

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY NOVEMBER 20 AT 7:00 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  
Kirsten Thomson

Also Present: Paul Burry (Library Director)  
Kyanna Coe (Manager of Finance & Facilities)  
Joseph Jeffery (Newly appointed Trustee as of December 1, 2024)  
Sonia Sidhu (Newly appointed Trustee as of December 1, 2024)

Regrets: Erin Anderlini  
Rahim Somani  
Vash Ebbadi-Cook

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

- The meeting was called to order at 7:06 p.m.
- Joseph Jeffery 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 October 23, 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 November 20, 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 attended the BCLTA Board retreat.
- Anna connected with Paul to begin the process of welcoming and onboarding the new library trustees, including meeting with Joseph and Luke at the library.

### 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.*

- Engagement Library Assistant Ashley Neff hosted the “Puzzle Swap and Speed Puzzling Challenge” for adults on November 9<sup>th</sup> at the Bob Harkins Branch. There were **144** puzzle enthusiasts in attendance at the event!
- The library hosted three Pumpkin Patch Story times and two Pumpkin Patch Baby times at both branches between October 26<sup>th</sup> and 31<sup>st</sup>. There were 226 participants at these programs, with 80 people attending the October 26<sup>th</sup> program at the Bob Harkins Branch.
- The new cohort of Teen Volunteers completed their onboarding and training on October 25<sup>th</sup>. They are all returning volunteers from last year and have proved their enthusiasm, commitment, and value in supporting library programs.

#### **Expanding our Reach**

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

- Adult Community Engagement Librarian Charmaine Roisum attended the City Budget Town Hall event at the Civic Centre on October 30<sup>th</sup> and interacted with 30 community members at the library outreach table. The City’s budget surveys were made available to visitors at both branches of the library throughout the month of October, and saw very high usage.
- The Creature Carnival non-instructional day event on October 25<sup>th</sup> attracted 127 participants. The event included activities such as Story time, Phantom Photo Booth, Sensory: This is the Witch's Body, Spooky Spot it Wall, Pumpkin Bowling, Potions Class, and Create your own Monster.
- The “Songs of William Blake and the English Romantic Poets” presentation by UNBC English professor Kevin Hutchings on November 16<sup>th</sup> attracted 32 attendees.

#### **Developing Partnerships & Advocacy**

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

- 46 UNBC Teacher Candidates toured the Bob Harkins Branch of the library on November 7<sup>th</sup>. The coordinator has expressed a desire to book the tour again for next semester and identified specific areas of interest during this tour.
- The library hosted the “Let’s Get Talking” program in partnership with School District 57 and Northern Health on November 6<sup>th</sup> at the Bob Harkins Branch. There were 29 attendees at the event, 10 different families with children aged newborn to four years. Three speech-language pathologists led a play-based program providing practical information for parents about supporting their children’s language development.
- On October 30<sup>th</sup> Paul participated in the Association of BC Public Library Directors’ (ABCPLD) Fall Business Meeting, in his capacity as Secretary/Treasurer of the Association. He also travelled to Vancouver from November 13-15<sup>th</sup> to participate in the Association’s board retreat and strategic planning session.
- Paul participated in the North Central Library Federation’s (NCLF) Library Directors Advisory Group (LDAG) meeting on November 20<sup>th</sup>, in his role as Chair of the committee.

### **Designing Welcoming Spaces**

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

- The library launched Sunday openings at the Bob Harkins Branch on November 3<sup>rd</sup>. The branch will be open to the public Sundays from 12:00-4:00 PM from Labour Day weekend to Victoria Day weekend. The branch saw 161 visits on November 3<sup>rd</sup>, 168 on November 10<sup>th</sup>, and 238 on November 17<sup>th</sup>. The community was enthusiastic in their support for this service change, with the facebook post promoting Sunday openings reaching almost 10,000 users, with more than 450 interactions.
- 5 youth tours were completed or confirmed in November, with 3 from Ron Brent Elementary School. Several teachers from Ron Brent have expressed a desire to work closely with staff to make the library a “third space” for their students. We are working hard to accommodate them and implement communications systems that will allow for flexible visits.
- The library’s Interlibrary Loan (ILL) service has been suspended during the strike by Canada Post employees.
- More than 300 children participated in the “Spooktober Scavenger Hunt” festivities held throughout October. There were 114 participants at the Nechako Branch, and 213 participants at the Bob Harkins Branch.

