

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY JUNE 25, 2025 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  
Jenn Wilczek  
Sonia Sidhu  
Luke Spooner  
Joseph Jeffery

Also Present: Paul Burry (Library Director)  
Lyoshi LaMair (Manager of Finance & Facilities)  
Karen Stahl (Financial Consultant)

Regrets: Councillor Wendy Jael  
Rahim Somani  
Vash Ebbadi-Cook

**6:30 pm 2024 Year in Review Presentation**

*2024 Year in Review Presentation by Library Director Paul Burry*

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

- The meeting was called to order at 7:02 pm.
- Anna Duff 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 May 28, 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 June 25, 2025 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 and Paul presented the Library’s 2024 Annual Report to mayor and council in council chambers on June 23<sup>rd</sup>. The presentation was well received, and there were several positive comments from council members about the impact of the library in the community.

##### 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 “Colour Your Summer” 2025 Summer Reading Club launches July 8<sup>th</sup>! The program for youth aged 5-9, runs every Tuesday at the Nechako Branch and every Wednesday at the Bob Harkins Branch, until August 20<sup>th</sup>.
- The Family Movie afternoon on May 30<sup>th</sup> at the Bob Harkins Branch attracted 28 participants.
- The borrowing season for the Community Seed Library comes to a close at the end of June. This year seed packets were “borrowed” by 579 people who visited the Bob Harkins Branch. Although final numbers are not yet available for the Nechako Branch, there were 101 people who took home seed packets from the branch in April and May alone.

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

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

- The Youth Maker Table program was hosted at the Nechako Branch on June 11<sup>th</sup>, run by Engagement Library Assistant Ashley Neff. This participant-led craft time had youth aged 8 to 18 making bags, learning to sew, crafting with pinecones, and so much more. There were 21 participants in the program, several of whom expressed their appreciation for the program and desire to see it return at both branches.
- For the first time, PGPL joined the “Walk PG: Wild about Lheidli Keyoh Prince George Outdoor Festival” at Cottonwood Island Park on May 31<sup>st</sup>. Youth Engagement Library Assistant Sarah Wildi and Adult Engagement Librarian Charmaine Roisum connected with 162 community members over 5 hours of fun outdoor activities. The PGPL booth showcased our

hiking and bird watching backpacks, giant jenga, giant chess, and a selection of books on outdoor topics.

- School class tours are thriving. 7 class tours are booked for the Bob Harkins Branch during the month of June, with approximately 150 students visiting the library for a tour, fun activities, and a chance to register for a library card and borrow books. Teachers and students have really appreciated being introduced to the library's summer offerings and knowing that the library is a safe place to be when school is out. The Youth Engagement team also received some lovely thank you cards for tours conducted in May and June –kids love the new snake couch and the chance to borrow books!
- The “Art Attack” non-instructional day program on June 3<sup>rd</sup> attracted 101 attendees. Volunteers from UNBC's Active Minds led some messy, wonderful STEM activities, including painting with food dye and shaving foam. Participants made squish paintings, LEGO art, woven baskets, and more.
- Library staff joined the National Indigenous Peoples Day celebrations at Lheidli T’enneh Memorial Park on June 21<sup>st</sup>. Staff interacted with over 500 people during the day’s festivities, sharing information about library programs, resources, and services.

### **Developing Partnerships & Advocacy**

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

- New Manager of Communications and Engagement Steve Hamilton and Adult Engagement Librarian Charmaine Roisum are building a long-term partnership with Theatre Northwest. This will encompass book clubs, cross-promotion of branding and activities, as well as an interactive ‘murder mystery’ program to take place at the Bob Harkins Branch.
- Paul and Steve attended the Leadership Breakfast with MLAs Kiel Giddens and Rosalyn Bird on June 17<sup>th</sup>, hosted by the PG Chamber of Commerce.
- Paul and Steve have completed the 2024 Annual Report Presentation, to be presented to council on June 23<sup>rd</sup>.
- Library staff attended the launch of the Container Market in the Canada Games Plaza on May 30<sup>th</sup>, celebrating the activation of the plaza space in front of the library entrance.

### **Designing Welcoming Spaces**

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

- The All Hands-on Deck engagement campaign wrapped up June 13<sup>th</sup>, and the analysis of the survey data is almost complete. This campaign solicited feedback from library patrons and community members regarding how the deck space at the Bob Harkins Branch should be upgraded for use by the community.
- The main stairwell at the Bob Harkins Branch features the library’s Pride Display, in honour of June being Pride month.

- On June 27 PGPL is hosting a dedication ceremony for long-time Friends of the Library volunteer Larry Killeen. A tree has been planted in the Knowledge Garden in Larry's honour, and a plaque will be placed in the garden during the ceremony.
- The Skylight replacement project at the Bob Harkins Branch began on June 19<sup>th</sup>. The project is expected to be completed by October of 2025. Disruption to patrons and library services will be minimal. This upgrade will help protect our collections and enhance the overall comfort and experience of the space.
- A suspected gas leak at the Bob Harkins Branch led to an evacuation prior to opening on June 14<sup>th</sup>. The building was declared safe to reopen within 30 minutes, and the suspicious smell in the building turned out to be an overheating battery in the library's server room.

