

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD TUESDAY, OCTOBER 24, 2023 AT 6:30 PM  
KEITH GORDON ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

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Present: Anna Duff (Chair)  
Jenne Amell (Vice Chair)  
Councillor Garth Frizzell  
Rahim Somani (for education session only)  
Jen Wilczek  
Kirsten Thomson  
Mike Gagel

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

Regrets: Arlene Stevens  
Erin Anderlini

### **6:30 p.m. Education Session**

Presentation on the “2024 Library Operations Budget” by Kyanna Coe, Manager of Finance & Facilities

#### **1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

- The meeting was called to order at 7:34 p.m.
- Board Chair, Anna Duff, expressed gratitude that the board and library are able to be on the traditional unceded ancestral lands of the Lheidli T’enneh. They are also grateful to be able to have a wonderful relationship with them and are able to offer library services to all of the residents of Prince George.

#### **2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

**Motion: That the Library Board approve the minutes of the September 27, 2023 meeting as distributed. 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 October 24, 2023 meeting as distributed. The motion was moved and seconded. The motion was carried.**

#### 4. 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.**

#### 5. REPORTS/PRESENTATIONS

##### a) Board Chair Report – Anna Duff

- Anna had a quiet month in her role as Chair of the Library Board.
- In her new role at Tourism PG she took part in some discussions that she was able to speak from her role as Library Board Chair. One of the discussions was about the Tourism PG visitor centre moving to the rotunda of the Civic Centre.
- The rotunda area will be renovated prior to Tourism PG moving in. Renovations should be completed by late spring or early summer of 2024. The main floor will be completed first and this will be open to visitors. The upstairs will be renovated into office spaces that won't be accessible to visitors.
- Anna has asked that someone come in from Tourism PG for a Talk O Tuesday presentation regarding Tourism PG moving into the Rotunda.
- Anna met with Paul to talk about the library's 2024 budget.
- On November 13<sup>th</sup> the Friends of the Library have invited board members to a volunteer appreciation night.

##### 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.

- The Library issued a media release highlighting the completion of the Indigenous subject headings project. A story by CKPG was featured on Global TV and reached a province-wide audience. Lheidli T'enneh elder Clifford Quaw was featured in the story.
- A new display in the stairwell at the Bob Harkins Branch celebrates October being Library Month in Canada. The display features information about library services and programs that are available for free to community members with a library card.

###### Expanding our Reach

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

- During the month of September, community members were invited to share their thoughts about Orange Shirt Day, and what Reconciliation means to them, on miniature cardboard orange shirts that were subsequently strung together for display on the windows at both branches. The display was then relocated to Lheidli T'enneh Memorial Park, where it

decorated a tree as part of the community's Truth and Reconciliation Day celebrations on September 30<sup>th</sup>.

- Community Engagement Library Assistant Sarah Wildi visited the SD57 District Learning Commons to participate in the Prince George Child and Youth Mental Health Fall Resource Fair on October 18<sup>th</sup>. There were 57 attendees at the event.
- The library's Chess Club programs have been attracting more than 20 youth to come to the library to enjoy and learn the "Royal Game."
- Youth Community Engagement Librarian Larissa Clotildes has been active in her outreach to elementary and secondary schools, streamlining the process for booking class tours and inviting schools to connect with PGPL. There have been 4 class tours hosted during the month of October, and an additional 2 tours scheduled for the remainder of the month. The program has reached more than 100 students so far.
- 40 UNBC School of Education teacher candidates were treated to a tour of the public library on October 23<sup>rd</sup>, offering them support and resources for the studies, and for their future careers as teachers.

#### Developing Partnerships & Advocacy

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

- Paul attended the North Central Library Federation's (NCLF) Library Directors Advisory Group meeting on October 4<sup>th</sup>, providing support and input on the development of the federation's 2024 Budget.
- President of the Friends of the Library Edel Toner-Rogala delivered a presentation to staff on the history and contributions of the FOTL at a "Talk-o-Topics" session on October 5<sup>th</sup>.
- Paul attended the Association of BC Public Library Directors board meeting on October 11<sup>th</sup>. The Association is preparing for its Fall Business Meeting on October 26<sup>th</sup>.
- Paul and Manager of Finance & Facilities Kyanna Coe attended the Official Community Plan Roundtable meeting of cultural organizations at City Hall on October 16<sup>th</sup>. This was an opportunity to contribute to a visioning exercise that provides important input into the City of Prince George's OCP Review process.

#### Designing Welcoming Spaces

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

- The Friends of the Library welcomed more than 400 people to the fall book sale hosted at the Bob Harkins Branch on October 13 and 14<sup>th</sup>. The event helped attract 707 visitors to the branch on Saturday October 14<sup>th</sup>, one of the busiest days of the year at the library!
- 155 people attended the "Cackles and Cauldrons" non-instructional day event on October 21<sup>st</sup>.
- The Knowledge Garden adjacent to the Bob Harkins Branch is closing for the winter season on October 27<sup>th</sup>.

### Strengthening Staff Communications & Relationships

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

- Accounting Clerk Jolanda Murfitt is retiring from the library after one and a half years of service with PGPL. We wish Jolanda all the best in her retirement and thank her for her positive contributions to the library.
- Plans are underway to host a “Winter Social” event for library staff and their spouses/partners on December 2<sup>nd</sup>. This is an excellent opportunity to celebrate the achievements of the year and recognize the contributions of library staff.
- New Adult Community Engagement Library Assistant Elizabeth Hannah returned to work in October following her parental leave.
- Kyanna and Executive & HR Assistant Lisa Martinson are configuring the library’s new Human Resources Information System (HRIS) HUMI, in preparation for use by staff in 2024. Paul, Kyanna, and Lisa will present some background information to staff about HUMI at a “Talk-o-Topic” session on October 25<sup>th</sup>.

