

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, MARCH 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  
Arlene Stevens

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

Regrets: Rahim Somani

**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 February 22, 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 attended and took part in the Jeanne Clarke Awards ceremony. The event was well attended. The staff did a great job organizing the event. There was excellent inclusion of Lheidli T'enneh members. After the event Anna spoke with Mary Yu and one of Jeanne Clarke's daughters who was very pleased with how the event turned out. Eli Klasner, Executive Director of the Community Arts Council, sent a letter to Paul and Anna after the event thanking the library and expressing how impressed she was with everything that took place.

- Anna had a conversation with someone who works with Big Brothers and Big Sisters who was interested in doing volunteer work so Anna encouraged them to apply for the Trustee position that is currently vacant on the board. Kirsten has also encouraged someone that she knows to apply for the position.
- Anna has been thinking about ways that she would respond to someone who wanted to attend a board meeting and share information that the library did not agree with. This has recently happened with the School District and other places so she would like to be prepared in case this does happen.

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.

- Three gaming consoles have been added to the teen area at the Bob Harkins Branch, and one gaming console will be added at the Nechako Branch as well.
- The Community Seed Library has once again launched at both branches of the library. There were 12 participants in the Seed Starting Workshop on March 18th.

Expanding our Reach

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

- A number of special programs were offered during the two weeks of Spring Break, including the Violin Concert, Family Movie Matinée, Bad Art, and Beach Boogie.
- A new initiative has been launched to distribute seed packets from the Seed Library to Home Service Delivery customers.
- 227 children and their families attended the Spring Break Pokémon Party on March 16<sup>th</sup> at the Bob Harkins Branch.

Designing Welcoming Spaces

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

- Upgraded seating options continue to be added to both library branches. Expanding seating options and adding interactive play structures has significantly increased activity and use of the main floor of the Bob Harkins Branch.
- Manager of Finance & Facilities Kyanna Coe has completed a Business Continuity Course through the Justice Institute of BC. The course helps libraries anticipate and prepare for external threats and demands, supporting them to be able to resume reasonable levels of operation more quickly.

Developing Partnerships & Advocacy

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

- Paul attended the grand opening and inaugural concert at the new Knox Performing Arts Centre, a collaboration between the Community Arts Council and Trinity United Church.
- 97 people joined us at the Bob Harkins Branch on Sunday February 26<sup>th</sup> to celebrate the Jeanne Clarke Award Winners.
- Many thanks to Jen & Kathleen for their work organizing the festivities, and for library trustees who participated in the event.
- Paul participated in a live radio panel on CBC's The Current on March 17<sup>th</sup>, joining Edmonton Public Library CEO Pilar Martinez and Toronto Public Library Director of Service Development & Innovation Pam Ryan. The segment, entitled "Canadian libraries grapple with increase in violent incidents," addressed the difficulty of balancing safety with inclusion in public libraries.

### Strengthening Staff Communications & Relationships

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

- Management team and library board members gathered on March 4<sup>th</sup> for the Board Retreat Day, an opportunity to get to know colleagues better and learn more about the work of the library and the important roles played by trustees.
- The Beyond Hope Conference website and registration process has been launched, and efforts are continuing to finalize plans and preparations. Visit <https://beyondhope2023.sched.com> to learn more about the conference.
- PGPL welcomed two new Community Engagement Library Assistants in March, Ashley Neff and Omotayo Orebiyi.

#### c) Library Advancement Committee

- There was no meeting held.

#### d) Governance Committee

- Reviewed the monthly financials for February 2023.
- Reviewed Governance Committee Terms of Reference.
- Discussed whether or not the library has a Risk Management Plan. Thanks to Kyanna and Paul for giving guidance on what is needed.

#### e) Local History Committee

- There was no meeting held.
- A follow up meeting to discuss the Jeanne Clarke Awards reception will be scheduled.

#### f) Friends of the Library

- The Friends of the Library are continuing to work on their strategic plan.
- The book sales will be in April and June.

- They will be repairing the storage container to make it water and critter proof and billing the company they purchased it from for the repair.
- Jenne will be unable to attend the Friends of the Library meeting on April 26<sup>th</sup>. Garth has offered to be her alternate for that meeting.
- The FOTL will be doing a conference session for the Beyond Hope Conference and will be sponsoring a coffee break for each day.
- Paul has suggested to the Friends of the Library that they do an education session with the board at 6:30 p.m. on June 28<sup>th</sup> prior to the board meeting.

g) NCLF Board

- There is an AGM and board meeting coming up plus a strategic planning session on May 14<sup>th</sup>. This will be happening during the Beyond Hope Conference.
- Kirsten and possibly Arlene will be available to attend the meeting and planning session.

h) BCLTA

- No current updates.

## 5. DISCUSSION/DECISION ITEMS

a) Financial Statement to January 31, 2023.

Kyanna Coe, Manager of Finance & Facilities, reviewed the Financial Statements for January 31, 2023.

**Motion: That the Library Board approve the Financial Statements for January 31, 2023 as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

b) Governance Committee Terms of Reference

- The Terms of Reference were reviewed by the Governance Committee. There was one amendment made regarding the Collective Agreement.

**Motion: That the Library Board approve the Governance Committee Terms of Reference as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

c) PGPL Board Resolution Regarding Residency Requirements for Library Trustees

- This was a motion that PGPL took to the BCLTA AGM in October 2022.
- Mike met with Mari Martin, Director of the Public Libraries Branch, she informed him that the necessary change may not require any update to the Library Act. The service agreement between the municipality and the regional district for library services may provide the mechanism for expanding board participation guidelines.

- Garth will bring this information to Council.

d) Beyond Hope Library Conference – Sponsorship Program

- Asking all board members to reach out to your contacts for sponsorships for the Beyond Hope Conference. Let Paul Burry or Jen Rubadeau know who you will be contacting so that they can keep track of who is being contacted.
- Let Paul know if you would like a paper or digital copy of the document outlining the different types of sponsorships.

e) Provincial Funding Increase for Public Libraries

- The province has made a \$45-million dollar investment over the next 3 years towards enhanced public library funding.
- We are still awaiting further guidance from the Libraries Branch on how the funds will be divided and what projects they may be used for.
- Further details will be provided as the situation becomes clear.

## 6. OTHER/NEW BUSINESS

a) Committee Meetings

- Local History Committee – Tuesday, March 28<sup>th</sup> time TBD
- Governance Committee – Tuesday, April 18<sup>th</sup>, at 4:30 pm on Zoom.
- Board Meeting – Wednesday, April 26<sup>th</sup> at 7:00 pm at Bob Harkins Branch.

b) Board Look Ahead

- Teen Arts Show – April 1<sup>st</sup> at 1:00 p.m.
- BCLA Conference – April 12<sup>th</sup> to April 14<sup>th</sup>
- Audited Financial Statements Presented – April 26<sup>th</sup> at 6:30 p.m.
- Chili Cook-Off - June

## 7. ADJOURNMENT

**Motion: That the Library Board adjourn the Board meeting at 8:30 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**