

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, JANUARY 25, 2023 AT 7:00 PM
BOARD ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

Present: Mike Gagel (Chair)
Arlene Stevens
Councillor Garth Frizell
Anna Duff
Jenne Amell
Kirsten Thomson
Rahim Somani

Also Present: Paul Burry (Library Director)
Lisa Martinson (HR & Executive Assistant)

Regrets: Fiona Demers (Vice Chair)
Erin Anderlini

1. CALL TO ORDER

The meeting was called to order at 7:15 p.m.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Motion: That the Library Board approve the minutes of the November 23, 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. REPORTS/PRESENTATIONS

a) Board Chair Report – Mike Gagel

- Mike met with Anna and Paul to discuss the 2023 budget presentation to Council.

b) Library Director – Paul Burry

Improving the User Experience

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

- The members of the Engagement Team have introduced a number of program offerings that respond to needs expressed by community members: the Lunch Hour, Games for Grownups, and Genealogy Club reflect the need for additional opportunities for social activities for adults; Knitting 101, Art with Ati, Chess Club, and Read to Me in French represent youth programming options requested by community members.
- The Integris Study Hall tutoring program has been reworked to provide support for students needing help with English or Math at both branches on weekdays three days per week, instead of just on Saturdays at the Bob Harkins Branch, in an effort to boost participation in the program.
- The Communications Team has redesigned the promotional materials advertising our programs and events, allowing us to feature information about a series of upcoming events for the target user group on a single piece of paper, rather than printing separate handouts for each event.

Expanding our Reach

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

- Over 300 people attended the Lunar New Year celebration at the Bob Harkins Branch on January 21st, hosted in partnership with the Speak/Write Academy. The traditional Lion Dance was performed by dancers from the Chinese Benevolent Association, accompanied by the UHNBC Drummers. More than 700 people visited the branch on the day, the largest number of visitors on one day since the Book Sale held in April of 2022.
- Coldsnap for Kids, a free family-friendly musical performance by the Oot n' Oots is scheduled for Saturday January 28th at the Bob Harkins Branch.
- The New Years' Boogie on December 30th at the Bob Harkins Branch attracted over 250 participants, who danced the afternoon away and counted down the last moments of 2021

Designing Welcoming Spaces

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

- Both branches are being updated with new furniture and play structures purchased using the one-time provincial COVID-19 Relief & Recovery funds.
- Over 800 people joined us for “Hot Chocolate Days” at the library, held on Thursdays throughout December at both branches. The initiative was supported by funding provided by Integris and Great West Equipment.
- The defective service counter in the main floor of the Bob Harkins Branch has been replaced by a sturdier and more attractive upgrade, significantly improving the work environment for staff and patrons.
- City of Prince George staff have refinished the external concrete stairs from the parking lot to the plaza level at the Bob Harkins Branch, and they are now accessible to the public.

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 has been meeting with members of the Lheidli T'enneh First Nation to develop plans for the Respectful Acknowledgement ceremony taking place at the Bob Harkins Branch of the library on February 10th at 10:30 AM. Library Trustees are invited to attend this important event.
- The 2023 Budget Presentation to Council is scheduled for Monday January 30th in council chambers.
- The Friends of the Prince George Public Library are hosting a strategic planning workshop on Saturday January 28th at the Bob Harkins Branch.

Strengthening Staff Communications & Relationships

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

- New Manager of Collections & Technology Christopher Field joined the library as of January 23rd, relocating to Prince George from Medicine Hat, Alberta.
- The regular Joint CUPE/Management Committee meeting was held January 19th.
- A drop-in pizza lunch for library staff is scheduled for January 25th from 11:30-1:30 PM.
- PGPL has started a new staff development initiative called "Talk-o-Tuesdays," a series of informative, staff-led training/sharing sessions held on Tuesdays prior to opening.

c) Library Advancement Committee

- Anna, Paul and Jen met with a couple of members from the Community Arts Council and did a walk around of the Library. The Library and Community Arts Council have a MOU to develop an art strategy so they are starting to work on that now.

d) Governance Committee

- No meeting was held.
- There are no monthly financials for December as year end is currently being worked on.

e) Local History Committee

- The recommended winners of the Jeanne Clarke awards were decided at the last Local History Committee meeting. The committee's recommendations will be submitted to the rest of the board for approval at an in-camera meeting.

f) Friends of the Library

- The Friends of the Library independently raises funds for projects for both branches of the library.

