

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, MAY 22, 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

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

Regrets: Andrea Palmer
Rahim Somani

6:30 p.m. 2023 Annual Report Presentation

Presentation of the 2023 Annual Report by Paul Burry

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 7:05 p.m.
- Vash shared a territorial acknowledgement of the unceded traditional lands of the Lheidli T'enneh people.

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

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

3. APPROVAL OF MEETING AGENDA

Amendment: Library Advancement Committee report moved to 5. a) on the agenda.

Motion: That the Library Board approve the agenda for the May 22, 2024 meeting as amended. The motion was moved and seconded. The motion was carried.

4. 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 distributed. The motion was moved and seconded. The motion was carried.

5. REPORTS/PRESENTATIONS

a) Board Chair Report – Anna Duff

- Anna attended the Prince George Regional Heritage Fair to present an award on behalf of the library for the Local History Committee. There was a large number in attendance and the displays were great. Larissa, a library staff member who helped organize the event, did a great land acknowledgement that included sign language to make it more inclusive. It was nice to see how the Huble Homestead had a representative there and the Exploration Place shared other awards and other organizations that were involved in supporting the awards. It was really good to see how people are coming together in this library space.
- Anna also attended the BCLTA board meeting for the first time and is now a board member. She also joined their Policy Committee which will be reviewing the motion the library put forward at the AGM regarding the expanding of the eligibility of the board to non-trustees to fill different needs or gaps and skills and perspectives that had been identified.
- Anna attended the city's Finance and Audit presentation. Kyanna and the auditor did the presentation and Kyanna did a great job answering the questions that were asked.
- Tourism PG, had an architect come up from Vancouver that's helping with the Canada Games Plaza. He visited the library and was impressed with the windows and how well the building has held up. He was also surprised at how busy it was for a weekday, mid morning. He said architects always like working with libraries and he was very thoughtful and very aware of all the people that use the Plaza space and use the library. If things were to progress with anything with the library, Anna would recommend him.

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 and the members of the IT team are gathering information and quotes to begin a website re-design project for the library's website.
- The library has contracted with Monogram Communications to provide marketing, promotions, and communications support in the absence of the Manager of Communications and Engagement Jen Rubadeau.

Expanding our Reach

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

- The “Latin Dance Nights” program series launched on May 16th at the Bob Harkins Branch. The program teaches participants the basics of Salsa, Bachata, Samba de Gafieira, and Forro, with instructors Lucas Moura and Larissa Bezerra. 26 people attended the program.
- Paul and Manager of Customer Experience & Service Delivery Sheila Littler attended the Roundtable Discussion on Anti-Racism in Northern BC at the House of Ancestors on May 16th. The event was a community engagement initiative undertaken by the provincial government in connection with the recent enactment of the Anti-Racism Data Act.
- PGPL is once again offering free library services to visitors forced to evacuate their homes and travel to Prince George due to a wildfire. The Emergency Card Profile allows basic library services to temporary residents of Prince George.
- The “Kids Can” crafting series has resumed, with 11 participants joining the “Kids Can Crochet” program at the Nechako Branch on May 16th
- The library hosted the Prince George Regional Heritage Fair at the Bob Harkins Branch on May 10th. The event encourages students in Grades 4-10 to explore an aspect of Canadian heritage in a dynamic and captivating learning environment. Students are encouraged to research any aspect of Canadian history and present the results of their efforts in a public forum. Board Chair Anna Duff attended the event, and presented the Kent Sedgwick Research Award honouring a student whose project best demonstrates outstanding research on a topic related to Prince George or Northern BC history. There were 765 visits to the branch during the day.

Developing Partnerships & Advocacy

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

- KPMG and Manager of Finance & Facilities presented the library's 2023 Audited Financial Statements to the Finance & Audit Committee in council chambers on May 8th. The library's clean audit was approved by the council members on the committee.

- The library’s Statement of Financial Information (SOFI) for 2023 was submitted to the provincial Libraries Branch in accordance with the requirements of the Library Act.
- PGPL completed and submitted the 2023 Annual Statistics Survey of library performance measures collected by the provincial Libraries Branch on May 15th as required by the Library Act.
- Paul and Manager of Finance & Facilities Kyanna Coe attended a visioning exercise for the development of the Tourism PG Visitor’s Centre in the Canada Games Plaza on May 3rd.

Designing Welcoming Spaces

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

- Manager of Collections & Technology Chris Field is working with a cybersecurity insurance firm to upgrade PGPL’s cybersecurity measures and ensure that the organization has robust security and incident response capability.
- A significant water leak in the ceiling of the Nechako Branch facility has resulted in damaged books and shelving units at the branch, and caused the closure of the facility on May 6th.
- There have been water leaks in multiple areas of the ceiling at the Bob Harkins Branch over the past few weeks, including in the skylight over the main staircase. In the Support Services area, 25 interlibrary loan books being processed at a staff workstation were damaged and PGPL will have to reimburse the lending libraries to replace the books.
- PGPL partnered with City of Prince George landscaping and gardening staff to present the “Garden Knowledge in the Knowledge Garden” event on May 15th. The event allowed attendees to participate in the annual planting of the garden and ask questions of the gardening experts from the City.

