

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, JUNE 26, 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)

Regrets: Andrea Palmer

6:30 p.m. PGPL Partnership with School District 57 Presentation

PGPL Partnership with School District 57 by Larissa Clotildes

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 7:12 p.m.
- Anna 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 22, 2024 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 June 26, 2024 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, Paul and Garth met with Babs Kelly. They talked about some potential issues that may impact the library. It was helpful to get Bab’s viewpoint on some of these issues. Anna will connect with Babs tomorrow to inquire if she will facilitate a 360 review for the Library Director, Paul Burry, which came up at the Governance Committee meeting. Also, to see if she will facilitate or give the library resources for a Trustee Self Evaluation. Hopefully this will take place by the fall or early winter when board members are up for renewal and when Paul is due for his next performance review.
- Anna reviewed and presented the 2023 Annual Report to Council. It all went very well. Paul and Amy did a great job preparing the presentation and speaking notes.

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 made a number of upgrades to the library’s cybersecurity measures, including making login credentials more secure, updating the configuration of staff remote desktop connections, and purchasing a cybersecurity insurance policy that provides protection for the organization in the event of a cyber-attack.

Expanding our Reach

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

- 655 people visited the PGPL booth at the National Indigenous Peoples Day celebrations at Lheidli T’enneh Memorial Park on June 21st. The booth featured an outreach kit, button making craft, the giant chess set, various “Strong Nations” card games and puppets, and poster-sized versions of Francois Prince’s Dakelh Syllabics chart. Library staff distributed 104 Children’s brochures, 55 Teen brochures, and 61 Adult brochures.
- Youth Engagement Library Assistant Sarah Wildi hosted the “June Jamboree” musical program on June 18th. The all ages sing-along and music jam in the Knowledge Garden attracted 38 participants.
- The Tapestry Singers children’s choir hosted a singing workshop on June 13th at the Bob Harkins Branch, for youth interested in joining a choir, or who just love to sing. The event attracted 71 participants.

- PGPL staff travelled to Shas Ti Kelly Road Secondary for an outreach event engaging with secondary school students. Library staff interacted with 98 students and staff during the outreach opportunity.
- The “Art Attack” non-instructional day program for children on June 3rd at the Bob Harkins Branch was attended by 101 people.

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 presented the 2023 Annual Report Presentation to council on June 24th. The presentation was well received.
- Paul and Manager of Customer Experience & Service Delivery Sheila Littler attended the Community Safety Town Hall at the Prince George Conference & Civic Centre on May 28th.
- Planning is underway to host the 2025 Beyond Hope Library Conference. Library staff met for a kickoff meeting on June 20th. The conference will take place at the Prince George Conference & Civic Centre on June 9th and 10th of 2025.
- PGPL partnered with the PG Naturalist Club & Native Bee Society of BC to host the “Bees in BC” program on June 15th. There were 24 attendees at the event, which featured an “outdoor bee walk” at the David Douglas Botanical Garden after the presentation.

Designing Welcoming Spaces

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

- Paul & Manager of Finance & Facilities Kyanna Coe met with Director of Civic Facilities & Events Andy Beasley and Manager of Facilities Maintenance Division Dale Martens on June 18th. The meeting included discussion of plans for capital upgrades at PGPL, as well as the need to develop a facilities lease agreement between PGPL and the City of Prince
- George. PGPL will continue to work with City staff to move forward with facilities projects.
- A water leak on the roof of the Nechako Branch on June 22nd and 23rd caused significant damage to the branch collection and facility. The branch remains closed to the public until the damage is repaired and the building is safe to reopen.
- Damaged panes of glass on the windows at the Bob Harkins Branch were replaced on June 5th and 6th.

Strengthening Staff Communications & Relationships

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

- Lyoshi LaMair will be joining the PGPL team on July 8th in the role of Manager of Operations. Lyoshi will be providing support and coverage for Manager of Finance & Facilities Kyanna Coe, who has decided to continue working, mainly from home, following the birth of her child.
- All library staff participated in a Staff Training & Development day on June 10th. The library was closed to the public for the day, and Phil Eastwood of Fiore Group Training joined library staff at the Bob Harkins Branch for a day of health & safety training. Phil presented practical tools for staff on two important safety topics: Workplace Violence Prevention & Respect in the Workplace.

