that the library receives an annual interest cheque from the Prince George Community Foundation for its PGPL Legacy Fund. In 2021 the cheque was over \$15,000.
- Paul will confirm the total balance available in board funds from the PGPL Legacy Fund, prior to the Board deciding whether to contribute to the fund.

e) 2022 Budget Presentation to Council

- The 2022 library budget was presented to Council on Monday January 24. Council is voting on the budget at their meeting this evening.
- Discussed ideas on how the library could increase its internally generated revenue.
- Paul was able to confirm that the budget has been approved by City Council.

f) Board Resolution Regarding Provincial Funding

- Mike shared a draft proposal for a board resolution urging the provincial government to increase its funding support for public libraries.
- The resolution is based on similar language approved by the BCLTA.
- When the resolution is signed and completed, it will be sent to BCLTA, the Union of BC Municipalities, the NCLF, and the Chamber of Commerce. Paul will also share the resolution with Mayor and Council and ask them to develop a similar resolution to take to UBCM.

**Motion: That the Prince George Public Library Board urge the provincial government to increase funding for public libraries in the BC Provincial Budget for 2022, and that financial support be maintained at a sustainable level in subsequent years following the 2022 budget. The motion was moved and seconded. The motion was carried.**

## 7. OTHER/NEW BUSINESS

a) Committee Meetings

- Library Advancement Committee – March 8, 2022 4:30 p.m.
- Governance Committee – March 15, 2022 at 7:00 p.m.
- Board Meeting – March 23, 2022 at 7:00 p.m.

b) Board Look Ahead

- Nothing new to add.

## 8. ADJOURNMENT

**Motion: That the Library Board adjourn the meeting at 8:38 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**  
**Chair**