

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, APRIL 26, 2023 AT 6:30 PM  
KEITH GORDON ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

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Present: Anna Duff (Chair)  
Erin Anderlini  
Councillor Garth Frizzell  
Kirsten Thomson  
Arlene Stevens  
Rahim Somani  
Jennifer Wilzcek

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

Regrets: Mike Gagel  
Jenne Amell

**1. 6:30 P.M. - AUDITOR PRESENTATION OF 2022 AUDITED FINANCIAL STATEMENTS**

**2. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

- The meeting was called to order at 7:14 p.m.
- Anna Duff, Chair of the Board, respectfully acknowledged the unceded ancestral lands of the Lheidli T'enneh, on which the library is grateful to be able to provide services to the community.
- Anna invited Board members to come forward in future meetings to share their own expressions of Land Acknowledgement.

**3. APPROVAL OF 2022 AUDITED FINANCIAL STATEMENTS AS PRESENTED BY THE AUDITORS**

**Motion: That the Library Board approve the 2022 Audited Financial Statements as presented by the Auditors. The motion was moved and seconded. The motion was carried.**

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

**Motion: That the Library Board approve the minutes of the March 22, 2023 meeting as distributed. The motion was moved and seconded. The motion was carried.**

## 5. ACCEPTANCE OF CONSENT AGENDA

### a) Meeting Agenda

- It was agreed that the Meeting Agenda will be moved out of the Consent Agenda to be approved as a separate item.

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

## 6. REPORTS/PRESENTATIONS

### a) Board Chair Report – Anna Duff

- Anna attended the Teen Arts Showcase on April 1<sup>st</sup>. The Mayor and some of the Council members were in attendance.
- Anna spoke to one of the parents of the art students. She was very happy that the library had eliminated fees for overdue materials. They visit the library more often now that they do not have the pressure of rounding up all of the kid's books.
- On April 3<sup>rd</sup> Anna attended the tour that Jennifer Wilczek took with Paul of the library.
- There was an unofficial Library Advancement Committee meeting. Anna was the only official member in attendance. This gave her an opportunity to speak with Jennifer Wilczek about what the committee does. A new member has now been recruited to the committee.
- Anna shared some sponsorship information about Beyond Hope on LinkedIn.
- Anna met with the Leadership Team for lunch to celebrate the increase in the provincial funding.
- Talked to someone who is from Castlegar and whose family has a cabin on Summit Lake. They all come to the library and stock up on books before heading to the lake. He says the library is "one of the great ones".

### b) Library Director – Paul Burry

#### Expanding our Reach

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

- The Active Living Market for non-profit community groups was held on April 22<sup>nd</sup> at the Bob Harkins Branch. 386 people attended the event.
- The Red Cedar Awards "Battle of the Books" event was held in partnership with SD57 on April 19<sup>th</sup> at the Bob Harkins Branch. There were over 150 participants at the event.
- 65 people attended the awards reception for the Teen Arts Showcase held on April 1<sup>st</sup> at the Bob Harkins Branch.
- Gaming Hour for Teens on April 12<sup>th</sup> attracted 43 participants.

### Developing Partnerships & Advocacy

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

- The Lunar New Year Puppet Show and Drum Making Workshop held in partnership with the UHNBC Prince George Traditional Drummers and the Chinese Benevolent Association this past January has been awarded an Outstanding Award by Heritage BC.
- Jen Rubadeau has been developing a partnership with the Prince George Métis Community Association to host programs at the library. 37 people attended the recent Elder Story Time at the library. Additional programs are being developed, including the Métis Kitchen Party.
- Paul participated in the Association of BC Public Library Directors AGM and professional development day on April 11<sup>th</sup> in Richmond, BC, in his role as Secretary/Treasurer of the Association.
- PGPL is partnering with the organizers of the *Healing the Hoop* Health and Wellness Conference scheduled for April 26-28 at the Prince George Conference & Civic Centre. The conference organizers are setting up a teepee in the Knowledge Garden, and will be using the space for outdoor healing and smudging ceremonies during the conference.

### Designing Welcoming Spaces

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

New feature shelving for the youth section has arrived and is on display at the Bob Harkins Branch.

### Strengthening Staff Communications & Relationships

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

- Six PGPL staff members travelled to Richmond, BC to participate in the BC Library Conference from April 11-14, attending a library trade show and a variety of educational and inspirational sessions intended for library staff at all types and sizes of libraries. Youth Engagement Librarian Chris Knapp presented a conference session on the importance of gaming programs for teens in libraries. Paul participated in a panel discussion focused on the challenges associated with balancing inclusion with staff safety and security in public libraries.
- PGPL welcomes new Community Engagement Library Assistant Omotayo Orebiyi and new Customer Experience Shift Leader Larissa Bezerra to the team!
- Planning for the Beyond Hope Library Conference continues as we move closer to the May 14-16 event dates. There are now over 100 attendees registered for the conference. PGPL staff have done a great job of organizing a multi-day event that provides excellent opportunities for library staff around the province to learn and connect with colleagues.