- The library’s Code of Conduct and Suspension Guidelines have been updated to ensure that patrons are aware of the expectations for their visits to PGPL facilities and events, and so that there is fairness and consistency in the how suspensions are handled by staff. New “Thank you for your respect” signage has also been added at both branches.
- Amy Dhanjal of Monogram Communications has joined PGPL in a communications consulting role, to provide support on Marketing and Communications priorities. Amy is working remotely from her home in Abbotsford, but joined PGPL team members in person at the Bob Harkins Branch on June 11th.

c) City Council Representative

- Councillor Garth Frizzell felt the 2023 Annual Report presentation to Council was a celebration of success on how much is going on at the library. There were not a lot of Questions about 2023 but some regarding the current situation with the Nechako Branch. There was no negative feedback.
- The presentation had a good strategy for presenting issues that are currently happening.
- The deck infrastructure was brought up which shows the interest in having that space used. That was very positive. Thanks to Anna and Paul for a good representation of the work of the board.
- The next Civic election is 2026.
- The library will need to get word out to council on what it needs through advocacy and strategy.
- Look at other places for the library in the Hart. Possibly have an information gathering with Paul, Anna, Garth and Andy. Paul, Anna and Garth have a strategic meeting before that meeting.

d) Library Advancement Committee

- There was discussion of the Tap to Donate service and using this to assist in the board’s fundraising initiative. Kyanna will be attending the next LAC meeting to update committee members on this initiative.
- Jen thanked board volunteers for contributing to advocacy efforts in support of the library. Watch for future emails for upcoming opportunities to volunteer, including for the BCNE.
- Paul updated the committee about staffing changes, including Amy of Monogram Communications supporting the library’s communications functions, including attending LAC meetings in the future, as needed.

e) Governance Committee

- Anna spoke about wanting to meet with Babs Kelly to gather information regarding using her as a consultant for the Library Director’s 360 review and for Trustee self evaluations.
- Paul updated the committee regarding staffing changes, including the hiring of Lyoshi LaMair in the role of Manager of Operations, to support Kyanna following the birth of her baby.

f) Local History Committee

- No meeting was held.

g) Friends of the Library

- The Friends of the Library appreciated the invite to attend the presentation of the Annual Report to Council.
- They are currently receiving \$2 per book from Good Book which is not very profitable considering the amount of work that is involved in the process.
- They will not be meeting again until September.
- The recognition plaque for Larry Killeen's dedication and service to the FOTL has arrived.

h) NCLF Board

- The next meeting is October 21st. Kirsten will be unable to attend, so the liaison alternate, Vash, will attend the meeting in her place.
- The NCLF is doing a rebranding.
- The Director of the NCLF has resigned so there will be a recruitment process in place. Kirsten will be a part of that process.

i) BCLTA

- Anna attended a Trustee onboarding session that was well facilitated. It was an effective orientation.

6. DISCUSSION/DECISION ITEMS

a) Approval of Financial Statements to May 31, 2024

- Paul reviewed the Financial Statements with board members.

Motion: That the Library Board accept the Financial Statements to May 31, 2024 as distributed. The motion was moved and seconded. The motion was carried.

b) Summer Board Meeting Schedule

- It was decided that the August board meeting and committee meetings will be cancelled.

c) Update on Board Agreements with LTFN and RDFFG

- The draft document has been uploaded to the board's Sharepoint site. Paul included several appendices with background information and minutes from meetings held regarding the agreement.
- The structure of the document came from the information Paul received from the BC Public Libraries Branch.

- It would be worthwhile to have this document reviewed by city staff and get the opinion of the Chief Administrative Officer for the City who was a part of the development of the MOU with Lheidli T'enneh.
- Paul will send copies of the draft to Kirsten and Vash for additional input and revision, prior to sharing with the Lheidli T'enneh.

d) 360 Performance Review for Library Director

- Anna will be talking to Babs Kelly tomorrow to see if she is interested in facilitating the 360 review of the Library Director and to see what improvements could be made to the process. Babs may choose to speak to some staff members or do a survey.

e) Trustee Self-Assessments

- Anna will be talking to Babs to see if she would be willing to assist with a Trustee Self-Assessment process. This could be to celebrate things that are being done well and seek support for items that need improving.
- Hoping to have this done late fall or early winter.

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

a) Committee Meetings for July

- Library Advancement – July 9th at 12:00 p.m. (this may be rescheduled)
- Governance Committee – July 16th at 4:30 p.m.
- Board Meeting – July 24th at 6:30 p.m.

b) Board Look Ahead

- BCNE August 15 – 18, 2024 – Paul will send out a schedule for that event for those who are interested in volunteering to help out.

8. ADJOURNMENT

Motion: That the Library Board adjourn the library board meeting at 8:21 p.m. The motion was moved and seconded. The motion was carried.

Paul Burry
Library Director

Anna Duff
Chair