- The Friends of the Library will be asked to do an Education Session for the board so that they can talk about what they do and what their role is.

g) NCLF Board

- No meeting was held.
- There are separate library federations for the different areas of the province. They are all funded by the Public Libraries Branch. PGPL is a member of The North Central Library Federation. The Federation helps to fund and support libraries through educational development, resources, programming events, and various activities. The members of the federation meet, share information and help support each other.
- The Trustee that represents PGPL will then be a member of the NCLF Board. The group meets twice per year.

h) BCLTA

- The BC Library Trustee Association is member funded.
- PGPL purchases membership to BCLTA.
- The association is member of the BC Public Library Partners.

5. DISCUSSION/DECISION ITEMS

a) Election of Chair and Vice Chair of the Board

- Mike Gagel nominated Anna Duff as Chair of the Board. Anna accepted the nomination. There being no other nominations, Anna is the successful candidate by acclamation.

Motion: In the absence of the current Vice-Chair, to suspend nomination for Vice Chair until the February Library Board meeting. The motion was moved and seconded. The motion was carried.

b) Board Committee Assignments

- Governance Committee – Anna Duff (Chair), Rahim Somani, Kirsten Thomsen
- Library Advancement Committee – Anna Duff, Jennifer Amell
- Local History Committee – Arlene Stevens (Chair), Mike Gagel, Garth Frizzell
- Friends of the Library Liaison – VACANT
- North Central Library Association Representative – Arlene Stevens, Kirsten Thomsen

c) 2023 Budget Presentation to Council

- The 2023 budget was reviewed.
- The budget will be presented to Council on January 30, 2023. Board members are encouraged to attend as the gallery is now open.
- As the new Chair Anna will be presenting the budget with Paul.

d) Board Retreat Day: March 4th, 2023

- Most of the Board members have confirmed their attendance. The Leadership Team will also be in attendance.

- Babs Kelly from BCLTA will be in attendance as well.
 - Anna, Jen R. and Paul will meet with Babs to discuss the format and topics for the day.
 - Jen Rubadeau is currently working on finding a venue. One possibility is the Northern Lights Winery, with another being Nancy O's. The Winery is favoured by the Board.
- e) Jeanne Clarke Awards for Local History
- The Jeanne Clarke Awards nominees that have been recommended as award winners by the Jeanne Clarke Selection Committee were discussed and voted on at a board in-camera meeting.
- f) Staff Vacation Accrual Liability
- Paul reviewed the challenges represented by the growing vacation accrual amounts, discussing possible options for resolving the issues with board members.
 - These concerns were discussed at the last Management/CUPE Joint Meeting, so that CUPE leadership is aware of the concerns and the potential financial risk to the organization.
 - This will be discussed further at the Governance Committee.
- g) Update on Book Challenge & PGPL Response
- A patron has submitted a complaint regarding the book *Gender Queer*, a graphic novel that portrays the author's struggle with their sexuality and gender identity.
 - The patron also submitted an FOI request for access to internal records discussing/mentioning the book.

6. OTHER/NEW BUSINESS

a) Committee Meetings

- Library Advancement Committee – February 14
- Local History Committee – February 16 at 7:00 p.m.
- Governance Committee – February 21 at 7:00 p.m.
- Board Meeting – March 22 at 7:00 p.m.

b) Board Look Ahead

- Jeanne Clarke Awards
- Board Retreat
- Beyond Hope Conference

7. ADJOURNMENT

Motion: That the Library Board adjourn the Board meeting at 9:07 p.m. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Mike Gagel
Chair