

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, MARCH 23, 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  
Councillor Terri McConachie

Also Present: Paul Burry (Library Director)  
Jen Rubadeau (Manager of Communications & Engagement)  
Kyanna Coe (Manager of Finance & Facilities)

Regrets: Mel Aksidan  
Arlene Stevens

**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 January 26, 2022 meeting as distributed. The motion was moved and seconded. The motion was carried.**

**3. ACCEPTANCE OF CONSENT AGENDA**

a) Meeting Agenda

- Amended under section b.

b) Committee Meetings

Additions: Library Advancement Committee (March 8, 2022)

Deletion: Governance Committee (March 21, 2022)

**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

- Although the mandatory mask mandate has been lifted, library staff have maintained protocols and are still wearing masks in public and staff areas due to the increase in sickness among staff. This will be reviewed when the proof of vaccination requirement is lifted in early April.
- A survey will be distributed to staff to solicit their input on COVID-19 safety measures going forward.
- Safety measures such as hand sanitizing stations, plexiglass barriers, and enhanced cleaning of frequently touched areas in the library may be retained long-term.
- Water fountains and filling stations will be reopened to the public.

#### 5. REPORTS/PRESENTATIONS

##### a) Board Chair Report – Mike Gagel

- Mike met with the Auditor and let them know that the Board has been happy with how the finances have been handled especially during COVID-19 and with Paul’s continued leadership.
- Mike spent time working with Jen and Paul preparing for the Jeanne Clarke Awards presentation. Mike received positive feedback on the event and its presentation. In the future Mike would like to continue to see CKPG involved as this event goes back to being a live presentation.
- Mel Aksidan has submitted his resignation to the Board. He has recently joined his Band Council and has become the Education Manager for Lheidli T’enneh which has taken up most of his time. Although he is unable to continue on the Library Board he would like to continue to partner with the library via his role at Lheidli T’enneh.

##### b) Library Director

###### **Improving the User Experience**

Plan, deliver, and build awareness of library services and programs that respond to the needs of our community.

- Library staff are assisting patrons who rely on the soon to be discontinued Overdrive mobile app for accessing ebook/audiobook content on their devices. Users will instead be directed to install and use Overdrive’s Libby app. Library patrons who need additional support are able to take advantage of the *1-on-1 Tech Help by Appointment* program which is now available in-person again.
- Library patrons now have access to a new study room booking system that allows them to select and book a study room for their preferred dates/times without staff intervention.
- Youth Engagement staff are offering a series of Spring Break Scavenger Hunts over the
- March Break (March 14-26) for kids and teens. We successfully hosted our first in-person events in 2022, welcoming 110 participants at Pokémon Party and 111 at Dinosaur Day. The library was buzzing with energy and the joy of the kids and their families was wonderful to witness. This week Baby Time and Storytime have also resumed as in-person programs.

- Adult Engagement staff are currently offering a hybrid of in-person and virtual programming.
- Last week we started offering a series a Gentle Seated Tai-Chi, Living with Dementia, and an educational session on our Cognitive Care Kits all in-person.

### **Expanding our Reach**

Create opportunities for reaching community groups and individuals who are not regular users of the library.

- The library is partnering with NewToBC to expand the “Library Champions” initiative into Prince George. The project trains recent immigrants to connect with other newcomers to Prince George to share information about the ways that the public library supports new immigrants with access to library collections, programs, and services. The information session will take place on April 5<sup>th</sup>.
- The 2022 Teen Art Showcase is currently on display for the month of March. The awards reception is planned for April 2<sup>nd</sup> from 1-3pm in the Keith Gordon Room.
- The new “Community Seed Library” successfully launched at the Bob Harkins Branch on March 5<sup>th</sup>. The initiative is a partnership between the library and the PG Master Gardeners and David Douglass Botanical Garden Society. The seed library provides an opportunity for local residents to grow their own healthy, affordable food. Library visitors can borrow seeds at no charge from the collection housed at the branch. Members plant, grow, and harvest plants while letting a few plants mature and return to seed. These new seeds are then returned to the library for the next growing season’s collection.
- The Community Engagement team participated in the Olympic Celebration in Canada Games Plaza on February 26<sup>th</sup> and engaged with a few hundred participants and promoted our programs and services, in addition to hosting a scavenger hunt inside the library.

### **Designing Welcoming Spaces**

Create safe, attractive, inclusive library spaces that the community can take pride in.

- The Leadership Team and Joint Health & Safety Committee are reviewing existing COVID-19 safety protocols in light of the removal of some of the provincial restrictions. Seating areas are once again being made available.

### **Developing Partnerships & Advocacy**

Make connections and build relationships with community partners and library stakeholders representing the diversity of our region.

- Manager of Communications & Engagement Jen Rubadeau is acting as library liaison on the Prince George Council of Seniors.
- On February 24<sup>th</sup>, Paul participated in a focus group of Arts & Cultural organizations contributing to the strategic planning process at the Two Rivers Gallery.
- Paul met with Leigh Anne Palmer, the new Executive Director of the Association of BC Public Library Directors (ABCPLD) on Zoom on February 17<sup>th</sup>, to discuss the association’s role in continuing to support the work of PGPL.
- Finance staff are working with KPMG representatives to prepare the audited financial statements for presentation to the Board in April.

- Jen & Paul are working to prepare the provincial grant report for 2021 for the BC Libraries Branch.

### **Strengthening Staff Communications & Relationships**

Promote and support collaborative relationships among library staff, encouraging a culture of cooperation and innovation.

