

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, JUNE 22, 2022 AT 6:30PM
ONLINE VIA ZOOM**

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

Also Present: Paul Burry (Library Director)

Regrets: Jenne Amell
Erin Anderlini

1. CALL TO ORDER

The meeting was called to order at 7:20 p.m.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Motion: That the Library Board approve the minutes of the May 25, 2022 meeting as amended. The motion was moved and seconded. The motion was carried.

3. ACCEPTANCE OF CONSENT AGENDA

a) Meeting Agenda

Addition: 7. c. Policy 1.1 Mission, Vision and Values Statement - Update

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

4. PGPL COMMUNICAL DISEASE RESPONSE UPDATE

- There are still several staff members off sick.
- There is a staff development day on June 24th. Due to the increase in sickness among staff the original agenda was amended so that staff were not all together in a closed space.

5. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- Paul drafted and Mike signed off on a letter to Minister Nathan Cullen thanking and acknowledging the province for the one-time funding that was given to all public libraries.
- Mike attended the Sixties Scoop on June 1st on behalf of the board. Arlene also attended. Several dignitaries were in attendance as well. It was a very successful opening day of the exhibit.

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 library has installed a new colour copier/printer for public use at the Bob Harkins Branch, and will be making some improvements to our scanning/printing/copying services.
- The North Central Library Federation is funding an Overdrive Advantage initiative for member libraries, to purchase additional copies/licenses of Overdrive digital content for titles that have long holds queues. The initiative has led to a 97% increase in borrowing of the purchased content over an 8-month period.

Expanding our Reach

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

- On June 1st PGPL partnered with the Sixties Scoop Indigenous Society of Alberta to host their travelling exhibit *Bi-Giwen: Coming Home – Truth Telling from the Sixties Scoop*. The launch event in the morning was attended by a number of local dignitaries, including Lheidli T'enneh elders, chief Dolleen Logan, and mayor Lyn Hall.
- The Library Board participated in the Great Northern Chili Cookoff on June 11th at the BC Gourmet Arts Festival at CN Centre. The event attracted more than 400 visitors. Thank you to all of the library trustees who participated in the event: Terri, Mike, Erin, Anna, and Nik.

Designing Welcoming Spaces

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

- The library submitted a Compliance Report responding to the concerns raised in the WorkSafe BC Inspection Report that was issued May 4th. WorkSafe has now issued a follow-up report confirming that the updated public washroom inspection duties are safe to perform.
- Library staff at both branches conducted a fire alarm drill and evacuation on June 14th.
- The City of Prince George is refinishing the main stairwell in order to resolve tripping hazards on the stairs.

- The library partnered with Northern Indigenous Arts Council to host a display of the works of Indigenous artists in the main stairwell display space at the Bob Harkins Branch. The works of art will be on display for the month of June, as part of the library's Indigenous Peoples' History Month celebrations.

Developing Partnerships & Advocacy

Making connections and building relationships with community partners and library stake holders representing the diversity of our region.

- Led by Manager of Communications & Engagement Jen Rubadeau, PGPL staff partnered 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 celebration of Indigenous cultures drew approximately 10,000 attendees.
- On June 27th, Paul will be joined by Board Chair Mike Gagel and Manager of Communications & Engagement Jen Rubadeau in Council Chambers to present the library's 2021 Annual Report presentation.
- The library has partnered with CNC to host a practicum student from the Human Resources Management program. The student will be assisting Lisa Martinson on a number of HR related projects in July.
- Paul attended a meeting of the NCLF Library Directors Advisory Group on June 22nd.
- The library partnered with FamilySmart to host an information table at the Bob Harkins Branch on June 14th. FamilySmart is a BC organization that supports the parents and guardians of children and youth with mental health or substance use issues. They work to support parents by connecting them to resources and referrals, offering training programs and workshops.
- Paul participated in a board meeting of the Association of BC Library Directors on June 9th in his role as Treasurer/Secretary.

Strengthening Staff Communications & Relationships

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

- Both branches of the library will be closed on Friday June 24th for a Staff Development Day. CUPE is providing morning snacks for staff on the day.
- New Programs & Community Engagement Assistant Sevy Veecken joined the library on June 2nd. Sevy is a summer student hired through the Young Canada Works federal program.
- Members of the library management team met with CUPE representatives to discuss the issues raised in the policy grievance submitted in May. CUPE representatives offered to put the grievance in abeyance in order to allow sufficient time for the WorkSafe BC process to be followed and PGPL safety measures to be implemented.
- A number of front line and management staff members are registered to take a *Bloodborne Pathogens eLearning* course through Worksite Safety Compliance Centre, in order to ensure they have the necessary training required to respond to incidents involving exposure and cleanup of biohazards.
- Manager of Finance & Facilities Kyanna Coe and members of the security team are registered for the course *Violence Prevention & De-Escalation Training for Security Professionals* presented by Security Consultant Chris Vanluven of Pacific Risk Management.

Kyanna and Manager of Customer Experience & Service Delivery Sheila Littler are also completing the Basic Security Training course.

c) Library Advancement Committee

- No meeting was held.

d) Governance Committee

- There was an update on the Worksafe Inspection Report and policy grievance.
- Working on processing the Freedom of Information request for the Citizen. We are redacting any personal information from the 104 reports that are being submitted. The City has been made aware that this article will be coming.
- Kyanna Coe was approved as the owner/Administrator of the library's CRA Account. Paul will be sending the meeting's signed minutes to CRA to expedite the process.
- There will be a Human Resource practicum student who will be joining the library for a short period of time to support Lisa and work on some projects which include some policy work. The person will be comparing the current policy with the collective agreement. This is through CNC's Human Resource Management course.
- Approval of the July 31st Financial Statements.

e) Local History Committee

- No meeting was held.

f) Friends of the Library

- No meeting was held.
- A new storage container has been ordered.
- The Nechako book sale raised \$1648.

g) NCLF Board

- No meeting was held.

h) BCLTA

- No meeting was held.
- Thank-you letters have been sent to the province on behalf of the PGPL Board regarding the on-time extra payment.
- Board members are encouraged to continue attending the BCLTA workshops that are being offered.

6. DISCUSSION/DECISION ITEMS

a) Financial Statements to May 31, 2022

- Paul reviewed the Financial Statements for April 2022.

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

7. OTHER/NEW BUSINESS

a) Committee Meetings

- Library Advancement Committee – July 12, 2022 4:30 p.m.
- Governance Committee – Meeting cancelled for July.
- Board Meeting – Meeting cancelled for July.

b) Board Look Ahead

- Paul will speak with the Leadership Team to see if the library will be involved with a booth on Canada day and Summerfest.

c) Policy 1.1 Mission, Vision, Values

- The policy was reviewed. Suggestions for using different wording for the last sentence was discussed.

Motion: That the Library Board approves the update to policy 1.1 Mission, Vision, Values with amendments. The motion was moved and seconded. The motion was carried.

8. ADJOURNMENT

Motion: That the Library Board adjourn the Board meeting at 8:20 p.m. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Mike Gagel
Chair