

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY SEPTEMBER 25 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)  
Rahim Somani  
Jen Wilczek  
Vash Ebbadi-Cook

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

Regrets: Erin Anderlini  
Councillor Garth Frizzell  
Kirsten Thomson

***6:30 p.m. Privacy Management Program Presentation***

*Presentation on PGPL's Privacy Management Program by Manager of Customer Experience  
and Service Delivery Sheila Littler*

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

- The meeting was called to order at 7:18 p.m.
- Jenne Amell 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 July 24, 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 September 25, 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 shared that she has communicated with trustee Andrea Palmer and confirmed that she is resigning from the Library Board effective immediately. Paul has shared the news with municipal staff so that a replacement can be recruited during the current recruitment period.
- Anna was among the board members who volunteered their time to participate in the library's booth at the BCNE, and enjoyed interacting with library staff and community members. Vash confirmed that he and staff member Raghu interacted with over 300 people during his time participating at the BCNE.
- Anna was able to refer UNBC researcher Greg Halseth to library staff in connection with a project he is involved in regarding creating community driven research around services and supports for those experiencing homelessness. Greg was able to meet with staff and gather some useful information for his project, and was appreciative of the library's support for the project.
- BCLTA board meeting is scheduled for later this month.
- Anna received lots of positive feedback and support for the Touch-a-Truck event held on August 23<sup>rd</sup> in the Canada Games Plaza.
- Anna and Paul presented to members of council and city administration regarding book challenges and intellectual freedom, at a "Lunch and Learn" session on September 11<sup>th</sup>.

##### 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.*

- Members of the Leadership Team have met with a legal expert on issues around event liability, to discuss the best way to offer after hours library events like nerf tag. The team is working on updating the risk assessment process and event waiver documentation.
- PGPL has contracted with Splash Media Group to collaborate on an organizational website design and rebranding process. Comprehensive public engagement will be incorporated into the project, with the process scheduled to begin in October.

## **Expanding our Reach**

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

- Community Engagement staff members have attended a number of outreach events in our community during August and September, including:
  - BCNE Seniors Fair (over 500 engagements with attendees)
  - BCNE (1,505 interactions with visitors over 2 days)
  - UNBC Student Orientation (107 interactions with students)
  - CNC Student Orientation (96 visits to the PGPL kiosk)
  - CNIB Mobile Hub on September 12<sup>th</sup> (60 attendees)
  - Beaverly Community Block Party on September 14<sup>th</sup> (28 interactions)
- Once again the library’s Summer Reading Club program was concluded with the “Touch-a-Truck” community event, held in the Canada Games Plaza on August 23<sup>rd</sup>. The event attracted approximately 1,400 participants. 16 partner organizations contributed 24 vehicles. The mini-rail was free to ride. The drive-in movie that followed was attended by 145 people. Overflow seating and a second viewing area for the film were provided in the children’s area of the Bob Harkins Branch.
- Storytime and Babytime programs resumed at both branches starting on September 14<sup>th</sup>.
- The “Read to Me in French” program has been revamped to increase attendance and awareness of the program in our community. Marketing materials for this program are now bilingual, and the age range has been expanded to 0-12 years of age. 6 people attended the first session this Fall.
- The library is offering a number of Elections BC Information Tables throughout September and October, working in partnership with Ambalika Roy, the Democratic Engagement Facilitator working in the Democratic Engagement Exchange at the Toronto Metropolitan University. In support of the effort to promote voting in the upcoming provincial election, the library is using the “Vote Pop-Up Toolkit,” which includes sample ballot boxes, ballots, cardboard screens, pencils, etc. The purpose of the kit is to demystify the voting process, reduce anxiety for first-time voters, and provide a space for people to ask questions about the voting process itself.
- The library’s Story Walk program has relocated from Masich Place stadium to Duchess Park Dog Park. There were 240 story walk engagements during the month of August.
- Library staff distributed 750 reading records to children during this year’s Summer Reading Club. There were 938 ballot entries for the Adult Summer Challenge.

