

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY JULY 23, 2025 AT 7:00 PM
KEITH GORDON ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

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

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

Regrets: Councillor Wendy Jael
Joseph Jeffery

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 7:01 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 June 25, 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 July 23, 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 reached out to Lheidli T'enneh library board representative Wendy Jael by email to check in with her, but has not yet received a response.

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.

- Manager of Communications & Engagement Steve Hamilton and Youth Engagement Librarian Tia Dayman joined Caden Fanshaw on a CKPG TV segment on July 8th to promote the launch of the Summer Reading Club and Summer Reading Challenges.
- 122 children and families attended the Pico's Puppet Palace program at the Bob Harkins Branch on July 17th. The program included a 45-minute puppet show, followed by a build your own puppet workshop.

Expanding our Reach

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

- Engagement Library Assistant Elizabeth Hannah coordinated the library's participation in the Northern BC Queer Connection Society's Pride Picnic on July 6th at Lheidli T'enneh Memorial Park. Joined by library board member volunteers, the PGPL team interacted with over 400 participants, distributing over 100 program brochures.
- Library staff interacted with 489 community members during the SummerFest celebrations at City Hall on July 19th.
- PGPL participated in the Pride Parade on July 12th. Library staff and board members wore their pride colours and marched in the parade with the Mobile Outreach vehicle leading the way. Over 200 pride reading lists were distributed to participants along the parade route.
- PGPL Engagement staff participated in the library's booth at Community Arts Days on July 11th, interacting with 165 participants during the course of the five-hour event.
- Tia Dayman joined the Youth Pride Fest outreach event at the Connaught Youth Centre on July 11th. Held in partnership with School District 57, Foundry Prince George, Intersect, and Carrier Sekani Family Services, library staff connected with 56 youth and family members at the event.

Developing Partnerships & Advocacy

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

- The Regional District of Fraser-Fort George's recruitment announcement for adding a new PGPL board member was posted on the RDFFG website on July 7th. PGPL promoted the post on its social media channels. The deadline for applications is July 28th. Applicants must be a resident of one of the electoral areas A, C, D, E, F or in the portion of Area G south of McLeod Lake.
- Paul and Manager of Finance & Facilities Lyoshi LaMair met with the library's CIBC commercial banking representatives over lunch on July 10th. This was a good opportunity to develop relationships and discuss ongoing concerns.
- Paul and Steve met with representatives from the BC Library Association, for initial discussions regarding the possibility of collaborating to bring virtual versions of select Beyond Hope Conference Sessions to other BC library staff via BCLA's Virtual Conference Reboot series.

Designing Welcoming Spaces

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

- Splash Media helped PGPL staff host two different photo sessions at the Bob Harkins Branch in July. The sessions were part of the website redesign project, to help build a catalogue of photos of staff and community members involved in participating/offering library programs and services.
- The library honoured Larry Killeen's many years of service to the Friends of the Library with a ceremonial unveiling of a new maple tree and accompanying plaque in the Knowledge Garden. The June 27th ceremony was attended by Larry and his wife, as well as a number of Friends board members. PGPL and the Friends are grateful for Larry's many contributions, including the years of sorting discarded library materials for the book sale.

Strengthening Staff Communications & Relationships

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

- Alexis Redenbach of the Mobile Response Team visited the Bob Harkins Branch on July 15 for small group debriefing sessions. Alexis introduced her colleague Jonathan, who will be covering for Alexis when she leaves her position in August.

c) City Council Representative – Garth Frizzell

- Garth participated in the Pride Picnic, where the PGPL team interacted with over 400 attendees.
- Garth reported that the city council resolutions that were approved at the North Central Local Government Association (NCLGA) AGM will be going forward to be presented at the UBCM conference in Victoria in September. This includes a resolution calling on the provincial government to provide ongoing increases in funding for public libraries. The Standing Committee on Intergovernmental Affairs also met with the Chamber of Commerce, who also approved a resolution calling on the provincial government to support public libraries. The

provincial government has appointed a new Minister of Housing & Municipal affairs, which oversees the Public Libraries Branch. This change will impact ongoing advocacy efforts.

