

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY FEBRUARY 26, 2025 AT 6:30 PM
KEITH GORDON ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

Present: Anna Duff (Chair, on Zoom)
Jenne Amell (Vice Chair)
Councillor Garth Frizzell
Jenn Wilczek
Vash Ebbadi-Cook
Sonia Sidhu (on Zoom)
Luke Spooner
Joseph Jeffery

Also Present: Paul Burry (Library Director)
Larissa Clotildes (Manager of Communications & Engagement)

Regrets: Rahim Somani
Councillor Wendy Jael

6:30 pm *Library Board/Friends of the Library Photo Session (Focal Point Studio)*

7:00 pm *(In-Camera) Presentation by Babs Kelly on the Library Director's Performance Review*

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 8:06 pm by Vice-Chair Jenne Amell, acting as chair of the meeting with Anna Duff participating virtually on Zoom.
- 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 January 22, 2025 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 February 26, 2025 meeting as amended, with the addition of:

6.e. Library Director's Access to PGPL's Canada Revenue Agency Account

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 thanked library staff and members of the Local History Committee for their efforts to host the Jeanne Clarke Awards ceremony. She received many positive comments from attendees on the impact of the event.
- Anna also met with Paul and Babs Kelly regarding the process for the Library Director's 360 Review, including a review of the survey questions.
- Anna and Manager of Communications & Engagement Larissa Clotildes participated in an interview with CKPG promoting the Jeanne Clarke Local History Awards ceremony.

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 40th annual Jeanne Clarke Local History Awards were held to a crowd of over 150 at the PG Conference & Civic Centre on February 23rd. The ceremony was a great success, and feedback from attendees was very positive. Anna was an excellent Master of Ceremonies, and Garth's participation in announcing the publication award nominees and winner was highly praised as well. Many thanks to PGPL board and staff members who made this event possible.
- Nerf lock-in events returned to PGPL in 2025 with the "Return of the Nerf" event for children aged 8-12 years. There were 18 participants in attendance.

Expanding our Reach

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

- The Lunar New Year celebration was held on February 1st at the Bob Harkins Branch. This was the 4th year of offering this program, in partnership with Speak Write Academy and the Chinese Benevolent Association. The event promotes cultural literacy, engages deeply with the Asian immigrant population, and provides a variety of family activities and learning opportunities. 161 people attended the event.
- The Bookworm Boogie program, presented as part of the Coldsnap Music Festival, took place on February 8th at the Bob Harkins Branch, attracting 165 participants. This year's performer

was Ginalina, a folk singer and children's author whose books have been added to PGPL's collection.

- 12 people attended the Seniors' Winter Tea Social at the Nechako Branch on February 24th. Attendees were very appreciative of the event, with one participant remarking that "it was like we were back in kindergarten again, listening to music and playing games!" Another attendee said "we had so much fun! I bet we made as much noise as the children's programs!"
- The Day Hospital Group Tours initiative began on February 22nd with a tour of 10 participants. The tours will run every 6-8 weeks with new hospital patients.
- 10 people attended the "Take Care of My Hair" program held at the Bob Harkins Branch on February 22nd. This program was designed to provide information and support to caregivers of children and youth who, for any reason, have hair that is very different from their own. The target audience were adoptive parents, foster parents, and mixed-race families, where hair care is not only a hygienic but also a culturally sensitive subject. The target audience also included families where the primary caregiver may not, due to gendered inequalities, know basic hair techniques such as braiding and would like a safe space to ask questions and practice.

Developing Partnerships & Advocacy

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

- Paul and Manager of Communications & Engagement Larissa Clotildes have drafted PGPL's submission for the 2024 Public Libraries Branch Grant Report, as part of the reporting requirements under the BC Library Act.
- Manager of Finance & Facilities Lyoshi LaMair has been working with financial consultant Karen Stahl and KPMG representatives to prepare for the 2024 Financial Audit. Karen has identified a number of issues with the library's accounting processes and systems, and is helping to implement new procedures to ensure that the library's financial reporting and accounts are accurate. PGPL is moving forward with Karen's recommendation to implement new accounting software in 2025.
- Paul and Board Chair Anna Duff exchanged multiple drafts of the Cooperation Agreement with Maureen Connelly and Chris Calder of the Regional District of Fraser-Fort George. The updated draft was presented to the RDFFG Board of Directors' meeting on February 20th.

