

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY APRIL 23, 2025 AT 6:30 PM
KEITH GORDON ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

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

Also Present: Paul Burry (Library Director)
Larissa Clotildes (Manager of Communications & Engagement)
Lyoshi LaMair (Manager of Finance & Facilities)
Karen Stahl (Financial Consultant, on Zoom)

Regrets: Councillor Wendy Jael

6:30 pm *Presentation of the 2024 Audited Financial Statements*

2024 Financial Audit Presentation by Micaela Roque of KPMG

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 7:03 pm.
- Anna Duff shared a territorial acknowledgement of the unceded traditional lands of the Lheidli T'enneh people.

2. APPROVAL OF THE 2024 AUDITED FINANCIAL STATEMENTS

Motion: That the Library Board approve the 2024 Audited Financial Statements as presented by KPMG. The motion was moved and seconded. The motion was carried.

3. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Motion: That the Library Board approve the minutes of the March 26, 2025 meeting as distributed. The motion was moved and seconded. The motion was carried.

4. APPROVAL OF MEETING AGENDA

Motion: That the Library Board approve the agenda for the April 23, 2025 meeting as distributed. The motion was moved and seconded. The motion was carried.

5. 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.

6. REPORTS/PRESENTATIONS

a) Board Chair Report – Anna Duff

- Anna connected by phone with KPMG to discuss the audit process.
- Anna, Lyoshi, and Paul met with Hart Centre Mall manager Angela Cunningham, along with Andy Beesley and Heather Halwas from the City of Prince George, to discuss the renewal of the lease for the Nechako Branch.
- Anna also attended the BCLTA AGM on April 22nd.

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.

- Splash Media has completed the rebranding phase of their project work, and the Library's new branding elements have been presented to Library staff. The various elements of the brand will be rolled out in phases over the coming months.

Expanding our Reach

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

- The “Fascinating Fossils” non-instructional day program ran at the Bob Harkins Branch on April 11th. 70 participants joined the program.
- The “Yarn Swap/Craft and Chat” program at the Bob Harkins Branch on March 31st attracted 60 participants.
- The Poetry Chapbook Fair was held at the Bob Harkins Branch on April 10th. Hosted in partnership with UNBC, the program was attended by 34 people.
- 12 people attended the Gentle Seated Tai-Chi program at the Nechako Branch on April 11th.
- The “Blind Date with a Book” program for teens ran between February 1st and March 31st. During the period, 79 teens borrowed materials selected by library staff.

- PGPL Librarians Tia Dayman and Laura Weisgarber participated on the judging panel for the Red Cedar Battle of the Books at École Lac des Bois Elementary School on Wednesday, April 16th. 29 student teams from fifteen different schools across the district competed in answering trivia questions about twelve Canadian-authored books.

Developing Partnerships & Advocacy

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

- Paul has been invited to participate on Tourism PG’s Mural Selection Committee, formed to select the artist who will be invited to feature their work on one of the containers in the Canada Games Plaza.
- Paul attended the 2025 Spring AGM and Business Meeting for the Association of BC Public Library Directors (ABCPLD) on April 16th, participating in his role as Secretary/Treasurer of the Association. At the meeting, former Vancouver Public Library CEO Christina De Castell was presented with the BC Public Library Directors Award of Excellence. North Vancouver City Library Chief Librarian Deb Hutchison Koep was also honoured as the first recipient of the inaugural BC Public Library Directors Award for Innovation & Impact.
- ABCPLD Executive Director Jessica Aldred has resigned from the Association. Paul and the other members of the ABCPLD Board are beginning the process of recruiting a new Executive Director.
- Paul attended the April 10th Friends of the Library Board meeting as the staff liaison. The Friends are busy preparing for the upcoming Spring Book Sale scheduled for April 25th and 26th.
- Paul and new Youth Engagement Librarian Tia Dayman attended the Tourism in Tune event hosted by Tourism PG on April 7th at Knox Performance Centre. The event kicked off National Tourism Week.
- Paul attended the North Central Library Federation’s (NCLF) Library Directors Advisory Group meeting on April 16th on Zoom, where he provided an update on the Beyond Hope Conference planning process, thanking the NCLF board for approving a \$15,000 contribution to support the conference.

