

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, AUGUST 23, 2023 AT 7:00 PM
KEITH GORDON ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

Present: Anna Duff (Chair)
Councillor Garth Frizzell
Rahim Somani
Jen Wilzcek
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
Mike Gagel
Jenne Amell

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 7:00 p.m.
- Councillor Garth Frizzell shared an acknowledgement of the unceded ancestral lands of the Lheidli T'enneh, and expressed his gratitude at being able to live, work, and play on their land.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

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

3. APPROVAL OF MEETING AGENDA

Motion: That the Library Board approve the agenda for the August 23, 2023 meeting as distributed. 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 distributed. The motion was moved and seconded. The motion was carried.

6. REPORTS/PRESENTATIONS

a) Board Chair Report – Anna Duff

- Anna sent an email to Edel Toner-Rogala, President of the Friends of the Library, thanking her for the time and preparation that was put into the presentation they gave at the last Library Board meeting.
- Anna shared information on the Adult Summer Book Challenge with her book club. Some members were very enthusiastic to hear about it.
- Anna will be speaking at the Waniskahtan exhibit reception event which will be held on September 9, 2023.

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.

- Manager of Collections & Technology Chris Field has completed a long-term project to update the library's online catalogue, replacing antiquated and inaccurate terminology in subject headings describing books and other library resources on topics related to Indigenous peoples of Canada. Outdated terms such as "Indians of North America" have been replaced with more culturally appropriate terms such as "Indigenous Peoples of North America." Working with the members of the Collections & Technology Team, Chris oversaw the replacement of 1150 subject headings, with more than 1500 catalogue records updated in the library system.
- PGPL's popular "Cardboard Armour Splashdown" event was once again hosted in the Knowledge Garden at the Bob Harkins Branch on August 16th and 17th. 25 participants matched wits to craft the finest cardboard defenses to the attacks of enemies armed with water balloons!

Expanding our Reach

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

- The library hosted the 2023 installment of its "Touch-a-Truck" community event on August 11th in the Canada Games Plaza, the first time the event has been held in Prince George since 2018. Working with 17 different partner organizations, the event featured 21 different vehicles on display in the plaza. Over 2000 people attended the outdoor event, with more than 100 heading inside the library for the "Drive-in Movie" event hosted following the outdoor festivities.
- PGPL's pavilion space for Family Fun Day at Lheidli T'enneh Memorial Park on July 29th attracted more than 600 visitors. Hosted in partnership with the City of Prince George, event participants enjoyed face-painting, colouring, orange shirt decoration, bookmark-making,

story time, a scavenger hunt with sticker prizes, an obstacle course, giant chess, giant jenga, chalk art, bubbles, and jump-rope.

- PGPL Engagement staff were onsite at CN Centre August 18 and 19 for the British Columbia Northern Exhibition (BCNE). Approximately 300 people visited the library's booth at the BCNE.
- PGPL is once again partnering with the Legacy of Hope Foundation to host the Waniskahtan Exhibit, commemorating the large number of missing and murdered Indigenous women, girls and members of the 2SLGBTQI+ community (MMIWG2S) in Canada. An opening reception will be held on the morning of Saturday September 9th, from 10:30-11:30 am. Library trustees are invited to attend. The exhibit will be on display at the library from September 9th to 30th.

Developing Partnerships & Advocacy

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

- On July 11th, Paul and Jen Rubadeau attended the “Shifting Perceptions of Downtown Prince George” discussion with representatives of other downtown businesses and organizations.
- Paul participated on the recruitment panel for the hiring of a new Executive Director for the Association of BC Public Library Directors (ABCPLD), in his role on the Board of the Association. New ED Jessica Aldred joins ABCPLD as of July 26th.
- Paul and Jen attended the “Civic Core District Plan - Visioning Session” at City Hall on July 26th, participating in a visioning exercise on behalf of PGPL, regarding potential changes to the downtown core.
- PGPL is partnering with the Prince George Métis Community Association to present the Métis Jigging Workshop August 26th-30th. Participants will learn the traditional Métis cultural dance. This program is made possible in part through funding contributions made by Northern Health Imagine Grants.