Strengthening Staff Communications & Relationships

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

- Library Assistant Larissa Bezerra has been promoted to the position of Visual Marketing Assistant. She begins in her new role on May 25, 2024.
- A number of staffing changes have been implemented to support the Community Engagement team in their work while Manager of Communications & Engagement Jen Rubadeau is on extended leave. Youth Engagement Librarian Larissa Clotildes will continue to oversee the work of the team in the acting role of Public Service Coordinator. The role of Program Coordinator has been posted to temporarily support program and event planning, scheduling, and other logistics functions.
- PGPL hosted the Joint CUPE-Management Committee Meeting at the Bob Harkins Branch on May 3rd.

c) City Council Representative

- Councillor Garth Frizzell attended meetings in Victoria this week with the Mayor and other Council members.
- They attended nine meetings with ministers, one with the premier, meetings with the heads of the opposition and one of the other parties.
- They didn't get to meet with Minister Kang, who's responsible for public libraries, but they did a lot of work moving forward on housing, mental health and addiction.
- Lheidli T'enneh council members attended as well and this made a big impact and may have helped open some doors to access provincial ministers and their staff.
- The details of the trip were shared with council members and the public at a council meeting, where there was support for the value of this kind of advocacy work.
- There's a Town Hall next week on the housing and homelessness, mental health and addictions. One result of the trip to Victoria was mental health and addictions committing to fund up to \$58,000 for the naloxone costs for the city. City staff currently administer aerosolized naloxone, but mental health and addictions said they would pay for the injectable naloxone, which would cost about \$58,000. City staff should be getting trained in the aerosolized version of naloxone, but that cost will be paid for by the city.
- In regards to the lower Patricia Blvd encampment, the plan is to provide adequate housing for people, with a set up in a transitional spot with proper sanitation, places for food and adequate housing by the fall. This would allow the city to clean up and remediate the lower Patricia area while treating the encampment residents with dignity.

d) Library Advancement Committee

- The committee discussed advocacy efforts for upcoming library events that could involve board participation.
 - The Queer Connection night will be held on July 7th and the BCNE will be held from August 17th to August 20th. These events will be discussed below under decision items.
 - Also discussed was the news article regarding the discussion of unfunded capital projects at a recent council meeting. The upgrade of the concrete deck at the Bob Harkins Branch was among the capital projects discussed. This item will be discussed further under decision items.
- e) Governance Committee

- No meeting was held.

f) Local History Committee

- No meeting was held.

g) Friends of the Library

- The Friends of the Library will be meeting tomorrow.

h) NCLF Board

- No report.

i) BCLTA

- The next meeting is in a couple of months.
- Once the Policy Committee meets, Anna will update the board on what is happening.
- Laura Vilness is the President.
- Mike Gagel will remain on the board for the next year.
- Rob Bennie is the Chair of Policy Committee.

6. DISCUSSION/DECISION ITEMS

a) Board Participation in Summer Events

- Queer Connections Pride Picnic will be held on Sunday, July 7th from 3:00 p.m. to 7:00 p.m. The library is participating in this event and could use support from the board. Paul will send an email to the board with details of the event and a call for volunteers.
- The PG Pride Society has disbanded but a new Pride Society has been established. That means the Pride Parade may be going ahead this summer.

b) Unfunded Capital Projects at City of Prince George

- The deck project was one that the Library Advancement Committee identified as a possibility for board fundraising efforts, as part of the Art Strategy. It is important that the board commits to fundraising for specific projects that enhance library services and demonstrate the value of supplementing municipal funding through fundraising and internally generated revenue initiatives.
- Upgrading the deck has been a priority for many years, as it is a great way to dramatically increase the library's usable square footage without having to build new structures. Board fundraising would permit the purchase of enhancements for the deck, such as sculptures, seating options, and interactive play structures.
- A discussion took place at the Library Advancement Committee meeting and then Paul reached out to Andy Beasley of the City of Prince George and let him know that the board was planning to identify this as a focus of their fundraising efforts. The board's plan relies on City support for the deck upgrade project, and Andy responded positively and suggested setting up meetings to discuss further.

- Paul let them know that the board would likely be writing a letter of support directed to council to say that this project is something that we'd like to see them prioritize.
- Paul will draft a letter of support and share with Anna prior to sending. Anna and Paul also discussed soliciting the support of Tourism PG, since they will be a neighbour using the same space. Paul will reach out to solicit their support.

c) Update on Board Agreements with LTFN and RDFFG

- Paul is working on drafting an agreement for the board to review. He has received recommendations from the Libraries Branch for that document. Lheidli T'enneh have sent over a copy of their resolution from their board minutes. Paul has also shared the Trustee Orientation video from January for them to make use of.

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

a) Committee Meetings for June

- Library Advancement – June 11th at 12:00 p.m.
- Governance Committee – June 18th at 4:30 p.m.
- Board Meeting – June 26th at 6:30 p.m. (PGPL Partnership with School District 57, by Larissa Clotildes)

b) Board Look Ahead

- National Indigenous Day at Lheidli T'enneh Park (**June 21, 2024**). The library will have a booth set up.

8. ADJOURNMENT

Motion: That the Library Board adjourn the library board meeting at 8:05 p.m. and move in-camera. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Anna Duff
Chair