

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, APRIL 27, 2022 AT 6:30PM  
ONLINE VIA ZOOM**

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Present: Mike Gagel (Chair)  
Fiona Demers (Vice Chair)  
Anna Duff  
Jenne Amell  
Stephanie Deol  
Erin Anderlini  
Councillor Terri McConachie

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

Regrets: Nik Logan  
Arlene Stevens

**1. CALL TO ORDER**

The meeting was called to order at 6:50 p.m.

**2. PRESENTATION OF THE 2021 AUDITED FINANCIAL STATEMENTS**

- Kory Naftly KPMG reviewed the audited financial statements for 2021.

**Motion: That the Library Board approve the 2021 Audited Financial Statements for the library as distributed. The motion was moved and seconded. The motion was carried.**

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

**Motion: That the Library Board approve the minutes of the March 23, 2022 meeting as distributed. The motion was moved and seconded. The motion was carried.**

**4. ACCEPTANCE OF CONSENT AGENDA**

a) Meeting Agenda

**Motion: That the Library Board accept the Consent Agenda as distributed. The motion was moved and seconded. The motion was carried.**

## 5. PGPL COVID-19 RESPONSE UPDATE

- The Covid-19 guidelines and safety measures that are currently in place were reviewed.
- Even though guidelines have changed, the library wanted to keep some of the safety measures in place for a while to see what would be happening throughout the community.
- Through the Joint Health & Safety Committee a survey was sent out to staff regarding safety measures including masks being worn by staff. 56% of staff wanted to make mask wearing optional.
- Some of the other safety measures that staff wanted to keep in place were the availability of hand sanitizing stations, having a staff use only elevator and continue to have plexiglass barriers. Items such as food and beverage and seating restrictions have been lifted.
- The library has moved back into the Prevention of Communicable Disease plan mode now. This plan continues to be updated regularly.

## 6. REPORTS/PRESENTATIONS

### a) Board Chair Report – Mike Gagel

- Mike attended the BCLA virtual conference. Mike and Paul were members of a panel that focused on building trust and accountability in Board governance. Mike spoke about the budget and annual report presentations to Council. Also, the Municipal elections will be taking place in the fall. The library will be involved by holding a candidate forum. Paul spoke about the unionization process for the library and how that worked. He also spoke about the board orientation process and how the library can support the board and give them resources and inform them of the activities and values of the library.
- Library Board minutes are located on the Board web page on the library's website along with information on how to join the monthly Library Board meeting if a member of the public wishes to do that.

### 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.

- The requirement for program attendees 12 and older to show proof of vaccination at all in-person library events was eliminated on April 8th.
- The Friends of the Prince George Public Library hosted their first in-person book sale event at the downtown branch of the library on April 22nd and 23rd. In anticipation of the start of the event, there were lineups of people waiting to enter the branch on Friday one hour prior to opening. The book sale resulted in over 700 visits to the Bob Harkins Branch on each of the two days.

#### Expanding our Reach

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

- The 2022 Teen Art Showcase awards reception was held on April 2nd at the Bob Harkins Branch. There were 71 attendees at the reception, and more than 400 ballot submissions for the “People’s Choice Award.” The awards winners were selected from among the 33 art submissions
- Manager of Communications & Engagement Jen Rubadeau and her team have developed an online survey to solicit input from our community about possible future library programs. The survey has been shared widely and boosted on social media, in order to encourage suggestions from those who do not normally use library services. There have been over 100 survey submissions so far.
- The NewToBC “Library Champions” initiative supporting new immigrants to Canada will not be running in Prince George this Spring, due to a lack of volunteer participants. NewToBC will try for another Prince George intake in Fall of 2022.

### Designing Welcoming Spaces

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

- The Leadership Team and Joint Health & Safety Committee have reviewed the library’s COVID-19 Safety measures and are supportive of a number of decisions made regarding existing safety protocols. Plexiglass barriers, hand sanitizing stations, enhanced cleaning, and physical distancing indicators are among the measures that will remain in effect indefinitely. Guidelines regarding food/beverage consumption, building capacity limits, and available seating options will return to pre-pandemic levels.
- Manager of Finance & Facilities Kyanna Coe and Manager of Customer Experience & Service Delivery Sheila Littler met with representatives of the new management company overseeing the operation of the Hart Shopping Centre Mall where the Nechako Branch of the library is located. The mall management representatives are planning a number of facility and safety upgrades to the branch in the summer of 2022.