Designing Welcoming Spaces

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

- The lines in the parking lot at the Bob Harkins Branch have been repainted and the wayfinding signage updated to reflect changes to the traffic pattern in the parking lot.
- The interlocking bricks located throughout the Canada Games Plaza, including at the entrance to the Bob Harkins Branch and Knowledge Garden, are being replaced with poured concrete during the month of August. Some areas of the library property will be inaccessible at various times during this project.

Strengthening Staff Communications & Relationships

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

- A meeting of the Joint Union-Management Committee was held on July 5th.

- On August 3rd, PGPL's counselling services provider Walmsley presented their annual review of PGPL use of their services. The usage rate for counselling services by PGPL staff and rose from 12% in 2021 to 19% in 2022, the highest rate of use since 2018.
- PGPL said farewell to Community Engagement Librarian (Youth) Christopher Knapp on August 8th, following 5 years of service at the library. Relocating with his family to Ontario, Chris begins his studies for a PhD in Library Science in September. We thank Chris for his many positive contributions to PGPL.
- The library has selected the Humi HRIS software for managing the organization's payroll and benefits functions. Implementation and testing will be moving forward right away.

c) City Council Representative

- Councillor Garth Frizzell spent most of the day at the site of the explosion that occurred in the downtown area. The cause of the explosion is still under investigation.
- From September 18th to September 22nd UBCM will be taking place in Vancouver. It is the annual conference for Mayors, Councillors and Board Directors from all over BC from different Municipalities and Regional Districts. Meetings are also held with MLAs and Cabinet Ministers. Garth is hoping there will be an opportunity to advocate for the expansion of library governance opportunities for boards for Indigenous community members living outside the municipal boundaries. Garth's other role at the city is Chair of Intergovernmental Affairs. The key item that has been brought forward is offering support for veterinary services in Northern BC particularly at UNBC. They are working on building partnerships for this. Also, being brought forward is the request for more funds from the province to cover health services that are currently being funded by the city.
- A large focus of the city's attention has been working on their advertising policies with local news organizations.

d) Library Advancement Committee

- Eli and Lisa from the Community Arts Council presented the Art Installation Tactical Plan at the last meeting. They gave a very thorough overview of different options for installing art in the library. They also gave some guidance on how to proceed and will give more guidance as things move forward.
- The plan for the next meeting is to talk more about this and then bring some recommendations to the rest of the board.

e) Governance Committee

- The Financial Statements for June 2023 were discussed and will be recommended for approval by the board.
- The Security Camera System policy was discussed.
- Talked about possible education sessions.
- An update on the minimum wage issue was also discussed. This was discussed at the joint Management/CUPE meeting. CUPE recommended not making any adjustments to pay grades until it is addressed as part of collective bargaining.

f) Local History Committee

- No meeting was held.

g) Friends of the Library

- No meeting was held.

h) NCLF Board

- There is a board meeting being held October 20, 2023.

i) BCLTA

- An Executive Director has been hired.
- There is a retreat planned for November.

7. DISCUSSION/DECISION ITEMS

a) Approval of Financial Statements to July 31, 2023

- The Financial Statements were reviewed.

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

b) Policy – Security Camera System

- The new policy 2.12 Security Camera System was reviewed.

Motion: That the Library Board approve the new policy 2.12 Security Camera System as recommended by the Governance Committee with an amendment. The motion was moved and seconded. The motion was carried.

c) Waniskahtan Exhibit Opening, September 9th

- This is an opportunity for a big community event. The launch of the exhibit will be on September 9th. Community partners have been contacted and asked to take part in the event. It has been coordinated to take place the day before the local ceremonies honouring Missing and Murdered Indigenous Women and Girls.
- Adam North Peigan of the Legacy of Hope Foundation is travelling to Prince George from Alberta to participate in the opening reception. A number of other dignitaries will also be in attendance.

- If the library can commit to showing these exhibits there will be other opportunities for exhibits to be shown at the library for the cost of shipping.
- All board members are invited to attend the launch.

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

a) Committee Meetings for September

- Library Advancement – September 12, 2023 at 12:00 p.m.
- Governance Committee – September 19, 2023 at 4:30 p.m.
- Board Meeting – September 27, 2023 at 6:30 p.m.

b) Board Look Ahead

- Nothing new to add.

9. ADJOURNMENT

Motion: That the Library Board adjourn the regular board meeting and move to an in-camera meeting at 8:15 p.m. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Anna Duff
Chair