Designing Welcoming Spaces

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

- The Chuck Chin Photo Exhibit is on display in the main stairwell at the Bob Harkins Branch until the end of February. Curated and mounted with the guidance provided by local photographer Philomena Hughes, the exhibit features the work of the late Chuck Chin, as part of the celebration of his contributions to the community of Prince George featured in the Jeanne Clarke Local History Awards.

- A Black History Month display and related events have been featured at the Bob Harkins Branch during the month of February. The February 15th launch event attracted 56 participants. The event was well-received by the community and featured games, crafts, and information for all ages. Three traditional African games were included for participants to learn and enjoy, including games similar to hopscotch and checkers.
- In recognition of the library's efforts to promote Black History Month, Adult Community Engagement Librarian Charmaine Roisum is being honoured by the Afro-Caribbean Society of Northern British Columbia (AFCAS) with the Society's Community Partnership Award. Charmaine is being recognized for her support and collaboration in advancing community engagement and inclusivity. The award will be presented to Charmaine at the Afro Caribbean Banquet on March 1st.
- PGPL is celebrating Freedom to Read week from February 23rd to 28th. A variety of displays and reading lists are being promoted, including the "I'm with the Banned" photo op.

Strengthening Staff Communications & Relationships

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

- The library is hosting a drop-in Pizza Party and Staff Check-In session on February 26th at the Bob Harkins Branch of the library. With an increase in security incidents during the cold winter months of January and February, it's important that PGPL staff check-in on their colleagues and make sure everyone is coping with the challenges. Alexis Redenbach of the Mobile Response Team is available to connect with staff during the session.

c) City Council Representative

- Garth confirmed that he was unable to attend the January Board Meeting as he was involved in the budget deliberation process at municipal council, which included approving the Library Budget for 2025.
- Garth reported that the Standing Committee on Intergovernmental Affairs has unanimously adopted a resolution submitted by Library Director Paul Burry, calling on the provincial government to provide sustainable increases to the funding for public libraries. The resolution was unanimously adopted by municipal council, and will be presented at the North Central Local Government Association at its meeting in May.

d) Library Advancement Committee

- The committee reviewed and discussed the project plan for the Deck Enhancement Fundraising Project, with community engagement being the current focus of the project.
- The committee reviewed the Terms of Reference document and adopted them without any changes.

e) Governance Committee

- The committee reviewed and recommended the Collection Development Policy for board approval.
- The committee confirmed that the Privacy Impact Assessment for the Security Camera System has been updated following the recent revision of the relevant policy.
- Accounting Consultant Karen Stahl joined the committee meeting to review the 2024 financial audit process, including plans for upgrading internal processes and documentation so that the potential for errors in financial reporting is reduced. The review includes her recommendation that the Library upgrade to a new accounting software.
- The committee was updated regarding ongoing issues with the Library's payroll software, including the plan to migrate to a new software platform that will meet operational requirements and also be compatible with the new accounting software.

f) Local History Committee

- Paul confirmed that there will be a March meeting of the Local History Committee to review the Jeanne Clarke Awards Ceremony and document anything we want to be able to incorporate for the planning of the 2026 event.
- Anna noted that some last-minute arrangements regarding the audio-visual setup at the Civic Centre has added a significant amount to the budget for the Jeanne Clarke Awards ceremony, however this was an important change that ensured the different audio-visual elements of the event were able to be presented effectively.

g) Friends of the Library

- Jenne provided an update regarding the board meeting of the Friends of the Library (FOTL).
- Jenne shared the news that FOTL board chair Lila Reynold's husband had passed away unexpectedly in February.
- A presentation to the FOTL board was made by a representative of the Dolly Parton Imagination Library Foundation, a program to send free books to eligible children on a monthly basis. One of the concerns discussed was the potential for conflict with the mission of the public library and the FOTL. With the level of commitment and funding required to operate the program, the FOTL are not sure that this is an initiative they can take on at this time.
- Alan Kavanaugh is spending approximately two hours per week sorting books for the book sale.

