

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, MAY 1, 2024 AT 6:30 PM
KEITH GORDON ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

Present: Anna Duff (Chair)
Jenne Amell (Vice Chair)
Councillor Garth Frizzell
Kirsten Thomson
Jen Wilczek
Erin Anderlini
Vash Ebbadi-Cook
Rahim Somani

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

Regrets: Andrea Palmer

6:30 p.m. Presentation of the 2023 Audited Financial Statements

Presentation of the 2023 Audited Financial Statements by KPMG

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 7:03 p.m.
- Erin shared a territorial acknowledgement of the unceded traditional lands of the Lheidli T'enneh people.

2. APPROVAL OF THE 2023 AUDITED FINANCIAL STATEMENTS

Motion: That the Library Board approve the 2023 Audited Financial Statements as presented by KPMG. The motion was moved and seconded. The motion was carried.

3. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Motion: That the Library Board approve the minutes of the March 27, 2024 meeting as distributed. The motion was moved and seconded. The motion was carried.

4. APPROVAL OF MEETING AGENDA

Motion: That the Library Board approve the agenda for the May 1, 2024 meeting as distributed. The motion was moved and seconded. The motion was carried.

5. ACCEPTANCE OF CONSENT AGENDA

- The Library Director made some amendments to the agenda and board look ahead.

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

5. REPORTS/PRESENTATIONS

a) Board Chair Report – Anna Duff

- Anna attended the Teen Art Showcase Awards reception on April 6th and made a land acknowledgement.
- Anna also met with Lisa and Karen from the Community Arts Council.
- On April 7th Jenne, Vash, and Anna met to discuss the BCLTA Resolution that was presented at their recent AGM regarding expanding the eligibility to be on the BCLTA.
- Paul and Anna made a presentation to Lheidli T'enneh Chief and Council and extended an invitation to have someone join the Library Board. They were very enthusiastic and eager to appoint a member to the board. Paul is drafting an agreement that both parties will sign.
- Following the signing of that agreement, PGPL will pursue a similar agreement with the Regional District.
- Anna attended the BCLTA AGM on zoom last week.

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.

- PGPL is launching a new wireless printing service called Princh on May 6th. Princh allows patrons to send print jobs from any internet-connected device (such as a smartphone, tablet, or computer) and pick them up from the print release station at either library branch.

Expanding our Reach

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

- There were 60 attendees at the “STEAM Build and Play” non-instructional day program hosted at the Bob Harkins Branch on April 26th. Organized in partnership with Exploration Place, CNC, UNBC's School of Engineering, and UNBC's Active Minds, the event included demonstrations and interactive activities such as an oil spill clean-up, coding Ozo robot, marshmallow catapult building, vacuum chamber, plasma balls, and hydraulic kits.
- The reception and celebration for the Teen Art Showcase was hosted at the Bob Harkins Branch on April 6th. There were 477 ballots submitted for the “People’s Choice Award” winner (Quinn Corbett’s "Fairy House"). There were 38 attendees at the event.
- The “Fungi in Mythology and Folklore” adult program, presented in partnership with the Northern BC Mycological Society, attracted 54 participants to the Nechako Branch on April 25th.
- PGPL and Theatre NorthWest (TNW) once again joined forces to present “Reading Between the Wines” at TNW on April 14th. There were 23 attendees at the event.
- Community Engagement Librarian (Youth) Larissa Clotildes and Collections Librarian Laura Weisgarber participated as judges and distributed program brochures to more than 100 participants of the Red Cedar Battle of the Books hosted at Ecole Lac des Bois Elementary on April 17th.

Developing Partnerships & Advocacy

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

- Paul and Board Chair Anna Duff appeared before Lheidli T’enneh Chief and Council on April 18th to share the Library Board’s proposal to pursue an agreement that would add an additional library trustee to the Board, as selected by Lheidli T’enneh First Nation. Council approved a motion to accept the proposal and begin working on a draft agreement together.
- The Friends of the Library Book Sale was hosted at the Bob Harkins Branch on April 12th and 13th. There were 927 visits to the branch on Saturday April 13th, and more than 1,500 visits over the two days of the book sale.
- Paul travelled to Vancouver April 22nd to 26th to attend the BC Library Conference and other meetings. The Association of BC Public Library Directors (ABCPLD) held their AGM on April 22nd at Richmond Public Library. During the meeting, Paul was elected to a second 2-year term as Secretary/Treasurer of the Association.
- The North Central Library Federation (NCLF) held their AGM and a Governance Session for library directors and trustees, facilitated by Babs Kelly, on April 28th in Prince George. At the AGM, PGPL trustee Kirsten Thomson was elected as Vice-Chair of the NCLF Board.
- The NCLF hosted an Emergency Planning and Business Continuity education session for library directors on April 29th at the Bob Harkins Branch of PGPL. The Library Directors Advisory Group held their quarterly meeting following the session.
- Larissa Clotildes continued her focus on making connections with teachers and school staff in SD57, presenting the session “Getting the Most Out of Your Public Library - Prince George Public Library Services to Teachers and Educators” at the BCTF North-Central Zone Spring Fling Conference on April 26th.

Designing Welcoming Spaces

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

- The Knowledge Garden opened for public access during Bob Harkins Branch open hours on April 29th.
- The Prince George Quilters' Guild display was featured in the stairwell of the Bob Harkins Branch during the month of April.

