

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY, JULY 24, 2024 AT 6:30 PM
KEITH GORDON ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

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

Also Present: Paul Burry (Library Director)

Regrets: Jenne Amell (Vice-Chair)
Andrea Palmer

6:30 p.m. Book Challenges & Public Libraries Presentation

Book Challenges & Public Libraries by Paul Burry

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 7:22 p.m.
- Erin 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 June 26, 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 July 24, 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 amended to add the minutes of the Library Advancement Committee meeting of July 16, 2024. The motion was moved and seconded. The motion was carried.

5. REPORTS/PRESENTATIONS

a) Board Chair Report – Anna Duff

- Anna had several meetings in her professional capacity that intersected with her role on the library board, including with Mayor Yu and new Executive Director of the Chamber of Commerce Neil Godbout, a former library trustee and staff member.
- Anna shared information with Library Director Paul Burry about a Red Cross grant funded program to make N95 masks available to organizations for free.
- Anna and Board Vice-Chair Jenne Amell met with Babs Kelly to discuss plans for the library director's performance review and the trustee self-assessment process.

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.

- New cashier tills have been added at both branches to make it easier to process in person payments at the library.
- The “World of Curiosities” Summer Reading Program kicked off on July 5th with an all-ages magic show presented by Leif David. The event was made possible with support and sponsorship provided by the North Central Library Federation. 192 people attended the event.
- The all-ages “Games in the Garden” program runs July 26th at 1:00 pm in the Knowledge Garden adjacent to the Bob Harkins Branch. The event features giant chess, parachute games, chalk art for families looking for summer outdoor activities.

Developing Partnerships & Advocacy

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

- Crisis Intervention Specialist Alexis Redenbach of the Provincial Health Services Authority visited PGPL to introduce the services available to the library through the Mobile Response Team. The MRT provides critical incident response services and support for front line workers dealing with clients who experience homelessness, mental illness, and substance use issues. The service has recently been expanded to include public library workers.
- Community Engagement staff partnered with Two Rivers Gallery to host the PGPL craft booth at the BMO Community Art Days event in the Canada Games Plaza on July 13th. PGPL staff interacted with 220 event participants during the event.
- North Central Library Federation Director Thom Knutson has resigned from his position and recruitment efforts for his successor are underway. Paul will be participating on the recruitment panel on behalf of the Federation's Library Directors' Advisory Group.

Expanding our Reach

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

- The “Paws 4 Stories” program series will run through July and August at the Bob Harkins Branch. The program invites children between the ages of 5 and 12 years old to read to one of the therapy dogs visiting the library. The program is held in partnership with St. John Ambulance.
- PGPL staff and board members partnered with the Northern BC Queer Connection Society to participate in the Pride Picnic at Lheidli T’enneh Memorial Park on July 7th. The team interacted with 378 people during the course of the event.
- Community Engagement library staff travelled to Huble Homestead for an outreach event on July 20th, sharing information and promotional materials about PGPL. The team interacted with 143 people during the event.

Designing Welcoming Spaces

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

- The Nechako Branch reopened to full service on July 15th, following two weeks of closure due to the recent roof leaks and water damage. The second week of closure the branch staff offered curbside pickup service for patrons wanting to borrow requested materials.

Strengthening Staff Communications & Relationships

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

- Community Engagement Library Assistant Carlos Yu joined PGPL in July and is working with other Youth team members leading the Summer Reading Club and other children’s programs.
- Paul shared the 2023 Year in Review presentation with library staff at a recent “Talk-o-Topics” session.
- All library staff are registered to take a series of online cybersecurity training courses through the Curricula Security Awareness Training platform. The training helps staff ensure that they are following recognized cybersecurity protocols in their use of computer resources at PGPL.

c) City Council Representative

- Councillor Garth Frizzell is continuing to make plans for attending the UBCM convention in Vancouver in September.
- The Intergovernmental Affairs Committee will be bringing two motions to city council: one regarding joining the Lieutenant Governor of BC’s new Human Trafficking Prevention Network, and one declaring intimate partner violence an epidemic.
- Council has approved a proposal to work on drafting an MOU with local MLAs and MPs to collaborate to address problems in our community regardless of the jurisdictional restrictions and boundaries that normally hinder those efforts.
- Council and municipal staff are making preparations to support and host evacuees from the wildfire in Jasper, AB.

d) Library Advancement Committee

- Jennifer Wilczek confirmed that several board members have volunteered to assist with the library's booth at the upcoming BCNE, but it's not too late to come forward if anyone else is interested in participating.
- Manager of Finance & Facilities Kyanna Coe joined the LAC meeting to share some information about the board using the TipTap to Donate service to assist in fundraising activities. The slide deck from her presentation is available in the board agenda package. Paul and Kyanna will be following up with the vendor to work out some of the details of how the service could be used at PGPL.

e) Governance Committee

- The June financial statements were unfortunately not completed in time to include in the July Governance Committee's agenda package.
- Anna and Jenne met with Babs Kelly to discuss using her consulting services to assist in conducting a 360 review of the Library Director. They are working on obtaining detailed quotes for these services.
- Using Babs Kelly's services for trustee self-assessments may need to be postponed until next year, given the cost of doing both this process and the 360 review.
- The committee also reviewed the library's Collection Development Policy, and recommended that a review and discussion of the policy be included in Paul's board presentation on Book Challenges & Public Libraries. Further discussion and review of the policy may
- The committee is drafting a Mobile Device Reimbursement policy for approval at a future board meeting.

f) Local History Committee

- No meeting was held.

g) Friends of the Library

- No update.

h) NCLF Board

- No update.

i) BCLTA

- No update.

6. DISCUSSION/DECISION ITEMS

a) Update on Board Agreements with LTFN and RDIFFG

The draft of the agreement has been reviewed by Kirsten and Vash and a number of updates implemented into the document. Paul and Anna will determine next steps, including possibly sharing the draft with City Manager Walter Babicz.

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

a) No Committee Meetings for August

b) Board Look Ahead

- BCNE August 15–18, 2024. Paul will email the final schedule for trustee volunteers.
- National Day for Truth & Reconciliation September 30, 2024. Plans to partner with SD57 and Legacy of Hope for the Youth on Reconciliation project have been postponed until next May/June due to capacity limitations.

8. ADJOURNMENT

Motion: That the Library Board adjourn the library board meeting at 7:54 p.m. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Anna Duff
Chair