

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY OCTOBER 23 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)  
Councillor Garth Frizzell  
Jen Wilczek  
Vash Ebbadi-Cook

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

Regrets: Erin Anderlini  
Rahim Somani  
Kirsten Thomson

***6:30 p.m. Presentation of 2025 Library Operations Budget***

*Presentation of the 2025 Library Operations Budget by Manager of Finance & Facilities  
Kyanna Coe*

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

- The meeting was called to order at 7:18 p.m.
- Vash Ebbadi-Cook 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 September 25, 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 confirmed that she completed and submitted all of the required elements for reapplication for an additional two-year term on the library board.

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.*

- The Bob Harkins Branch of the library will be resuming Sunday open hours starting November 3<sup>rd</sup>. The branch will be open to the public on Sundays from 12:00 noon until 4:00 pm, from the Labour Day long weekend in September until the Victoria Day long weekend in May.
- Registration for the 2024/25 Homework Help tutoring program series launched on October 1<sup>st</sup>. PGPL is offering 60 free tutoring sessions every week at both branches of the library October through May. Tutoring is available to students in grades 3-12 to enhance their skills in English, Math, and Sciences, and is available for both English and French speaking participants. The library's Facebook post announcing the launch of Homework Help achieved over 9,300 impressions and 71 interactions.

##### **Expanding our Reach**

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

- Youth Community Engagement Librarian Larissa Clotildes attended the Ron Brent Elementary School Ice Cream Social event, connecting with 83 student, parents, and teachers.
- Community Engagement team members attended the International Student Welcome event at City Hall on September 27<sup>th</sup>, where they connected with 70 event participants.
- 49 people attended the “Backyard Bats” program on October 12<sup>th</sup>, presented in partnership with the PG Naturalists Club and Omenica Bat Conservation. Staff are also working on building a “Bat Detecting Kit” similar to the Birdwatching Backpacks, that includes a portable microphone and speaker that translates bat echolocation frequencies into sounds audible to the human ear.
- 7 people attended the Naloxone Training session at the Nechako Branch on October 10<sup>th</sup>.

- PGPL Engagement staff have partnered with London Public Library to offer a “Letter Writing Workshop” for youth aged 10-18 that offers a chance to correspond by letter with a pen pal located in London, Ontario.
- Community Engagement Library Assistant Carlos Yu hosted the “Adventurer’s School: Intro to D&D” program series in September and October, helping teens uncover the secrets of Candlekeep Library in this learn-to-play Dungeons & Dragons campaign.

### **Developing Partnerships & Advocacy**

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

- Paul attended the North Central Library Federation (NCLF) Fall Business meeting on Monday October 21<sup>st</sup>. The Board approved the 2025 federation budget, and welcomed new Executive Director Abi Ward, formerly the Library Director at McBride Public Library.
- Youth Community Engagement Librarian Larissa Clotildes attended the PG District Teacher Librarian’s Meeting at Pinewood Elementary School on October 17<sup>th</sup>. One of the teacher librarians Larissa connected with is extremely passionate about promoting library programs, and has volunteered to distribute program brochures to other teacher librarians in the district.
- On September 26<sup>th</sup> Program Coordinator Victoria Ellis joined other community volunteers to participate in the Raise-a-Reader fundraising campaign to support literacy programs in Prince George.

### **Designing Welcoming Spaces**

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

- The Friends of the Library held their Fall Book Sale at the Bob Harkins Branch of the library on October 18-19. The sale attracted over 600 shoppers and raised over \$5,200. There were 856 visits to the branch on Saturday October 19<sup>th</sup>.
- The broken lock on the study room door at the Bob Harkins Branch has been replaced, permitting patrons and staff to lock both study rooms as needed.
- Municipal staff have cleared the storm drains in the parking lot of the Bob Harkins Branch, helping to prevent damage to the facility from flooding.
- Anti-graffiti paint has been applied to the men’s public washroom at the Bob Harkins Branch, to reduce damage to washroom stalls from graffiti.
- Municipal staff are making plans to upgrade the skylight in the Bob Harkins Branch in 2025, in order to repair the leaking roof. An architect has visited the branch to begin work on designing the upgrade.
- The emergency telephone in the main elevator at the Bob Harkins Branch has been repaired, allowing patrons and staff to summon assistance in the event of an emergency.