### c) Library Advancement Committee

- There was no official meeting held.

d) Governance Committee

- The meeting was cancelled.

e) Local History Committee

- The Local History Committee met to review the The Jeanne Clarke Awards reception event. Committee members were very pleased with how the event went.
- Ideas for future awards receptions were discussed and documented. Ideas needing further discussion will be raised at future Board meetings closer to the next event.

f) Friends of the Library

- On April 26<sup>th</sup> Councillor Frizzell attended the Friends of the Library meeting.
- They had 600 boxes of books for the Friends of the Library book sale. Friday and Saturday the book sale will take place. It will be open to Friends members from 3:00 p.m. to 6:00 p.m. on Friday and from 10:00 a.m. to 2:00 p.m. for the public.
- They would like to see more space for a longer period of time for the book sales.
- Tentatively approved their Strategic Plan.
- Would like to see the transparency between the Friends of the Library and Library Board continue by having trustees continue to attend their meetings and members of the Friends of the Library attend the Library Board meetings.
- The storage container is now ready to be transferred as an asset to the library. There will be a letter sent to the board soon.
- The Friends of the Library will be sending a sponsorship for the Beyond Hope conference in the amount of \$1250.
- A card from the board expressing their appreciation of everything that the Friends of the Library does for the library will be sent.

g) NCLF Board

- Arlene will be attending the NCLF AGM and Strategic Planning meeting which will be held on Sunday, May 14, 2023 during the Beyond Hope Conference.

h) BCLTA

- No current updates.

## 7. DISCUSSION/DECISION ITEMS

a) Provincial Funding Increase for Public Libraries

- Paul has sent out the grant award letter. It has also been included in the board package.
- It explains how the money has been broken down.
- Still don't know the amount of what the enhancement grant will be.

- The Leadership Team is working on what the enhancement will be spent on.

b) Beyond Hope Library Conference

- There are now over 100 registrants. There are also 30 staff members attending.
- Great line up of speakers.
- The sponsorships have covered all costs of the conference.
- Tried to keep registration costs down so that it is possible for smaller libraries to send their staff.
- If you would like to attend the social event you can go to the tickets page to purchase a ticket.

c) Check-in Regarding Board and Committee Meetings

- Anna, Erin and Jen W. are currently on the Library Advancement Committee. One more member is needed according to the Terms of Reference of the committee. The committee will consist of three board members and the Chair.
- Fundraising is part of the Library Advancement Committee.
- The Art Strategy is the main project the committee is currently working on.
- In the past the Board hosted “Plot Twist” fundraisers centred on literary themes.

d) Participation in the Great Northern Chili Cookoff

- The Great Northern Chili Cookoff will take place on June 10, 2023 from 11:00 a.m. until 2:00 p.m. at the Kin Centre.
- It would be up to Trustees to attend the Chili Cook Off and share information about the library with people.
- Erin and Paul are willing to help out and partake. Paul will sign the library up for the competition.
- Possibly look at partnering with other community groups.

e) Library Advancement Committee Membership

- There was some discussion of the current membership of the Library Advancement Committee, particularly with respect to the committee Terms of Reference, which stipulate at least 4 board members sitting on the committee. Paul will reach out to find out if any other board members would like to join the Library Advancement Committee.

## **8. OTHER/NEW BUSINESS (SCHEDULE/ASSIGN TO COMMITTEE)**

a) Committee Meetings for May

- Governance Committee – May 18, 2023 at 7:00 p.m.
- Library Advancement Committee – May 9, 2023 at 12:15 p.m. – If there is no update from the Community Arts Council then the meeting will be cancelled.

- Library Board Meeting – May 24, 2023 at 7:00 p.m.

b) Board Look Ahead

- The Great Northern Chili Cook Off – June 10, 2023 from 11:00 a.m. to 2:00 p.m.
- Anna, Paul and Kyanna will present the Audited 2022 Financial Statements to the Finance and Audit Committee at the City on May 8<sup>th</sup>, 2023.
- City of Prince George Intergovernmental Affairs Committee will be meeting on May 1<sup>st</sup>. At that meeting they will be exploring the request for Trustee eligibility to be extend beyond the boundaries of the municipality, as stipulated in the Library Act. Paul has spoken with Mari Martin, Director of the Public Libraries Branch, who felt that support for this approach is possible without amendments to the Act, depending on the details of the Service Agreement between the Regional District and the Municipality.

**9. ADJOURNMENT**

**Motion: That the Library Board adjourn the Board meeting at 8:25 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**