

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, OCTOBER 12, 2022 AT 7:00 PM  
ONLINE VIA ZOOM**

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Present: Mike Gagel (Chair)  
Erin Anderlini  
Anna Duff  
Stephanie Deol  
Jenne Amell  
Nik Logan  
Arlene Stevens

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

Regrets: Councillor Terri McConachie  
Fiona Demers (Vice Chair)

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

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

**Motion: That the Library Board approve the minutes of the August 24, 2022 meeting as distributed. The motion was moved and seconded. The motion was carried.**

**3. ACCEPTANCE OF CONSENT AGENDA**

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

**4. PGPL COMMUNICABLE DISEASE RESPONSE UPDATE**

- Monitoring what is happening with staff sicknesses.

## 5. REPORTS/PRESENTATIONS

### a) Board Chair Report – Mike Gagel

- Mike attended the Mayoral Candidate forum and the Candi-Dating event.

### 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.

- Open hours at the Bob Harkins Branch have been extended to 8:00 PM on Tuesday through Thursday, effective October 3rd. Extended hours for the Nechako Branch will commence later in October.

#### **Expanding our Reach**

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

- Library staff have been involved in organizing a series of municipal election events community-wide, including two events hosted at the Bob Harkins Branch of the library. The Mayoral Forum on October held on September 28 was attended by approximately 125 people.
- Community Engagement staff members have hosted a number of interesting and well-attended events over the past month. A STEM program for children hosted on the October non-instructional day attracted 86 participants. The Student-Life Expo hosted at CNC was attended by 73 people. Gentle Seated Tai-Chi at the Nechako Branch continues to enjoy steady community support.
- Manager of Communications & Engagement Jen Rubadeau is working with Pattison Media and Vista to create a new advocacy campaign focused on telling the stories of community members impacted by the library. Input from community members is being solicited through a survey available on the library website and social media channels.

#### **Designing Welcoming Spaces**

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

- The main inside staircase between the first and second floor of the downtown branch was resurfaced in August, eliminating some of the potential for tripping hazards in the branch.
- New external concrete stairs are being installed between the parking level and the plaza level at the Bob Harkins Branch. This will repair the water damage caused by water running down from the deck above.
- The City of Prince George is ordering a new countertop to replace the defective product installed at the service desk as part of the entrance renovation project.

### **Developing Partnerships & Advocacy**

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

- Paul travelled to Whistler in September to participate in strategic planning activities as a board member for the Association of BC Public Library Directors. ABCPLD members also participated in a number of library advocacy efforts as part of the UBCM Conference, including welcoming Minister of Municipal Affairs Nathan Cullen to the Public Library Showcase at Whistler Public Library.
- Paul participated in a meeting of the NCLF Library Directors Advisory Group on September 28th.
- The ABCPLD Fall Business Meeting will be held on October 14th. The ABCPLD Board will present the 2023 Association Budget to the membership.
- Paul and Manager of Finance & Facilities Kyanna Coe met with municipal Director of Finance Kris Dalio to discuss plans for Budget 2023.

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

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

- Library Branches were closed to the public on September 19th following the declaration of a Day of Mourning to honour the memory of Queen Elizabeth II.
- Recruitment continues for the Manager of Collections & Technology position. One candidate has travelled to Prince George from Alberta to learn more about the community and organization.
- The next meeting of the Joint Union-Management Committee will be held during the week of October 17-21.
- Library staff welcomed back two team members returning from parental/maternity leaves: Youth Engagement Librarian Christopher Knapp and Adult Engagement Librarian Larissa Clotildes returned to PGPL in early October.
- Planning is underway for the 2023 Beyond Hope Library Conference, tentatively scheduled for May 15-16.
- The Library welcomes a number of new team members: Library Pages Emily Siakaluk, Jonah Penny, and Blaise Cartwright, Security Team members Jayar Creelman and Aswin Santhosh, and new Customer Experience Shift Leader Shayla Holland all joined PGPL in September

#### c) Library Advancement Committee

- The committee will be meeting next week.
- Paul and Jen have a tentative meeting scheduled with Eli and Lisa from the Community Arts Council.