## **Developing Partnerships & Advocacy**

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

- The BC Public Libraries Branch has issued “BC’s Strategic Plan for Public Library Service: Refreshed Strategies and Actions.” The document provides an update to the Branch’s existing Strategic Plan.
- In August Paul participated on the recruitment panel for the position of Executive Director of the North Central and North East Library Federations. Current Executive Director Thom Knutson is leaving to become the Director of the IslandLink Library Federation. An announcement about the new NCLF and NELF Director has not yet been made.
- Paul and Councillor Garth Frizzell met with City Manager Walter Babicz on August 16<sup>th</sup> to discuss the draft LTFN-PGPL Agreement. They also made plans for doing a presentation to council regarding intellectual freedom and book challenges at an upcoming “Lunch & Learn Session.”
- Paul and other members of the Leadership Team met with UNBC researcher Greg Halseth to discuss building a community-driven research agenda to address homelessness and poverty in our community. This was a great opportunity to share the library’s perspective on some of the challenges the organization and community have been facing.
- Paul attended the Association of BC Library Directors (ABCPLD) Board meeting on September 17<sup>th</sup>, in his role as Secretary Treasurer. The Board is working on plans for the Association’s fall business meeting, and discussed strategy for participation in the UBCM convention in Vancouver, September 16-20. The Association’s new “We’re Overdue!” advocacy campaign with the provincial government will be launched during UBCM.
- Paul is travelling to Burns Lake Public Library on September 27<sup>th</sup> to participate in an NCLF Library Directors “Peer to Peer” professional development session.
- Paul participated in the NCLF’s Library Directors Advisory Group (LDAG) meeting on September 18<sup>th</sup>. The committee members reviewed and made recommendations regarding the proposed budget to be presented at the October NCLF Board Meeting.
- Paul and Board Chair Anna Duff shared the “Intellectual Freedom & Book Challenges in Libraries” presentation at the “Lunch & Learn” session for council members on September 11<sup>th</sup>, 2024. The session was well received and a lively discussion of the issues took place following the presentation.

### **Designing Welcoming Spaces**

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

- In honour of National Day for Truth & Reconciliation on September 30<sup>th</sup>, the stairwell display during the month of September features the work of Indigenous artist Crystal Behn. The exhibition features acrylic paintings, beadwork displayed in shadowboxes, and a moose hide shawl.
- The Engagement team have created new accessibility language that will be included in all program event listings on the website. This includes a general accessibility statement for each branch, as well as specific “what to expect” information for each program. This will be launched with the November-December programs.

- The partnership developed with the City of Prince George landscaping staff during the “Gardening Knowledge in the Knowledge Garden” program in May was further advanced in August, when the gardeners informed PGPL staff of ripened fruits and vegetables available for harvest. Library patrons were directed to the garden, where they were invited to pick kale, peas, beans, strawberries, and zucchini. City staff confirmed that many more people helped themselves to the harvest this year than in previous years.

### **Strengthening Staff Communications & Relationships**

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

- The library is offering Naloxone training sessions for any staff members interested in learning how to administer this life-saving intervention. The training sessions are scheduled to take place on September 25<sup>th</sup> and 26<sup>th</sup>.
- Charmaine Roisum joined the Community Engagement Team as the Adult Engagement Librarian on September 3<sup>rd</sup>, 2024.
- Temporary Accounting Clerk II Beatriz Jumawan joined the library September 3<sup>rd</sup>, 2024.
- Manager of Operations Lyoshi LaMair is providing coverage for some HR roles and functions with HR & Executive Assistant Lisa Martinson on extended leave.
- Alexis Redenbach from the Provincial Health Authority’s Mobile Response Team will be offering a two-part workshop for all staff on establishing and enforcing boundaries. The sessions are scheduled for September 27<sup>th</sup> and October 4<sup>th</sup> at the Bob Harkins Branch.

#### c) City Council Representative

- No update

#### d) Library Advancement Committee

- Amy Dhanjal of Monogram Communications joined the meeting in September to discuss plans for assisting the committee with the deck upgrade fundraising campaign. She shared some best practices documentation for committee members to review, and will be joining the committee to provide an action plan for the project.
- Paul & Kyanna are meeting this week with a representative from Tiptap to Donate, to discuss using their services for the board’s fundraising initiative.
- The committee also discussed potential advocacy opportunities, including the volunteer appreciation event at Canada Games Plaza, and the National Day for Truth & Reconciliation event on September 30<sup>th</sup> at Lheidli T’enneh Memorial Park.

#### e) Governance Committee

- Anna reviewed the committee’s discussion of the Collection Development Policy, with the recommendation that the board approve a plan to request that members of the Collections Team review the policy and benchmark it against similar policies at other public libraries, and bring suggestions for updating the policy to the board for approval.