Designing Welcoming Spaces

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

- The “All Hands on Deck” Open House is scheduled for April 26th at the Bob Harkins Branch. The event invites community members to experience the deck space for themselves and contribute their input on how the deck space might be used following the engineering upgrades planned by the City of Prince George. An online survey will be made available on the library website and social media channels to gather additional input.
- Anna and Paul and Manager of Finance & Facilities Lyoshi LaMair met with Angela Cunningham, the manager of the Hart Mall on April 15th, to discuss terms of a new lease

agreement for the Nechako Branch space in the mall. Andy Beesley and Heather Halwas of the City of Prince George hosted the meeting at City Hall.

- New furniture has been added to the Children’s area at the Bob Harkins Branch. The child-sized comfy couches provide some cozy new options for little ones to curl up on with a book.
- The glass wall between the two study rooms at the Bob Harkins Branch shattered on March 25th, likely caused by the gradual shifting of the building. There were no injuries from the accident, and the study rooms were reopened to public use on April 8th, following cleanup and confirmation from City of Prince George staff that the rooms are safe to use while we await the replacement glass to be delivered to the Library.

Strengthening Staff Communications & Relationships

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

- PGPL Supervisors participated in the Low Impact Debriefing for Essential Workers training webinar on April 10th. The session was hosted by the Homelessness Services Association of BC.
- Customer Experience Coordinator Angeline Meehan is leaving PGPL after 11 years at the Library. Angeline has accepted a new position at the Prince George Community Foundation. We wish her every success in her new role, and thank her for years of commitment and contributions to PGPL. Community Engagement Library Assistant Victoria Ellis has been promoted to Customer Experience Coordinator.
- Manager of Finance & Facilities Kyanna Coe has resigned from the organization. Lyoshi LaMair, who has been in the role in a temporary capacity since December 2024, has been promoted to permanent position of Manager of Finance & Facilities. We appreciate Lyoshi’s steady leadership since stepping in to oversee the year-end process and financial audit.
- Manager of Communications & Engagement Larissa Clotildes has successfully completed the LLEAD7 leadership development program for library and information professionals. Paul and Larissa attended the LLEAD7 graduation ceremony on Zoom on April 4th. Congratulations to Larissa for this achievement!

c) City Council Representative – Garth Frizzell

- No Report

d) Library Advancement Committee

- Jenn provided an update from the April LAC meeting. The discussion of the advocacy agenda item focused on the completion and upcoming launch of the library’s new branding, as well as the concern of the library staff and board regarding possible counter tariffs on published materials coming from the United States.

- The committee also updated the board engagement opportunities plan that coordinates board member participation in upcoming library events.
- The main topic of the meeting was the planning for the upcoming “All Hands on Deck” open house and other details of the deck enhancement fundraising project. Jenn has sent an email soliciting additional volunteers for the open house. Anna and Luke have confirmed their participation in the event.
- The committee has changed their committee meeting dates going forward, from Tuesdays at 12:00 pm to Wednesdays at 12:00 pm.

e) Governance Committee

- Anna reported that Financial Consultant Karen Stahl once again joined the Governance Committee meeting to review the financial statements and provide an update regarding the financial audit process.
- The committee also discussed the ongoing negotiations for the Nechako Branch lease, as well as an update on library staffing changes.
- The committee discussed transferring funds from one of the Board funds to cover the increased costs incurred in hosting the Jeanne Clarke Awards in February, but decided that this was unnecessary.
- The committee reviewed the 2025 Trustee Development Plan. There was a request to develop an education session covering how to understand financial statements, for presentation at a future board meeting. Paul confirmed that he will pursue this and add it to the 2025 plan.