#### c) City Council Representative

- Last month Councillor Garth Frizzell attended the UBCM Convention in Vancouver. The event was a great success with over 2000 attendees from all across BC. There were some great speakers. One of the topics covered was the current air quality and how it is expected to get worse. Speaking on the topic was the Minister of Health, BC Centre of Disease Control and one of BC’s top Meteorologists. Another interesting topic that was brought forth by the offices of the Ombudspersons for BC and the Yukon and other organizations who have been working over the last couple of years on a guidebook on how to implement Artificial Intelligence (AI) ethically and fairly.
- The issue of changing past practice to permit library board participation for people living outside of the municipality was not addressed at UBCM. The Director of the Public Libraries Branch feels this can be solved at the staff level without having to amend the Library Act. Garth will be arranging a meeting between City staff and library board chair to discuss next steps. The closing date for applications for the current recruitment period is November 9<sup>th</sup>.
- There has been an expression of interest and support on council for opening up the library on Sundays.

#### d) Library Advancement Committee

- No meeting was held.

#### e) Governance Committee

- Discussed Policy – 2.10 Privacy and Confidentiality.
- Discussed the library’s operations budget.
- Changing exempt staff from hourly wage to annual salary was also discussed.

f) Local History Committee

- At the last meeting the committee talked about the initial plans for the Jeanne Clarke Awards. The date and location were discussed. Looking at possibly having the event at Exploration Place.
- There is a list of nominated publications and volunteers are busy reading through them.
- The call for nominations will be put up on the library's website.

g) Friends of the Library

- There were some difficulties with the Zoom audio recording of the last Friends of the Library meeting. Jenne Amell offered a template she had created of the outline of the meeting to their minute taker in hopes it would help make typing up minutes easier.
- An invitation has been sent out to board members and library management to a volunteer appreciation night on November 13<sup>th</sup> at the Seniors Centre on 10<sup>th</sup> Ave. They would also like to show their appreciation for the work that Mike Gagel and Margaret Johnston have done for the library as Mike will be leaving the library board and Margaret will be leaving the Friends of the Library after several years of service. This will also give volunteers a chance to network with library management, the library board and other Friends of the Library members. Jenne will send out the invitation by email which has more details regarding their intention for the event. Please remember to RSVP to the invitation by November 8<sup>th</sup>.
- The Friends of the Library were not invited to this year's City volunteer appreciation event. There were also library board members who were not invited. This was an oversight due to staff turnover at City Hall. The new staff were not aware that people had been missed when sending out the invitations.
- The Friends are looking at succession planning and would like to draw in more volunteers.

h) NCLF Board

- The board meeting was held on October 23<sup>rd</sup>.
- The operating finances were reviewed.
- They approved the 2024 budget.
- They have some funds left over from the 2023 budget so they will be distributing this between the 10 libraries who are members based on the government funding formula. There is a total of \$17,078 to be spent.
- One of the topics was the potential merger between the North Central Library Federation and the North East Library Federation.

i) BCLTA

- The BCLTA Board Retreat will be taking place in Vancouver next week. Mike Gagel will be attending.
- Mike will have the opportunity to meet the new Executive Director in person.
- The first bulletin has come out since the summer. Go to [BCLTA.ca](http://BCLTA.ca) to get the contact information if you wish to be on the mailing list.

- The list of upcoming workshops is listed on the bulletin. There is also a list of resources available to trustees.
- BCLTA also has a survey asking for feedback about what kind of services trustees are wanting from the association.
- BCLTA is advocating for the provincial government to raise the library annual funding to \$30 million that is distributed to all libraries in the province.

## 6. DISCUSSION/DECISION ITEMS

### a) Approval of Financial Statements to September 30, 2023

- The Financial Statements for September 30, 2023 was reviewed.

**Motion: That the Library Board approve the Financial Statements to September 30, 2023 as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

### b) Policy Update: 2.10 Privacy and Confidentiality

- The policy update for 2.10 Privacy and Confidentiality was reviewed.

**Motion: That the Library Board approve the updates to policy 2.10 Privacy and Confidentiality as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

### c) PG Tourism Centre Relocation

- Anna informed board members that the PG Tourism Centre will be relocated to the Civic Centre Rotunda. There will be renovations done prior to the move which are expected to be completed by summer of 2024.

### d) 2024 Library Operations Budget

- The 2024 Library Operations Budget was reviewed.

**Motion: That the Library Board approve the 2024 Library Operations Budget as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

### e) Library Trustee Term Expiries & Recruitment

- There are three members whose terms expire this year. Mike Gagel, Jennifer Wilczek and Arlene Stevens all have expired terms. Jennifer has reapplied, Mike has completed 8 years on the board so is unable to reapply and Anna has reached out to Arlene to see if she will be reapplying. Once it has been confirmed who all are reapplying, Paul will draft a letter from

Anna to city council members confirming the applications for term renewals and outlining recommendations for the skills and competencies of prospective new board members, highlighting the importance of board diversity.

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

a) Committee Meetings for November

- Library Advancement – November 14, 2023 at 12:00 p.m.
- Local History Committee – November 7, 2023
- Governance Committee – November 20, 2023 at 4:30 p.m.
- Board Meeting – November 30, 2023 at 6:30 p.m.

b) Board Look Ahead

- Deadline for board applications is November 9, 2023
- Studio Fair is November 3 – 5, 2023
- Civic Light-Up will take place later in November
- Board appointments will be decided in November
- Jeanne Clarke award nominations deadline will take place in January
- Friends of the Library is having a strategic planning session in January

**8. ADJOURNMENT**

**Motion: That the Library Board adjourn the regular board meeting and move to an in-camera meeting at 8:55 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**