

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, MAY 25, 2022 AT 6:30PM
ONLINE VIA ZOOM**

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

Also Present: Paul Burry (Library Director)

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Motion: That the Library Board approve the minutes of the April 27, 2022 meeting as distributed. The motion was moved and seconded. The motion was carried.

3. ACCEPTANCE OF CONSENT AGENDA

a) Meeting Agenda

Addition: Inspection and Due Diligence Reports from WorkSafe BC

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

- Four confirmed cases of Covid-19 among staff members in the last week.
- Staff continue to have the option to wear a mask if they wish.
- In person programs have been going well and have been well attended.

5. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- Mike met with Paul to discuss what has been happening at the library recently. These items were discussed further at the Governance Committee meeting.
- Mike attended the Prince George Volunteer Appreciation event.
- Mike accepted the invitation to attend the Sixties Scoop on June 1st.

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 provincial government has provided public libraries in BC with one-time funding to support COVID-19 recovery and emergency preparedness. The funds may be used for projects and purchases that were put on hold during the years of the pandemic. Planning is underway for how these funds might be used at PGPL.
- The library's "Super Spy Sleuthing Day" program attracted 70 participants between the ages of 5 and 12 years old, one of our activities from the April 29th non-instructional day.

Expanding our Reach

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

- PGPL is honoured to partner with the Sixties Scoop Indigenous Society of Alberta to provide access to their travelling exhibit *Bi-Giwen: Coming Home – Truth Telling from the Sixties Scoop*. The exhibit will be on display at the Bob Harkins Branch between 10:00 am and 5:00 pm on June 1st.
- Community Engagement staff have been hosting some in-person programs aimed at reaching new users. "English Conversation Circle" and "Gentle Seated Tai Chi" for seniors are being offered in April and May.

Designing Welcoming Spaces

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

- The library is responding to a WorkSafe BC Inspection Report that was issued in response to library employees who exercised their right to refuse unsafe work with respect to providing access to the public washrooms at the Bob Harkins Branch.

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 partnering with Lheidli T'enneh First Nation to assist in organizing the community's National Indigenous Peoples Day Celebration event on June 21st at Lheidli T'enneh Memorial Park.

- The library's audited financial statements were presented and approved at the meeting of the Finance & Audit Committee of municipal council on May 9th.
- The library has submitted its Statement of Financial Information (SOFI) and Annual Survey of performance measures to the BC Libraries Branch of the provincial government. These are required accountability measures for all BC public libraries.
- Paul attended the April 27th meeting of the NCLF Library Directors Advisory Group. Paul will be serving another year as the Chair of the Advisory Group.

Strengthening Staff Communications & Relationships

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

- New librarians Anna Babluck and Kay Burns both joined PGPL in temporary roles on May 2nd. New Library Pages Harman Dhaliwal and Isaac Andal started in their new roles on May 16th. We welcome our new team members to PGPL!
- The Leadership Team is meeting with CUPE representatives to resolve a policy grievance issued regarding employees who exercised their right to refuse unsafe work in monitoring access to the public washrooms.
- Planning is underway for an all staff development day scheduled for Friday June 24th. Both branches of the library will be closed to the public for the day.
- Paul, HR & Executive Assistant Lisa Martinson, and Manager of Finance & Facilities Kyanna Coe met with representatives of Walmsley & Associates, who provide PGPL's Employee & Family Assistance program. The various services and support available to library employees were reviewed so that this information can be shared with staff.
- Manager of Communications & Engagement Jen Rubadeau has been awarded a scholarship to attend the Venue Management School & Graduate Institute in Tampa, Florida, from June 5-11. The program will continue to develop Jen's skills and knowledge in event management, life safety, marketing and advertising, crowd management, and the guest experience.
- Security consultant Chris Vanluven of Pacific Risk Management has joined PGPL to provide support and training as the library reviews its security and health & safety measures.

c) Library Advancement Committee

- The committee met on May 10th.
- Talked about the Chili Cook-Off. Key messaging will be provided to board members.
- Working with the Community Arts Council. There is a MOU being developed by staff. The committee has not seen that yet.
- Once the art strategy is in place the Fundraising Committee can start meeting.

d) Governance Committee

- The Financial Statements for April were reviewed.
- The Statement of Financial Information (SOFI) and Annual Report of the library's statistics has been submitted to the province.

e) Local History Committee

- No meeting was held.

f) Friends of the Library

- Met prior to this meeting.
- They currently have \$13,000 in funds so were able to put a deposit down on a 2nd C-Can.
- The next book sale will take place on June 10th and 11th at the Nechako Branch. The 10th will be a Friends preview and then open to the public on the 11th. The tentative date for the fall book sale is October 22nd.

g) NCLF Board

- Arlene attended the last board meeting.
- An election was held and the current officials were re-elected.
- They will be sending thank you letters to the province for the extra funding for digital resources on Overdrive.

h) BCLTA

- The province gave a one-time funding of \$8 million dollars in 2022 to be divided between libraries in BC. This is an example of the advocacy work that the BC Public Library Partners have been working towards. Thank you letters will be sent to the province on behalf of the BCLTA Board.

6. DISCUSSION/DECISION ITEMS

a) Financial Statements to April 30, 2022

- Paul reviewed the Financial Statements for April 2022.

Motion: That the Library Board accept the Financial Statements to April 30, 2022 as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.

b) Board Committee Assignments

- Erin will be joining the Governance Committee.

c) WorkSafe BC Inspection Report

- The library is responding to a WorkSafe BC Inspection Report that was issued in response to library employees who exercised their right to refuse unsafe work with respect to providing access to the public washrooms at the Bob Harkins Branch.

- Security consultant Chris Vanluven of Pacific Risk Management has joined PGPL to provide support and training as the library reviews its security and health & safety measures.

d) One Time Provincial Funding

- The provincial government has provided public libraries in BC with one-time funding to support COVID-19 recovery and emergency preparedness. The funds may be used for projects and purchases that were put on hold during the years of the pandemic. Planning is underway for how these funds might be used at PGPL.

e) Great Northern Chili Cook-Off

- The Library Board is now registered for a team entry in the Great Northern Chili Cookoff. The annual community competition and fundraiser is taking place June 11th between 11:00 a.m. and 2:00 p.m., as part of the BC Gourmet Arts Festival at the CN Centre.
- Nik, Paul, Anna, Mike, Terri, and Erin will be volunteering the day of the event.

7. OTHER/NEW BUSINESS

a) Committee Meetings

- Library Advancement Committee – June 14, 2022 4:30 p.m.
- Governance Committee – June 21, 2022 at 7:00 p.m.
- Board Meeting – June 22, 2022 at 7:00 p.m.

b) Board Look Ahead

- Jen reviewed the look ahead and added events so everyone is encouraged to read the list over to see what events board members can partake in.

8. ADJOURNMENT

Motion: That the Library Board adjourn the Board meeting at 8:46 p.m. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Mike Gagel
Chair