

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY JUNE 28, 2023 AT 6:30 PM
KEITH GORDON ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

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

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

Regrets: Arlene Stevens
Jen Wilzcek

1. 6:30 P.M. – PRESENTATION ON THE FRIENDS OF THE LIBRARY

- The President of the Friends of the Library, Edel Toner-Rogala, gave a presentation reviewing the history, role, and importance of the Friends of the Library in its relationship with the Prince George Public Library.

2. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 7:08 p.m.
- Board Chair Anna Duff shared an acknowledgement of the unceded ancestral lands of the Lheidli T'enneh, and expressed her gratitude at being able to live, work, and play on their land.

3. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Motion: That the Library Board approve the minutes of the May 24, 2023 meeting as distributed. The motion was moved and seconded. The motion was carried.

4. APPROVAL OF MEETING AGENDA

Amendment: Remove

4. Acceptance of Consent Agenda
d) Friends of the Library Minutes

Motion: That the Library Board approve the agenda for the June 28, 2023 meeting as amended. The motion was moved and seconded. The motion was carried.

5. ACCEPTANCE OF CONSENT AGENDA

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 met with Paul Burry and Jen Rubadeau to create the annual report presentation for council, including the text of the accompanying speech. The annual report was presented to council on June 26th.
- Anna, together with Mike, Kirsten, Jennifer W., and Kathleen Angelski, assisted in working the library's booth at the Great Northern Chili Cookoff on June 10th, serving bowls of chili, distributing promotional materials, and talking to event participants about the work of the public library in our community.

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.

- Visual Marketing Assistant Kathleen Angelski has adapted our popular program brochures to make them available in a "flippable" digital format on the library website and social media pages.
- New comfortable seating options have been added to the Nechako Branch.

Expanding our Reach

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

- PGPL is partnering with community groups and local businesses to host the Repair Café program series. The series kicked off on June 24th in the Knowledge Garden with the Bicycle Repair Café, held in partnership with Eco-Living Community, the Fraser Basin Council, and Cycle Logic. The Textiles Café runs July 15th, with Small Electronics happening August 19th.

- The Story Walk interactive story time program has been launched at Masich Place stadium, allowing participants to follow the story as they travel around the track.
- The Bob Harkins Branch hosted a Star Wars themed Non-Instructional Day event on May 29th. The event attracted 50 attendees.
- Approximately 150 people attended the Nechako Book Sale, hosted June 10-11 by the Friends of the Library. The event raised \$1178.55.
- The “Journey Through Time” Summer Reading Program begins on July 5th, with activities running through August 10th at both branches.
- The PG Master Gardeners have reported that over 250 people have registered, with more than 1000 seed packets given out during this year’s Community Seed Library planting season.
- Library staff hosted the PGPL booth at the National Indigenous Peoples Day celebration on June 21st. Approximately 815 people visited the booth during the event.

Developing Partnerships & Advocacy

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

- PGPL staff and allies participated in the Prince George Pride Parade in downtown Prince George on June 3rd. The celebration was held in partnership with the Prince George Pride Society and other community groups who participated in the event.
- Library Director Paul Burry and Manager of Communications & Engagement Jen Rubadeau presented the 2022 Annual Report to municipal council on June 26th. The presentation was well received by council members.
- Paul is participating in the recruiting efforts to hire a new Executive Director for the Association of BC Public Library Directors (ABCPLD), in his role as Treasurer of the Association.
- Library Trustees hosted the library’s booth in the Great Northern Chili Cookoff on June 10th at Kin Centre. Approximately 450 people purchased bowls of chili, with funds raised going to support the Community Arts Council. Many thanks to PGPL board members for helping to support this community effort!

Designing Welcoming Spaces

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

- An exhibit highlighting the history of the Lheidli T’enneh in our region is on display in the stairwell at the Bob Harkins Branch through the end of July. The exhibit has been organized in partnership with the Lheidli T’enneh Elders Society, featuring photographs from the Lheidli T’enneh exhibit at Exploration Place.
- Repairs have been completed on the sliding glass door and windows at the parking level entrance of the Bob Harkins Branch following an incident of vandalism on May 22nd. The repair was delayed due to the glass for the sliding door being cut to the wrong size.
- The parking lot at the Bob Harkins Branch was closed to the public on June 12, to allow maintenance crews to conduct repairs/upgrades on the pavement, in preparation for

repainting the lines for the parking spaces and updating the traffic flow and signage in the parking lot.

Strengthening Staff Communications & Relationships

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

- PGPL staff celebrated the arrival of baby Keith, new addition to the family of Youth Engagement Library Assistant Liz Hannah, at a baby shower hosted by a staff member on June 25th.
- Collections & Interlibrary Loan Librarian Kay Burns is leaving PGPL to return to her home town in the Lower Mainland. We thank Kay for their many positive contributions to the library during their time here.
- PGPL staff welcomed back Adult Engagement Library Assistant Laura Weisgarber, who returned to PGPL in May following her Education Leave and the completion of her MLIS from UBC.

c) City Council Representative – Garth Frizzell

- [Information is unavailable because of technical issue with the recording.]

d) Library Advancement Committee

- No meeting was held.

e) Governance Committee

- The Financial Statements for April 2023 were discussed and will be recommended for approval by the board.
- Committee members discussed the implementation of the minimum wage increase for PGPL staff members impacted by this change.
- Kyanna Coe provided a status update on the library's plans to acquire new Payroll Administration/HR software and hire an additional staff member, in preparation for taking over payroll and benefit administration duties from the municipality.

f) Local History Committee

- No meeting was held.

g) Friends of the Library

- Committee members discussed the recent break-in of the storage container in the library parking lot. There was some damage to materials inside the container. A sturdier padlock has been purchased to secure the container.

- The Nechako Branch book sale was held on June 10th. There were 144 patrons who attended the book sale, with sales amounting to \$1178.55.
- Edel reviewed the changes the Friends of the Library have implemented in response to the incident between a Friends volunteer and a media representative at the Spring Book Sale.

h) NCLF Board

- No Update

i) BCLTA

- [Information is unavailable because of technical issue with the recording.]

7. DISCUSSION/DECISION ITEMS

a) Approval of Financial Statements to April 30, 2023

- The Financial Statements were reviewed.

Motion: That the Library Board approve the Financial Statement for April 30, 2023 as distributed. The motion was moved and seconded. The motion was carried.

b) July/August Board Meetings

- A decision was made to cancel the board and board committee meetings for July.

Motion: That the Library Board approve the cancellation of the July Library Board meeting and all other board committee meetings for July. The motion was moved and seconded. The motion was carried.

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

a) Committee Meetings for July

- Library Advancement – Meeting cancelled for July.
- Governance Committee – Meeting cancelled for July.
- Board Meeting - Meeting cancelled for July.

b) Board Look Ahead

- Canada Day Celebration - Lheidli T'enneh Memorial Park (**July 1, 2023**)
 - Downtown Summerfest – (**July 15 & 22, 2023**)

9. ADJOURNMENT

Motion: That the Library Board adjourn the regular board meeting and move to an in-camera meeting at 8:16 p.m. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Anna Duff
Chair