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

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

- The Library Staff Training & Appreciation Day will take place at the Bob Harkins Branch on Monday December 2<sup>nd</sup>. Both Branches of the library are closed for the day.
- The “Save the Date” announcement for the 2025 Beyond Hope Library Conference was shared with library staff around BC on November 7<sup>th</sup>. The conference is scheduled for June 9-10, 2025 at the Civic Centre.

c) City Council Representative

- New library trustees were appointed by city council in November. Garth confirmed that he was once again impressed by the number and quality of the applicants interested in serving on the Library Board.

d) Library Advancement Committee

- Jennifer Wilczek reported that the committee met in November and discussed next steps in the fundraising project to enhance the deck space at the Bob Harkins Branch. Amy of Monogram Communications, who has been assisting in the work of the committee, has started a new job and will no longer be involved in the project.

e) Governance Committee

- Anna reported that the committee met in November and are recommending board approval on one new policy and one revised policy.
- The committee also discussed the 2025 Trustee Development Plan, and recommended the October Financial Statements for board approval.

f) Local History Committee

- Anna provided an update on the planning process for the upcoming Jeanne Clarke Local History Awards, scheduled for February 23<sup>rd</sup>, 2025.
- Chuck Chin will be honoured as the winner of the Service Award. An exhibit of Chuck's photography will be staged in the stairwell at the Bob Harkins Branch during the month of February.
- The volunteer readers are still reviewing the books nominated for the Publication Award, and will finalize the shortlist and select the winner early in January.

g) Friends of the Library

- The Friends of the Library are working to develop an operating budget to cover ongoing costs.
- The AGM is scheduled for next week. Garth is chairing the meeting.
- Several new members have put their names forward to participate on the FOTL board. The board is considering changing the bylaws to permit additional new positions on the board.

h) NCLF Board

- No update.

i) BCLTA

- Anna attended the BCLTA Board Retreat in early November.

- There was significant focus on the unsuccessful motion submitted at the Spring AGM regarding expanding board participation to non-trustees in an attempt to include more diverse perspectives.
- The board discussed how different library boards are addressing the lack of diversity on library boards, and how this could help increase the diversity of the BCLTA Board.
- Anna will be chairing an ad-hoc BCLTA committee to address the resolution and the issues it raised.
- The BCLTA Executive Director Veia Coronado has submitted her resignation. The board will be working to recruit a new director in 2025.

## 6. DISCUSSION/DECISION ITEMS

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

- The October Financial Statements were reviewed by the board.

**Motion: That the Library Board approve the Financial Statements to October 31, 2024 as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

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

- Monogram Communications will be assisting PGPL in planning an event to celebrate the signing of the new Cooperation Agreement with Lheidli T'enneh First Nation.
- Paul is working on a draft agreement between PGPL and the Regional District of Fraser-Fort George.

### c) Policy 6.22 Mobile Device Reimbursement

- The new policy was reviewed and discussed by board members.

**Motion: That the Library Board approve Policy 6.22 Mobile Device Reimbursement, as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

### d) Policy 2.12 Security Camera System

- The updated policy was reviewed and discussed by board members.

**Motion: That the Library Board approve the revised Policy 2.12 Security Camera System, as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

### e) 2024 Privacy Review

- The Library Director reviewed the 2024 Privacy Review, and the report was discussed by board members.

**Motion: That the Library Board approve the 2024 Privacy Review Report as distributed. The motion was moved and seconded. The motion was carried.**

f) 2025 Trustee Development Plan

- The draft of the 2025 Trustee Development Plan was reviewed by the board.
- New topics and development sessions will be added to the plan as they become available.
- If library trustees are interested in particular topics or training opportunities, they should contact the library director to share that information.
- The board confirmed that the 30-minute board development sessions prior to board meetings are valuable and should continue.

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

a) Committee Meetings for December

- Library Advancement Committee – No meeting will be held in December.
- Local History Committee – December 5<sup>th</sup> at 4:30 p.m.
- Governance Committee – No meeting will be held in December.
- Board Meeting – January 20<sup>th</sup>, 2025 at 6:30 p.m.

b) Board Look Ahead

- Board members are invited to attend the lunch festivities at the upcoming Staff Development & Appreciation Day on December 2<sup>nd</sup>.
- Board member engagement sessions with Splash Media regarding the brand review project will begin in January.

## 8. ADJOURNMENT

**Motion: That the Library Board adjourn the Board meeting at 8:52 p.m. The motion was moved and seconded. The motion was carried.**



**Paul Burry**  
Library Director



**Anna Duff**  
Chair