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

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

- PGPL celebrated Canadian Library Workers Day on October 18<sup>th</sup>. We are grateful for all the amazing things PGPL staff do to make our community a better place to live! The library's Facebook post celebrating Canadian Library Workers Day reached more than 4,000 users and elicited 97 interactions.
- The 2024 year-end celebration and staff appreciation event is scheduled for Monday December 2<sup>nd</sup> at the Bob Harkins Branch. Both branches will be closed to the public on that day. The celebration will feature a combination of training sessions and fun activities for library staff.
- Paul is participating as a Learning Guide in the upcoming LLEAD7 program, a leadership development program for library workers and other information professionals. The program launched on October 11<sup>th</sup> with a welcome and orientation meeting on Zoom. Staff member Larissa Clotildes is also participating as a member of the LLEAD7 learners cohort.

c) City Council Representative

- Garth participated as acting mayor during the recent community-to-community forum held among Prince George council members, Regional District directors, and Lheidli T'enneh chief & council. Great progress has been made on building a strong, trust-based connection between the different bodies.
- Garth attended the Friends of the Library board meeting in October as PGPL board liaison.
- Mayor and council are awaiting the final election results before making plans to meet with the new MLAs.

d) Library Advancement Committee

- Kyanna and Paul met with a representative from Tiptap to gather more information regarding using the service for the upcoming board fundraising campaign.
- Tiptap donation stations would offer a way for donors to request a tax receipt via the use of a QR Code that would require the donor's consent to collect their personal data.
- Tiptap stations are available with a single pre-set donation amount, or with 3 different donation amounts available on the same tap station. The standard pre-set amounts are usually \$5, \$10, and \$20, but these can be set at whatever amounts the board prefers.
- Amy Dhanjal shared a draft project plan for the fundraising initiative. She suggested that the project be considered three different projects: an engagement project to solicit input from the community about what they would like to see on the deck space, and then a fundraising project to acquire the necessary funds, and finally a project to commission the original art piece(s) and acquire/ complete those pieces. Amy shared a slide deck with a project plan and suggested timeline for accomplishing each of the three projects. A copy of the slides, and other project documents has been made available to all board members on the Board Sharepoint site.

e) Governance Committee

- The committee was not able to achieve quorum and so the October meeting was cancelled.

f) Local History Committee

- Planning is underway for the 2025 Jeanne Clarke Awards, scheduled for Sunday February 23<sup>rd</sup>, 2025. Since this event will be the 40th Anniversary of the awards, honouring past winners will likely be part of the awards ceremony.
- The board has already selected a winner of the next Service Award, however the call for nominations for the Publications Award was issued last week.
- Amy Dhanjal has been assisting in planning for the event, and has been gathering information about possible venues. The Civic Centre may be the best location for hosting an event of the size we are planning for. It also has adequate parking that is accessible for attendees with mobility limitations.
- The committee is working on developing an estimated budget for the event, and looking at whether pursuing sponsorships should be considered to help cover costs of hosting the event.
- A provisional list of publications has been developed and copies purchased for the volunteer readers to begin reviewing the nominated titles.
- Amy has created a work plan with deadlines to assist in the planning process.
- The board's input will be needed to assist in identifying local dignitaries to invite to attend and/or participate in the event.
- The Tiptap donation stations may be integrated into the event to support fundraising options, if deemed appropriate

g) Friends of the Library

- The Friends of the Library board (FOTL) are investigating ideas for reducing their board insurance costs, which are currently \$1,000 per year.
- FOTL are currently recruiting for new board members to join them.
- FOTL are requesting to participate in the library board's trustee photography session at the February board meeting. Paul will make sure that the FOTL are invited to that session.
- There are a number of FOTL paper records and files stored at the library that the FOTL would like to digitize. Paul may have some boxes of records in his office and will follow up.
- The city landscaping staff have planted the tree in the garden in honour of Larry
- 60-80 boxes of books stored in the containers were destroyed in the recent flood in the parking lot of the Bob Harkins Branch. There are 143 boxes remaining for the upcoming book sale. The goal is to maintain an inventory of approximately 150 boxes of books.
- Jenne Amell was able to update everyone with numbers from the book sale: \$5,291 in sales, with 603 attendees at the event, and more than 850 total visits to the branch on Saturday.
- The FOTL AGM is scheduled for November 28<sup>th</sup>. Prospective new board members will be attending the upcoming board meeting, and are considering joining the board in November.

