

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, FEBRUARY 22, 2023 AT 7:00 PM  
KEITH GORDON ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

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Present: Anna Duff (Chair)  
Erin Anderlini  
Councillor Garth Frizzell  
Mike Gagel  
Jenne Amell  
Kirsten Thomson  
Rahim Somani

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

Regrets: Arlene Stevens

**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 January 25, 2023 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 – Anna Duff

- Anna gave the budget presentation to City Council. The budget was approved.
- Anna attended the Lheidli T'enneh land acknowledgement event on Friday, February 10<sup>th</sup> at the Bob Harkins branch.
- Anna attended a planning meeting with library staff to talk about upcoming board retreat.

b) Library Director – Paul Burry

### **Expanding our Reach**

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

- There were 68 attendees at the library’s Brazilian Carnival celebration event held on February 18<sup>th</sup>.
- Over 200 people participated in the “Family Play Day” activities hosted at the Bob Harkins Branch on February 18<sup>th</sup> in honour of the Family Day holiday. There were 611 visits to the branch on the day.
- The “Wings of Fire” Non-Instructional Day event at the library on February 1<sup>st</sup> attracted 88 participants.
- The Jeanne Clarke Awards for Local History will be presented at the Bob Harkins Branch of the library on Sunday February 26<sup>th</sup> at 3:00 PM.

### **Designing Welcoming Spaces**

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

Submissions for the Teen Art Showcase will be on display in the stairwell at the Bob Harkins Branch throughout March.

The upper level of the Skylab at the Bob Harkins Branch has been reopened with additional seating options and charging stations available for patron use.

### **Developing Partnerships & Advocacy**

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

- The Respectful Acknowledgement ceremony with Lheidli T’enneh Chief and Council was held at the
- Bob Harkins Branch on
- February 10<sup>th</sup> at 10:30 AM. Mayor Yu and 3 other council members attended the event. The new land
- acknowledgement plaques will be prominently displayed at both branches of the library.
- New Library Board Chair Anna Duff presented the 2023 Library Operations Budget to municipal council on Monday January 30<sup>th</sup> in council chambers. Council approved the budget as presented.

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

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

- Planning is underway for the annual Board Retreat Day on March 4<sup>th</sup>, 2023, to be held at Northern Lights Estate Winery.

c) Library Advancement Committee

- There was no meeting held.
- Lisa, from the Community Arts Council and Jen met with Lheidli T'enneh to go over the plan for the art project.

d) Governance Committee

- Reviewed the monthly financials for November 30, 2022 and December 31, 2022.
- Some good board education sessions are coming up at the Beyond Hope Conference. Everyone is encouraged to sign up if you can.

e) Local History Committee

- There was no meeting.
- Preparing for the Jeanne Clarke Awards that will take place this Sunday at 3:30 p.m. at the Bob Harkins Branch.

f) Friends of the Library

- The FOTL remain committed to promoting and supporting PGPL.
- They have been working on their own Mission, Vision and Values.
- Their priority is to build relationships with the library board, staff, and the community.
- They would like the opportunity to educate library board and staff members about the role and history of the Friends of the Library's. It was suggested that they present an education session at 6:30 p.m. prior to one of the regular board meetings and possibly do a "Talk-o-Tuesday" session for staff at the library. Paul will connect with Edel to discuss.
- Members would also like to attend Library Board meetings as observers.

g) NCLF Board

- There will be an AGM held in person at the Beyond Hope Conference. Paul will send the details to the board reps.

h) BCLTA

- BCLTA will be taking part in the Beyond Hope Conference. Jen Rubadeau has been working together with Babs and Jerrilyn on possible sessions.
- BCLTA will be having their AGM at the Beyond Hope Conference.
- Babs has a contract until June with BCLTA.

## 5. DISCUSSION/DECISION ITEMS

- a) Financial Statement to November 30, 2022, and to December 31, 2022.

Kyanna Coe, Manager of Finance & Facilities, reviewed the Financial Statements for November 30 and December 31, 2022.

**Motion: That the Library Board accept the Financial Statements for November 30 and December 31, 2022 as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

- b) Election of Vice Chair of the Board  
Board Chair Anna Duff nominated Jenne Amell for the role of Vice-Chair of the Board. Jenne accepted the nomination. There being no other nominations, Jenne was acclaimed as the successful candidate.
- c) Board Committee Assignments  
The current committee/liaison assignments were reviewed to ensure each has adequate participation. Erin agreed to join the Library Advancement Committee. Jenne has volunteered to become liaison for the Friends of the Library, but has stepped down from the Library Advancement Committee because of her other commitments.
- d) Board Retreat Day: March 4<sup>th</sup>, 2023  
Paul shared final details for the Board Retreat Day to be held on March 4<sup>th</sup>, 2023, at Northern Lights Winery. Paul will forward a link to a brief online survey for retreat participants to fill out and submit prior to the event.
- e) 2022 Provincial Public Library Grant Report  
Paul briefly reviewed the grant report submission and provided a summary of the reporting requirements. Paul will send an email with a link to the report and details for board members to indicate their approval of the report by email, prior to the March 1<sup>st</sup> deadline.

## 6. OTHER/NEW BUSINESS

- a) Committee Meetings
  - Library Advancement Committee – TBD
  - Local History Committee – TBD
  - Governance Committee – Thursday March 16<sup>th</sup>, at 4:30 pm on Zoom.
  - Board Meeting – Wednesday March 22<sup>nd</sup> at 7:00 pm at Bob Harkins Branch.
- b) Board Look Ahead
  - Board Retreat Day – Saturday March 4<sup>th</sup>, at 9:30 am.
  - Beyond Hope Library Conference – May 15-16.

**7. ADJOURNMENT**

**Motion: That the Library Board adjourn the Board meeting at 8:36 p.m. The motion was moved and seconded. The motion was carried.**



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**Paul Burry**  
**Library Director**



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**Anna Duff**  
**Chair**