**Motion: That the Library Board directs the Library Director to review and make recommendations for updating PGPL's Collection Development Policy, benchmarking it against similar policies at other public libraries. The motion was moved and seconded. The motion was carried.**

- Library board members whose terms are expiring this year are required to reapply for an additional term on the board, if they wish to continue serving. Andrea Palmer has stepped down from the board, and Erin Anderlini will not be renewing her term. Paul will draft a letter to council regarding term renewals and filling the other vacancies on the board. Current board members are reminded to use their networks of community connections to encourage potential trustees to apply for the board.

f) Local History Committee

- No meeting was held.

g) Friends of the Library

- The Friends of the Library board has not met since May, but are scheduled to meet tomorrow. Jenne is unable to attend the meeting, but will contact her alternate Garth Frizzell, to see if he is able to attend in her absence. Kyanna and Jenne will discuss options for supporting a virtual meeting option for FOTL board meetings.
- The FOTL board expresses their thanks for being invited to participate in the Prince George Volunteer Appreciation event.
- Edel Toner-Rogala has resigned as Chair of the FOTL board, with Lila Reynolds continuing to perform the role of Acting Chair of the board until elections are held at the AGM in October. Ana Peasgood has also retired from the board.
- The heavy rain and flooding at the Bob Harkins Branch destroyed some of the boxes of books in the storage containers in the parking lot. The books have been sorted and damaged material has been removed. There are enough boxes of books remaining for stocking the upcoming book sale.

h) NCLF Board

- The next board meeting is scheduled for October 21<sup>st</sup>. Vash will be attending in Kirsten's absence, as she is away on vacation during this time.
- A new NCLF/NWLF Executive Director has been hired to replace Thom Knutson, who is leaving to start a new position at the Islandlink Federation. The announcement of the new director has not yet been made.

i) BCLTA

- Anna will be attending the BCLTA board retreat in October
- The next meeting of the BCLTA board is scheduled for October.

## 6. DISCUSSION/DECISION ITEMS

### a) Approval of Financial Statements to August 31, 2024

- Kyanna reviewed the August financial statements with board members.

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

### b) Update on Board Agreements with LTFN and RDFFG

- Paul and Garth met with City Manager Walter Babicz to discuss the draft agreement, and made a number of edits to the document based on Walter's suggestions.
- At Walter's recommendation, Paul shared the document with municipal law consultant Timothy Luk of Young Anderson, who reviewed it and made a number of suggested revisions.
- The revised copy of the agreement was included in the agenda package. Paul reviewed the updated version with the board.
- Paul will share the updated version of the draft agreement with Lheidli T'enneh representatives by email, and propose a meeting between the Board and Chief & Council to discuss the agreement, with the hope of having a new board member selected by LTFN starting in January with other new board members.

**Motion: That the Library Board approve the draft agreement and share it with LTFN by email, with an invitation to meet to discuss the agreement. The motion was moved and seconded. The motion was carried.**

### c) November Board Meeting Date

- Paul is participating as a "Learning Guide" in the LLEAD leadership development program for library staff and other information professionals, and will be in Vancouver the week of November 25-29 at the in-person orientation retreat. Paul has requested that the board meeting date be moved back one week, to take place Wednesday December 4<sup>th</sup>.

**Motion: That the Library Board reschedule the November board meeting to Wednesday December 4<sup>th</sup>, 2024 at 7:00 PM. The motion was moved and seconded. The motion was carried.**

### d) 2025 Jeanne Clarke Awards

- Paul has started making arrangements for hosting the 2025 Jeanne Clarke Awards at the library. The event is the 40<sup>th</sup> Anniversary of the Jeanne Clarke Awards. The next meeting of the Local History Committee will be held in early October. Amy Dhanjal of Monogram Communications will be helping with event planning responsibilities and will attend the Local History Meeting.
- Anna volunteered to join the Local History Committee to assist with Jeanne Clarke planning and preparation.

e) Library Trustee Term Expiries & Recruitment

- The terms of five board members are expiring in October 2024. All of the five trustees except for Erin Anderlini are planning to reapply for an additional term. With Andrea Palmer’s resignation from the board, there are six vacancies to fill during this recruitment period.
- Board members with expiring terms are reminded to complete the application requirements and submit to the City of Prince George to request an additional board term.
- Paul will draft a letter to council regarding term renewals and filling the other vacancies on the board, and forward the signed letter to city administration.

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

a) Committee Meetings for October

- Library Advancement Committee – October 8<sup>th</sup> at 12:00 p.m.
- Local History Committee – October 9<sup>th</sup> at 4:30 p.m.
- Governance Committee – October 15<sup>th</sup> at 4:30 p.m.
- Board Meeting – October 23<sup>rd</sup> at 6:30 p.m. (2025 Library Operations Budget Presentation by Kyanna Coe)

b) Board Look Ahead

- National Day for Truth & Reconciliation at Lheidli T’enneh Memorial Park (**September 30, 2024**). Paul will email the board if volunteers are needed for PGPL kiosk at the event.

**8. ADJOURNMENT**

**Motion: That the Library Board adjourn the library board meeting at 8:34 p.m. and move in-camera. 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**