h) NCLF Board

- Wash attended the NCLF Board meeting on October 21<sup>st</sup>.
- Abi Ward is the new Executive Director of the Federation. Abi was formerly the Library Director at McBride Public Library.
- Reimbursement claims for Federation grants must be submitted by member libraries by December 15<sup>th</sup>.
- NCLF is supporting the BC Professional Development Coalition's effort to coordinate training and development opportunities in BC to reduce duplication effort and make the best use of resources.
- The 2025 NCLF budget was approved by the board at the meeting. The budget includes \$15,000 set aside for the 2025 Beyond Hope Library Conference.
- The date of the spring AGM will be coordinated to permit it to take place in person in Prince George during Beyond Hope.

i) BCLTA

- Anna attended the BCLTA Board meeting on October 3<sup>rd</sup>, and will be attending an in person board retreat in early November.
- There was some discussion of the unsuccessful motion submitted at the Spring AGM following two letters sent to BCLTA by trustees at two different library systems.
- The board was pleased with the advocacy effort on behalf of public libraries by the BC Library Partners at the UBCM convention in September.

## 6. DISCUSSION/DECISION ITEMS

a) 2025 Library Operations Budget

- The budget was presented by Kyanna and reviewed and discussed by board members. It was noted that despite his absence from the meeting, Rahim emailed to confirm his support for approving the 2025 Library Operations Budget.

**Motion: That the Library Board approve the 2025 Library Operations Budget as presented. The motion was moved and seconded. The motion was carried.**

b) Update on Board Agreements with LTFN and RDFFG

- The draft agreement was sent to LTFN executive director and Chief Logan on October 3<sup>rd</sup>, and was returned to Anna and Paul as approved by LTFN Chief & Council at their meeting of October 17<sup>th</sup>. Paul will be working with Amy Dhanjal to develop ideas for announcing and celebrating the adoption of the agreement by both organizations, ideally before December. Anna thanked all who were involved in helping to achieve this success.

c) PGPL Branding & Website Redesign Project

- Paul confirmed that Splash Media will be conducting their engagement activities regarding the library’s branding project, and are planning to conduct one-on-one phone interviews with all board members, including the new board members who join in November. Paul will be sharing board contact info with Splash in December.

d) PGPL Contribution to the BC Library Partners Strategic Initiatives Fund

- Paul reviewed the 2025 Strategic Initiatives Fund document shared in the board agenda package. The fund was launched in 2022 by the BC Public Library Partners, with contributions from BC public libraries, in order to hire a government relations consultant to assist in lobbying for an increase in provincial funding for public libraries.
- An additional \$50,000 is needed in order to cover the advocacy costs in 2025. The suggested contribution for libraries of the size of PGPL is \$1,000. Paul recommended contributing this amount to help support this ongoing effort.
- The board discussed the recommendation.

**Motion: That the Library Board approve a \$1,000 contribution to the BC Library Partners Strategic Initiatives Fund, as recommended by the Library Director. The motion was moved and seconded. The motion was carried.**

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

a) Committee Meetings for November

- Library Advancement Committee – November 13<sup>th</sup> at 12:00 p.m.
- Local History Committee – November 7<sup>th</sup> at 4:30 p.m.
- Governance Committee – November 19<sup>th</sup> at 4:30 p.m.
- Board Meeting – November 20<sup>th</sup> at 7:00 p.m.

b) Board Look Ahead

- Board appointments will be announced on November 4<sup>th</sup> following closed council meeting.
- 2025 Budget submission due in November.

**8. ADJOURNMENT**

**Motion: That the Library Board adjourn the Board meeting at 8:44 p.m. 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**