#### d) Governance Committee

- The committee met mid-September.
- The committee recommends approval of the Financial Statements.

e) Local History Committee

- No meeting was held. Paul will be setting up a meeting in the near future.
- If anyone would like to take part on the committee everyone is welcome.
- Working on gathering publications of local works and historical personalities who have made a difference in the history in this area for the Jeanne Clarke Awards.
- Anyone interested in participating on the reading panel for the nominated publications please let Paul know.

f) Friends of the Library

- Friends of the Library donated \$1000 to Raise a Reader.
- The storage container arrived for storing donated and discarded library materials. They were disappointed with the quality.
- They have launched a Facebook page.
- There will be a book sale at the Bob Harkins Branch on November 4 & 5, 2022.

g) NCLF Board

- There will be a meeting on October 24, 2022.

h) BCLTA

- The AGM will take place on October 25, 2022. Hon. Nathan Cullen, Minister of Municipal Affairs will be attending online and speaking with the BCLTA members.
- David Stevenson, CEO of the Moose Hide Campaign, will talk about the campaign and how public libraries can participate.
- The keynote will be delivered by Ry Moran from the University of Victoria's Associate University Librarian for Reconciliation (the first in Canada) and a founding director of the National Institute for Truth and Reconciliation. Ry will be speaking on "Rights, Responsibilities, and Actions".
- There are a couple of people interested in being on the board. There will be a board retreat for BCLTA Board on October 27 and 28 in Prince George at the Coast Inn of the North. Directors and their senior staff are invited to attend. To register for the AGM you can find the information on the BCLTA AGM page on the BCLTA site.

## 6. DISCUSSION/DECISION ITEMS

a) Financial Statements to July 31, 2022

- Kyanna Coe, Manager of Finance & Facilities, reviewed the Financial Statements for July 31, 2022.

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

b) PGPL Resolution Regarding Residency Requirements for Library Trustees

- Mike drafted a Board of Trustees Resolution letter. This was reviewed and discussed.
- Paul will make the amendments and send it out to the board for approval.

**Motion: To direct Paul to make the amendments to the letter and submit it to BCLTA prior to their AGM. The motion was moved and seconded. The motion was carried.**

c) COVID-19 Relief & Recovery Grant

- Kyanna presented to the board regarding possible projects and purchases that could be funded using the one-time COVID-19 Relief & Recovery Grant funding from the province.

d) BC Library Partners Strategic Initiatives Fund

**Motion: To contribute \$6,000 in funding to the Strategic Initiatives Fund of the BC Library Partners, supporting the effort to secure sustainable funding for public libraries from the provincial government. The Library contribution will be paid over three years in equal payments of \$2,000. The motion was moved and seconded. The motion was carried.**

**Motion: To take \$500 from the Board's Current Campaign Fund to assist in covering the cost of the library's 2022 contribution. The motion was moved and seconded. The motion was carried.**

e) Trustee Recruitment

- There are five Library Trustees whose board terms expire this year.
- Trustees who intend to continue on the board will need to reapply with the City. A letter will be sent to the City supporting current candidates who wish to reapply.
- Erin and Anna have reapplied, Nik and Jen will be reapplying and Stephanie will not be reapplying.

## 7. OTHER/NEW BUSINESS

a) Committee Meetings

- Library Advancement Committee – October 18, 2022 4:30 p.m.
- Local History Committee - TBD
- Governance Committee – October 18, 2022 at 7:00 p.m.
- Board Meeting – November 2, 2022

b) Board Look Ahead

- 2023 budget to be submitted to the City.

**8. ADJOURNMENT**

**Motion: That the Library Board adjourn the Board meeting at 8:58 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**