Strengthening Staff Communications & Relationships

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

- A number of library staff travelled to Vancouver to attend the BC Library Conference at the Pinnacle Harbourfront Hotel and Conference Centre April 23-25. PGPL was represented by Manager of Collections & Technology Chris Field, Collections Coordinator Patricia Gibson, Community Engagement Librarian (Youth) Larissa Clotildes, Collections Librarian Laura Weisgarber (who presented a conference session), and Community Engagement Library Assistant Victoria Ellis.
- Visual Marketing Assistant Kathleen Angelski is leaving PGPL to begin in a new role at College of New Caledonia. We are grateful for Kathleen's many contributions to the success of PGPL.
- PGPL welcomed new staff members who joined the team during the month of April: Customer Experience Shift Leader Tracy Corry, and new Library Services Pages Delaney Soares and Nicole Egglestone. We also congratulate Larissa Bezerra on her promotion to the position of Community Engagement Library Assistant.

c) City Council Representative

- Councillor Garth Frizzell has been in Victoria the last couple of days with the Mayor and Council to meet with the Premier and Ministers. They were unable to meet with Minister Kang so there was no opportunity to go forward with any advocacy for public libraries.
- The next advocacy push will be in September at UBCM. Time will be requested with Minister Kang at that time.

d) Library Advancement Committee

- There was a good discussion on the next steps for the Art Strategy Project.
- The committee recommends that the board focus its fundraising efforts on enhancing the use of the deck space, adding art pieces, seating options, and play structures. Paul and Kyanna will follow up with the City to solicit their support for the idea of performing engineering upgrades on the deck, which would need to happen prior to it being safe to access.
- Updated the Terms of Reference for board approval.

e) Governance Committee

- Reviewed the revisions to the Purchasing Policy.
- Looking into new Accounting Software.

f) Local History Committee

- No meeting was held.

g) Friends of the Library

- As of March 2024, the Friends of the Library has \$18,000 in their general account and \$9 in their Gaming account. Over \$6,000 in donations was received at the last book sale with the addition of \$1,200 in new memberships. There are currently 112 boxes of books in storage and 155 boxes were sold at the last book sale. The next sale will be in October.
- There was some inquiry brought forth as to if it's worthwhile to scan all of the books since not all of them are put into the book sale.
- There was a motion to temporarily stop donations by way of the library. They will be looking at other Friends of the Library groups and how they are handling this. This will be relooked at in September prior to the next book sale.
- There is a process in place for separating book sales and membership sales that allows the Friends to have a bit of an operating budget that doesn't affect the funding dollars for the library.
- The suggestion of planting a maple tree with a plaque in the Knowledge Garden, in recognition of Larry's many contributions to the Friends was well received. Possibly add previous board members and long-term service volunteers to the plaque as well.
- Code of Conduct is tabled for now.

h) NCLF Board

- On April 28th there was a board development session in the morning. The session was spent understanding the strategic plan and what the goals are.
- In the afternoon of April 28th their AGM was held. Kirsten Thompson is now the Vice Chair of the federation.
- The federation is devoting funding to support training and development for library employees.
- Dawson Creek library has recently joined Northeast Library Federation, however there was no further progress on the concept of combining the NELF with the NCLF.

i) BCLTA

- Anna attended the virtual AGM last week.
- Mike Gagel is continuing on the board for an additional year.
- Mike Gagel was the recipient of the Trustee Excellence Award at the BCLTA AGM; Anna was able to honour Mike's achievement with a few words at the award presentation.
- Jenne has now finished her term with the BCLTA board after two years of service.
- Anna has been elected to serve on the BCLTA Board.

6. DISCUSSION/DECISION ITEMS

a) Approval of Financial Statements to March 31, 2024

- The Financial Statements were reviewed.

Motion: That the Library Board approve the Financial Statements to March 31, 2024 as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.

b) 2023 Board Agreements with LTFN and RDFFG

- Paul met with the director of the Public Libraries branch Mari Martin and one of her staff members to update them and to obtain their input on the wording of the draft agreement. Paul is working to incorporate those suggestions into a draft agreement for review by the board and LTFN.
- Councillor Garth Frizzell requested that Eric Depeneau from the municipality be updated on the status of the discussions with LTFN, so that mayor and council can be briefed in preparation for intergovernmental meetings. Paul will send Eric an email updating him about the ongoing discussions.

c) BCLTA Motion at AGM

- There were two motions brought forward at the BCLTA AGM that were supported by the PGPL Library Board. One motion proposed expanding BCLTA Board eligibility to permit non-trustee members to participate in governance activities. The other motion addressed the need to have a timeline for reviewing the Association's policies and processes that may impact the ability to implement the first motion.
- There was mixed response from the membership regarding the motions, and they were tabled pending review by the Policy committee of BCLTA.
- Anna has joined the BCLTA Board and will try to contribute to the policy review and discussion regarding these motions
- Anna will keep board members updated on the progress of this initiative.

d) Update to Policy 7.1 Purchasing

- Updates to the policy were reviewed.

Motion: That the Library Board approve the updates to Policy 7.1 Purchasing as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.

e) Library Advancement Committee Terms of Reference

- Updates to the Terms of Reference were reviewed.

Motion: That the Library Board approve the Library Advancement Committee Terms of Reference. The motion was moved and seconded. The motion was carried.

f) Great Northern Chili Cookoff

- The event is scheduled for May 25th, which means it may already be too late to enter a team.
- The board has participated for a number of years in this community event, and the event is hosted by the Community Arts Council, an important partner organization.
- Given the capacity limitations of Engagement Team members who would be assisting with board participation in the event, it was decided that the library will not be able to participate in the event this year.

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

a) Committee Meetings for June

- Library Advancement – May 14th at 12:00 p.m.
- Governance Committee – May 21st at 4:30 p.m.
- Board Meeting – May 22nd at 6:30 p.m. (presentation of annual report)

b) Board Look Ahead

- Queer Connections Pride Picnic – Lheidli T'enneh Memorial Park (**July 7th, 2024**)

8. ADJOURNMENT

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



Paul Burry
Library Director



Anna Duff
Chair