- Garth inquired on behalf of city council regarding the ongoing renovation of the skylight at the Bob Harkins Branch and how that work is progressing. Paul confirmed that work is proceeding well, with a minimum of disruption to staff and patrons. A portion of the parking lot immediately across from the Courtyard hotel is going to be inaccessible starting next week, so that a receptacle for debris can be set up in that location. Some noise disruption is likely over the coming weeks.

d) Library Advancement Committee

- Jennifer provided an update from the July Library Advancement Meeting. With the Deck Enhancement Survey project completed and Steve Hamilton now in the position of Manager of Communications & Engagement, the Library has concluded its contract with Monogram Communications, with gratitude for their support over the past year.
- The “All Hands on Deck” Survey report is included in the agenda package and will be discussed later in the meeting.
- The Board Engagement schedule for the summer was reviewed and updated at the meeting. A third day for the BCNE has been added to the schedule, so there are still a couple of open spots for board volunteers, if anyone is available on those dates/times.

e) Governance Committee

- Anna provided an update on the July 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 discussion of upcoming trustee term expiry dates, with Luke, Jennifer W., and Vash all due to expire at the end of November. Paul will make sure that term renewal reminders are sent to those whose terms expire this year.
- Paul and senior staff are working on updating the library’s Workplace Bullying & Harassment Policy, for discussion at a future board meeting. If any board members know of other organizations with good policies on those issues, please pass them along to Paul.

f) Local History Committee

No Report

g) Friends of the Library

No Report

h) NCLF Board

- The NCLF AGM was held on June 8th. Vash provided an update regarding the meeting, including the policy workshop that was conducted prior to the AGM.

- Another discussion topic was the possibility of amalgamating the NCLF and NELF federations, in order to avoid unnecessary duplication of work. Abi Ward is currently the Executive Director of both federations. The proposal is still being discussed by the NELF board.
- There was also discussion of the federation's budget, with a decision to make a motion to amend the budget to create an Indigenous initiatives fund that member libraries can use to support local programs and initiatives. The Board held a special meeting on July 22nd to address this motion, which was approved.

i) BCLTA

No Report

6. DISCUSSION/DECISION ITEMS

a) Financial Statements to June 30, 2025

Manager of Finance & Facilities Lyoshi LaMair and Financial Consultant Karen Stahl joined the meeting to review the Financial Statements to June 30, 2025 with board members. The copy of the Financial Statements included in the board agenda package was missing a page, so the board motion was approved by email following the updated copy being distributed.

Motion: That the Library Board approve the Financial Statements to June 30, 2025 as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.

b) All Hands on Deck Recommendations Report

Paul reviewed the Recommendations Report produced from the All Hands On Deck project community survey conducted April through June. The survey confirmed that the community wants the deck enhancement project to focus on creating a multi-use space that supports library programming, public seating/relaxation features, and rental options for private events. The results also indicated a desire to see natural elements integrated with seating and dining fixtures. The space should be accessible, community focused, with clear guidelines and communication around booking/scheduling of events. The Library Advancement Committee will continue to work on the project, compiling rough cost estimates that will help determine a target fundraising amount. A summary version of the report will also be shared with the community in September.

c) Update on Branch Facilities Agreements

Paul provided an update on the progress of the draft lease agreement for the Nechako Branch. There has been a change in personnel for the Mall management, which has delayed their response to the revised lease agreement we shared with them. The library is awaiting their response to this proposal.

The library has also been negotiating a lease agreement with the City of Prince George to cover the Bob Harkins Branch. We requested some changes to their standard lease template, including the removal of language prohibiting the display or use of "offensive art" and "things that are

objectionable.” The City agreed to alter this language so that the status of potentially “offensive” items in the library collection would not be subject to the lease agreement. The final version of the lease will be approved by the end of the summer.

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

- a) No Committee Meetings for August
- b) Board Look Ahead
 - BCNE, Exhibition Park, August 14-17

8. ADJOURNMENT

Motion: That the Library Board adjourn the Board meeting at 8:22 pm. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Anna Duff
Chair