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

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

- The 2025 Beyond Hope Library Conference was held in Prince George June 8-10<sup>th</sup>. The conference was our best attended to date, with 185 registrants from around British Columbia, Alberta, and Ontario. 6 PGPL board members attended the conference, 4 of whom participated as session speakers. We thank all library staff and board members who contributed to the success of the conference!
- Manager of Communications & Engagement Larissa Clotildes is away until December of 2026 on maternity leave. New addition to the family Eleanor arrived at last on June 12<sup>th</sup>, and was welcomed by her library family at a staff luncheon held on June 19<sup>th</sup>.

#### **c) City Council Representative – Garth Frizzell**

- Garth shared about his positive experiences attending the Beyond Hope Library Conference, thanking the library staff for their efforts in hosting the conference.
- Garth confirmed that the library's 2024 Annual Report presentation to council was very well received, and that the growth in usage numbers were effectively highlighted. The City's Annual Report is available in draft form on the City website.

#### **d) Library Advancement Committee**

No Update

#### **e) Governance Committee**

- Anna provided an update on the June Governance meeting, which included an update on the progress made in the Action Plan to address the issues raised by the auditors in the Management Letter.
- There was also an update on recent staffing changes, and a review of the recent technical issues with the library's Microsoft 365 accounts and services.

f) Local History Committee

No Report

g) Friends of the Library

No Report

h) NCLF Board

- The NCLF AGM was held on June 8<sup>th</sup>. Vash has been appointed Vice-Chair of the NCLF Board.

i) BCLTA

- The June BCLTA meeting did not achieve quorum, so the meeting was cancelled.
- Anna confirmed that the contract term of interim Executive Director of BCLTA, Christine Middlemass, expires at the end of December.

## 6. DISCUSSION/DECISION ITEMS

a) Financial Statements to May 31, 2025

Manager of Finance & Facilities Lyoshi LaMair and Financial Consultant Karen Stahl joined the meeting to review the Financial Statements to May 31, 2025 with board members.

**Motion: That the Library Board approve the Financial Statements to May 31, 2025 as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

b) Summer Board Meeting Schedule

Board members discussed the preferred dates for summer board and committee meetings. The Board agreed to meet on the normally scheduled days/times for the month of July, and cancel board and committee meetings for the month of August.

c) Microsoft 365/Sharepoint Accounts

Paul provided an update on the recent technical issues with the library's Microsoft 365 services. The library regained access to the disabled accounts on Friday June 13<sup>th</sup>, a process that required a notarized verification of PGPL's ownership of the accounts to be sent to Microsoft. After regaining access and reviewing the account logs, we concluded that the issue was caused by a cyberattack that gained access to the library's admin accounts, deleted existing users, and sent a number of spam/phishing emails from the accounts. The logs confirmed that the files and data stored on the service do not appear to have been accessed. The library is implementing upgraded security protocols to protect against this kind of breach, including multi-factor authentication for all Microsoft 365 user accounts. Following consultation with the cyber insurance company and the

privacy lawyer engaged as part of the insurance claim, we were advised that the incident did not constitute a privacy breach likely to result in significant harm to the individuals impacted, and so mandatory notification would not be required. However, the library did notify staff and board members whose personal information may have been accessed.

d) 2024 Annual Report Presentation to Council

Board members discussed the annual report presentation to mayor and council on June 23rd, reviewing the information that was covered in the presentation slides, which were included in the board agenda package.

e) 2025 Board Engagement Schedule

The Board reviewed the schedule for board member participation in upcoming library events. Library staff have requested a board member participate in a later shift for the Pride Picnic on July 6<sup>th</sup>, so that staff have assistance in packing up the equipment and supplies at closing. Garth and Luke both confirmed that they could stay until the end of the event. Jenne agreed to take one of the Canada Day shifts. Paul will update the schedule with the changes and distribute by email.

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

a) Committee Meetings for July

- Library Advancement Committee – July 9<sup>th</sup> at 12:00 pm
- Local History Committee – no meeting
- Governance Committee – July 15<sup>th</sup> at 4:30 pm
- Board Meeting – July 23<sup>rd</sup> at 7:00 pm

b) Board Look Ahead

- Canada Day at Lheidli T'enneh Memorial Park, July 1<sup>st</sup>
- Prince George Pride Picnic at Lheidli T'enneh Memorial Park, July 6<sup>th</sup>
- Prince George Pride Parade, July 12<sup>th</sup>

## 8. ADJOURNMENT

**Motion: That the Library Board adjourn the Board meeting at 8:19 pm. The motion was moved and seconded. The motion was carried.**



**Paul Burry**  
**Library Director**



**Anna Duff**  
**Chair**