f) Local History Committee

- No Report

g) Friends of the Library

- The Friends of the Library April Board meeting focused on planning for the upcoming Book Sale, scheduled for April 23-24, including the need to acquire a new laptop for use during the sale. Paul requested that the setup for the book sale accommodate the ability for attendees to exit the Keith Gordon Room directly onto the library deck, where the open house will be taking place on Saturday. The FOTL agreed to this request.
- The library requested support from the FOTL to fund the renovation of the aquascape cabinet in the Keith Gordon Room. This will be discussed at the next meeting.
- Planning is underway to host a ceremony in the Knowledge Garden in honour of Larry Killeen, long-serving FOTL volunteer who is being recognized with a tree planted in the garden. Paul will confirm with the FOTL when the garden is open and the City landscaping staff have confirmed that it’s okay to proceed with that event.

h) NCLF Board

- Vash confirmed that the NCLF AGM is scheduled for June 9th, to be held in person as part of the Beyond Hope Library Conference.

i) BCLTA

- BCLTA hosted their AGM on April 22nd. Three new board members were acclaimed to their positions on the board.
- Anna participated in the ad hoc committee that reviewed and updated the resolution that was presented at the 2024 AGM that was referred to the ad hoc committee. The report prepared by that committee was presented at the AGM and well received by the membership.
- Consultant Anne O’Shea is working on a guide for elected officials joining a public library board, and also refining a succession planning template for libraries.
- BCLTA Vice-Chair has been participating on the BC Public Library Partners advocacy campaign, which is now focused on highlighting the importance of public libraries in the lives of ordinary BC residents. The partners are working with a Government Relations consultant to assist in advocacy efforts with the provincial government.

7. DISCUSSION/DECISION ITEMS

a) Financial Statements to March 31, 2025

Financial Consultant Karen Stahl joined the meeting on Zoom to review the Financial Statements to March 31, 2025 with board members.

Motion: That the Library Board approve the financial statements to March 31, 2025 as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.

b) Great Northern Chili-Cookoff

The Chili Cookoff is scheduled for May 31st, and the Prince George Potter’s Guild has asked if the Library Board will be participating in the event this year. After discussing the event, and in consideration of the other library events the board is already committed to volunteering for in the coming months, the decision was made to not participate in the Chili Cookoff this year.

c) Board Engagement Opportunities Plan

Board members reviewed the schedule of board member involvement in upcoming library events. Board members can email Paul if they are able to participate in any of the listed events, especially those that do not currently have volunteer coverage.

d) Nechako Branch Lease Renewal

Anna, Lyoshi, and Paul met with Hart Centre Mall manager Angela Cunningham, along with Andy Beesley and Heather Halwas from the City of Prince George, to discuss the renewal of the lease for the Nechako Branch. We would like to renew for a term of 2 years, with the option to extend for an additional 2-year term. Paul and Lyoshi will be reviewing the full lease agreement language to make suggestions for changes and additions, and will send the counter proposal to

Angela when it is ready. We will be proposing options for absorbing the unexpected cost increases more easily into the 2025 operations budget.

e) All Hands on Deck Open House

Preparations are complete for the open house event scheduled for Saturday April 26th. The event is scheduled to coincide with the FOTL Book Sale, so that attendees can participate in both activities. Anna and Luke are volunteering for the event, and Paul, Larissa, and Sheila Littler will be working at the event as well. Monogram has prepared the promotional materials and the details of the event have been shared on the library's social media platforms and website. Larissa is scheduled to promote the event in an interview with CKPG on Friday April 25th at 10:00 am, and has invited Anna or another board member to join her for that segment.

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

a) Committee Meetings for May

- Library Advancement Committee – May 14th at 12:00 pm
- Local History Committee – no meeting
- Governance Committee – May 20th at 4:30 pm
- Board Meeting – May 28th at 6:30 pm (2024 Year in Review Presentation)

b) Board Look Ahead

- All Hands on Deck Open House – April 26th, 10:00 am

9. ADJOURNMENT

Motion: That the Library Board adjourn the Board meeting at 8:08 pm. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Anna Duff
Chair