- PGPL welcomes new Manager of Finance & Facilities Kyanna Coe, who joined the library as of February 22<sup>nd</sup>. Kyanna will be leading the library's finance and facilities teams and functions, including the important role of co-chairing the library's Joint Health & Safety Committee.
- A meeting of the Joint CUPE/Management Committee was held on March 22<sup>nd</sup>.
- Configuration and staff training are underway for the implementation of a new software application, BlueCloud Analytics, that will improve the reporting functionality of the system that tracks library collection usage.
- Planning is underway for a staff development program in May on the topic of anti-racism. It will be offered virtually in two 2-hour sessions for ease of learning, sharing, and connecting.
- Planning continues for the Board Retreat day, which is scheduled for April 9<sup>th</sup>.
- Kay Burns is the successful candidate for the temporary Collections Librarian position. Kay is relocating to Prince George from Abbotsford, where she currently works at FVRL. Kay joins PGPL on May 2<sup>nd</sup>.
- Congratulations to Customer Experience Assistant Jacqueline Braine, who began a new part-time position at PGPL as Library Technical Assistant on March 8<sup>th</sup>.

#### c) Library Advancement Committee

- The committee met on March 8<sup>th</sup>.
- Their main priority is to develop a plan for the long-term Art Strategy so that they can set up the Fund Development Committee and have the information ready for that committee to work with.
- Staff will be reaching out to committees or groups in the community and beyond to see if they are able to gather some information that can be brought back to help with moving forward on the plan. Then they can start discussing ideas for raising funds.
- Jen Rubadeau, Manager of Communications & Engagement at the library has set up a meeting with the Community Arts Council to talk about the Art Strategy initiative.

#### d) Governance Committee

- Kyanna Coe, Manager of Finance & Facilities presented an overview of the Audit process.
- Reviewed and updated the Terms of Reference for the Governance Committee. There may be further changes needed in some of the wording now that the Collective Agreement is in place.

e) Local History Committee

- The Jeanne Clarke Awards presentation took place on CKPG. The link is now available if anyone wishes to watch the program.
- The committee will be having a follow up meeting to discuss the awards presentation and talk about what worked or what didn't work. The Library Director will send out an invitation once a meeting date has been decided.
- Thank you to Jen Rubadeau for organizing and setting up the program with CKPG.

f) Friends of the Library

- The FOTL had their Annual General Meeting followed by their regular meeting earlier this evening.
- They have elected 12 board members and have decided to keep the same officers. Edel Toner-Rogala will continue to be President.
- There will be a book sale from April 21<sup>st</sup> to April 23<sup>rd</sup> in the Keith Gordon room at the Bob Harkins Branch at the library. Volunteers are needed so if you are interested please note the contact information in the Zoom chat.
- After the book sale a new 10 foot storage container will be purchased to store books.

g) NCLF Board

- No meetings were held.

h) BCLTA

- Mike attended a BCLTA Board meeting. Regular Board meetings are held four times a year along with their Annual General Meeting.
- The Board is currently reviewing the policy manual.
- In association with The Partnership, a meeting was held with the Municipal Affairs Minister Josie Osborne. This meeting was held in association with the release of the provincial budget. There is a 0% increase to library funding so that will remain at \$14 million dollars.
- The BCLTA Board sent a letter of congratulations to Nathan Cullens who is the new Minister of Municipal Affairs and let him know that they are looking forward to working with him.
- The Learning and Development Director of BCLTA, Babs Kelly, will be facilitating the Library Board's Retreat that is coming up in April.
- Everyone is encouraged to sign up to be on the mailing list for the BCLTA bulletin.

## 6. DISCUSSION/DECISION ITEMS

a) Financial Statements to January 31, 2022

- Kyanna Coe, Manager of Finance & Facilities, reviewed the Financial Statements for January 2022.

**Motion: That the Library Board accept the Financial Statements to January 31, 2022 as distributed. The motion was moved and seconded. The motion was carried.**

b) Board Member Expectations

- Because there was no quorum for the February board meeting, the Board Chair requested that the Library Director prepare a report on Board attendance.
- Board members confirmed that they would find it helpful if a couple of times each year the Library Director sent each member an individual attendance record, so that they can keep track of their own attendance.
- The Library Act stipulates that a Library Board must meet six times a year and that a member cannot miss more than three meetings without permission from the Board Chair.
- If members can give advanced notice that they will not be able to attend a meeting it will help with planning on how many are expected to attend that meeting and if quorum will be met.

c) Trustee Education and Development

- On April 27<sup>th</sup> the Audited Financial statements will be presented at 6:30 p.m.
- The Board Retreat will be held on April 9<sup>th</sup>. Options for venues for the day were reviewed. It was decided that the retreat will be held at the Northern Lights Winery.
- Babs Kelly will be sending out a link with a survey to get an idea of what the expectations for the day will be and what you are hoping to gain. This will help her prepare for the day so that it is productive for everyone.

d) Motion Ratified by Email Vote for the Jeanne Clarke Award Winners

- The motion was ratified by email for the winners of the Jeanne Clarke Awards. Kim Gouchie was the winner of the Service award and Wendy Proverbs was the winner of the Publication award.

## 7. OTHER/NEW BUSINESS

a) Committee Meetings

- Library Advancement Committee – April 12, 2022 4:30 p.m.
- Governance Committee – April 19, 2022 at 7:00 p.m.
- Local History Committee - TBD
- Board Meeting – April 27, 2022 at 6:30 p.m.

b) Board Look Ahead

- Once the library confirms which upcoming community events will be in-person events then the library will know which events would be helpful to have board involvement.
- The Great Chili Cook-Off has expanded this year to The BC Gourmet Food Festival which will be held at the CN Centre in June.
- The National Day for Truth and Reconciliation to be held on September 30, 2022.

- Look into the library doing something with Lheidili T'enneh for National Indigenous Month. Possibly some outreach programs.

## 8. ADJOURNMENT

**Motion: That the Library Board adjourn the Board meeting and move in-camera at 8:36 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**