h) NCLF Board

- Vash confirmed that the NCLF Board will be hosting an in-person AGM in June, prior to the start of the Beyond Hope Conference.
- Paul suggested that the library is a potential location for the AGM on the Sunday before the conference starts, if a location has not yet been determined. Vash said he would connect with Executive Director Abi Ward to inquire about the location of the meeting.

i) BCLTA

- Anna met twice with the other members of the Special Resolutions ad-hoc committee of the BCLTA board. The committee is making preparations for a resolution to be presented at the Association's Spring AGM.
- Anna attended at BCLTA Town Hall at which she shared some information about PGPL's experience expanding board participation to include a trustee appointed by Lheidli T'enneh First Nation. The participants also talked about the process for board recruitment at different public library systems around the province.

6. DISCUSSION/DECISION ITEMS

a) Update on Cooperation Agreement with RDFFG

- Anna and Paul exchanged several drafts of the Cooperation Agreement with Maureen Connelly and Chris Calder of the RDFFG, implementing the changes discussed during their meeting in January. Once all parties were satisfied with the revised draft, the agreement was presented for approval to the RDFFG Board of Directors at their meeting of February 20, 2025. Maureen has confirmed that the agreement has been approved.
- The RDFFG have decided to implement a recruitment process for volunteer nominees from the community, similar to the process followed by the municipality of Prince George. This means that it may be several months before a new trustee as appointed by the RDFFG is ready to join the Library Board.

b) Splash Media's PGPL Brand Direction Report

- The Brand Direction Report was included in the agenda package. The board reviewed the report and confirmed their support for moving forward with the project.

c) Update to Policy 5. Collection Development

- Paul reviewed the updated draft of the Collection Development Policy, highlighting the process that began in early 2024 with board work around intellectual freedom and responding to a growing number of book challenges in public libraries across the province, including at PGPL.
- In September of 2024, the Board approved a motion to direct Paul to conduct a review of the policy and comparison to similar policies at other public libraries in BC and Canada, with the goal of updating the policy as needed. Under the direction of Manager of Collections & Technology Chris Field, the review process was completed by the Collections team members in the fall of 2024.
- The revised draft of the policy was reviewed and recommended for Board approval at the February 18th meeting of the Governance Committee.
- Vash asked about how the details of the updated policy are conveyed to library patrons. Paul spoke about various initiatives at the library that are intended to educate users about the principles of intellectual freedom, including Freedom to Read Week activities, as well as individual conversations that staff have with patrons regarding challenging library material using the Request for Reconsideration process outlined in the policy.

Motion: That the Library Board approve the updated Policy 5. Collection Development, as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.

d) 2024 Provincial Public Library Grant Report

- Paul reviewed the draft of PGPL's 2024 Provincial Grant Report, due to be submitted to the Public Libraries Branch by March 1st, as part of the library's reporting requirements under the Library Act. The report focuses on those initiatives from 2024 that were funded with the Provincial Enhancement Grant, including the Homework Help program and the Branding Review & Website Redesign project.

Motion: That the Library Board approve the Provincial Public Library Grant Report as presented, for submission to the Public Libraries Branch. The motion was moved and seconded. The motion was carried.

e) Library Director's Access to PGPL's Canada Revenue Agency Account

- Paul updated the Board regarding ongoing issues accessing the Library's online CRA account, as the login credentials were associated with a staff member who is no longer with the organization. In case documentation of the Board's approval is required, Paul is requesting a motion be passed approving the Library Director's request to be able to access the account. Once Paul is able to gain access to the account, he will create user access permissions for other Library employees as needed.

Motion: That the Library Board approve the request of Library Director Paul Burry to be permitted access to the Prince George Public Library's online account at the Canada Revenue Agency. The motion was moved and seconded. The motion was carried.

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

a) Committee Meetings for December

- Library Advancement Committee – March 11th at 12:00 pm
- Local History Committee – March 12th at 4:00 pm
- Governance Committee – March 18th at 4:30 pm
- Board Meeting – March 26th at 6:30 pm (2024 Review of Incident Reports)

b) Board Look Ahead

- No events in March

8. ADJOURNMENT

Motion: That the Library Board adjourn the Board meeting at 9:10 pm. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Anna Duff
Chair