### Developing Partnerships & Advocacy

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

- On March 30th and 31st, Paul participated in a workshop organized by the Mayor’s Select Committee on a Safe, Clean, and Inclusive Community. The workshop focused on developing an evaluation framework for assessing the progress of the ongoing efforts to improve the various challenges affecting the community, and in particular the downtown core.
- The Library Advancement Committee of the Library Board is partnering with the Community Arts Council of Prince George on the development of a long-term art strategy for the library that will provide a framework for the board’s fundraising activities.
- Paul and Library Board Chair Mike Gagel appeared as part of a panel discussion for a session at the BC Library Conference on April 20th. Facilitated by Babs Kelly of the BC Library Trustees Association (BCLTA), the discussion was focused on building trust, transparency, and accountability in public library governance.
- Paul has accepted the nomination to become the Secretary/Treasurer of the Association of BC Public Library Directors for a 2-year term.
- Manager of Finance & Facilities Kyanna Coe has joined the City of Prince George’s Advisory Committee on Council Remuneration, helping to establish fair compensation for city councillors.

### Strengthening Staff Communications & Relationships

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

- Members of the Leadership Team developed a survey for library staff to share their suggestions and input into the future of COVID-19 safety measures at the library. There were 46 responses to the survey, providing support for a number of decisions made regarding safety measures to be retained or suspended at the library. The wearing of face coverings is now optional for all staff.
- On April 19th, PGPL welcomed new Manager of Collections & Technology Austin Matheson, who was promoted from his former position of Community Engagement Librarian (Adults). Austin is leading the library's collections, technical services, and IT teams and functions, including the important role of chairing the library's Website Committee.
- Library Board and Leadership Team members met on April 9th at the Northern Lights Winery for the annual board retreat. Facilitated by Babs Kelly of BCLTA, the event provided a great opportunity for board and staff to meet in person to get to know each other better and to discuss the important work of overseeing the library's strategic direction.
- Two faithful and long-serving library staff members, Jasmine Ferris (Accounting Clerk) and Dorcas Price (Customer Experience Shift Leader) are retiring from the library in April. Jasmine has worked at PGPL since 2009, and Dorcas has been with the organization since 2000. We thank both of these team members for their years of dedication and many contributions to the success of the library!

#### c) Library Advancement Committee

- Met with Eli and Lisa from the Community Arts Council to talk about an art strategy for procuring and featuring art in the library branches. The committee would like to have this in place before the library implements a fundraising committee. Thank you to Paul and Jen for making that connection with the Community Arts Council.
- The Community Arts Council gave an excellent presentation and are very keen to work with the library. They are looking at ways to have it align with the library's strategic plan.
- An MOU will be developed between the library and Community Arts Council to clarify and confirm the roles and boundaries of each organization.
- A board advocacy plan will be developed. This is to help the board to be better equipped to communicate what is happening at the library.
- The Northern Indigenous Arts Council is also one of the stakeholders who will be part of the process of the development of the art strategy.

#### d) Governance Committee

- The Financial Statements for March were reviewed.
- The Terms of Reference were discussed.
- The committee talked about creating a board development plan. This will be put together and brought to the Governance Committee for review.

#### e) Local History Committee

- No meeting was held.

f) Friends of the Library

- The book sale raised \$7,934.
- A new 10-foot storage container will now be purchased.
- The next book sale will take place in June at the Nechako Branch.

g) NCLF Board

- There will be a board meeting held tomorrow evening.

h) BCLTA

- No BCLTA meeting was held in the last month.
- Mike attended a Library Partners (ABCPLD, BCLA, BC Library Cooperative and BCLTA) meeting.

## 7. DISCUSSION/DECISION ITEMS

a) Financial Statements to March 31, 2022

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

**Motion: That the Library Board accept the Financial Statements to March 31, 2022 as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

b) Board Committee Assignments

- Paul gave an overview of the different board committees so that new board members could decide which committee they would like to be a member of.

c) Governance Committee Terms of Reference

- The proposed changes to the Terms of Reference for the Governance Committee were reviewed.

**Motion: That the Library Board approve the changes to the Terms of Reference for the Governance Committee. The motion was moved and seconded. The motion was carried.**

## 8. OTHER/NEW BUSINESS

### a) Committee Meetings

- Library Advancement Committee – May 10, 2022 4:30 p.m.
- Governance Committee – May 17, 2022 at 7:00 p.m.
- Local History Committee - TBD
- Board Meeting – May 25, 2022 at 7:00 p.m.

### b) Board Look Ahead

- A list of what in-person events will be happening in the community and what events could have board participation at.
- More information will be sought around the BC Gourmet Arts Festival and how the library can partake in the event.
- Jen Rubadeau will be looking into how the library can partake in National Indigenous month in June.
- The Sixties Scoop Indigenous Society of Alberta will be coming to do a day long exhibit at the library at the beginning of June. There will be a ceremony with dignitaries invited to speak.


## 9. ADJOURNMENT

**Motion: That the Library Board adjourn the Board meeting at 8:16 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**