

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD
HELD WEDNESDAY NOVEMBER 26, 2025 AT 7:00 PM
MINI PURPOSE ROOM AT BOB HARKINS/ONLINE VIA ZOOM**

Present: Anna Duff (Chair)
Jenne Amell (Vice Chair)
Sonia Sidhu
Vash Ebbadi-Cook
Louise Hanson
Joseph Jeffery

Also Present: Paul Burry (Library Director)
Lyoshi LaMair (Manager of Finance & Facilities)
Danielle Doucette (HR & Administrative Assistant)
Kirsten Thomson

Regrets: Wendy Jael
Luke Spooner
Councillor Garth Frizzell
Jennifer Wilczek

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 7:01 pm.
- 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 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 November 26, 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

- Attended the City Council meeting where Garth was reappointed to the PGPL Board.
- Governance committee meeting
- BCLTA retreat and board meeting

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 annual “Stuffy Sleepover” program was held on November 20th at the Nechako Branch. There were 30 participants in the program. The Bob Harkins Branch will host its version of the program on December 9th.
- Community Engagement Library Assistant Ashley Neff hosted the “Puzzle Swap” program at the Bob Harkins Branch on November 15th. The event was attended by 224 participants.
- The library’s new Board Games Collection was launched the first week of November. The collection features 20 board games of various different types. Collection Librarian Laura Weisgarber promoted the new collection on a CKPG TV segment with Caden Fanshaw on November 5th.

Expanding our Reach

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

- PGPL is partnering with its Canada Games Plaza neighbours to participate in the 30th annual Civic Light Up event on November 28th from 4 to 8 pm. The event includes hot chocolate, sleigh rides, and story time at the library.
- Community Engagement Library Assistant Sarah Wildi hosted two library tours of students from Vanway Elementary on November 24th at the Bob Harkins Branch. The class tours introduced groups of 29 and 24 students to the public library.
- The “Dad and Me” story time at the Bob Harkins Branch on November 22nd, led by Community Engagement Library Assistant Carlos Yu, attracted 34 participants.
- PGPL hosted the “Full STEAM Ahead” non-instructional day children’s program on November 10th, in partnership with UNBC and Exploration Place. The program was attended by 62 participants.

- The “Music Stories” program for youth took place at the Bob Harkins Branch of the library on November 4th, attended by 13 children aged 5-9. Held in partnership with the Prince George Conservatory of Music, the program focused on developing listening skills and exploring how music is used to tell stories.
- Registration for the library’s Homework Help tutoring program launched on October 30th, with the program launching in early November. Currently there are 22 tutoring sessions offered each week at both branches, reaching 32 children from grades 3 through 12.

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 Steve Hamilton attended the PG Chamber of Commerce Business Excellence awards ceremony on November 1st. The event honoured the achievements of local businesses in the community in 2025.
- Paul attended the Prince George installment of the “Co-operatives Build a Better World: BC Tour 2025” at the Knox Centre on November 4th. The event highlighted the benefits of relying on the Cooperative model for addressing challenges in our community.
- Paul participated in the “Professional Learning Needs Assessment” focus group for Library Directors on November 14, as part of the BC Public Library Professional Development Framework initiative.

Designing Welcoming Spaces

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

- PGPL launched the “All Hands on Deck” fundraising initiative and promotional campaign on November 17th, highlighting the \$10,000 contribution from the Friends of the Prince George Public Library that kicked off the campaign. Over \$16,500 in total has been raised in the first week of the campaign. The library’s social media posts promoting the campaign were viewed over 66,000 times, with a reach of more than 28,000 and over 450 user interactions with the posts.
- The skylight replacement project at the Bob Harkins Branch is nearing completion, with the scaffolding inside the building scheduled to be dismantled by December 10th.

Strengthening Staff Communications & Relationships

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

- PGPL staff hosted a “Staff Art Night” at the Nechozo Branch on November 15th. Art pieces created by PGPL staff members will feature in the Staff Art Showcase in the main stairwell at the Bob Harkins Branch during the month of December.
- PGPL is hosting its annual Staff Appreciation & Development Day on December 1st. Both branches of the library are closed for the day. Library Trustees are invited to attend the Luncheon starting at 12:00 pm. Facilitator Andrea Freeman is joining PGPL staff to lead the session “Setting Clear Boundaries: How to Approach Challenging Interactions with Confidence and Compassion.”
- PGPL welcomed new staff members joining the library in November: Homework Help Tutors Bev Fowlie and Anshu Prakash, and Security/Maintenance Worker Dilraj Singh. In addition, Shift Leader Chenoa Smeds was promoted to the position of Visual Marketing Assistant, Library Services Page Rowan Coxson was hired in the role of Customer Experience Assistant, and Jesii Gammie was hired as a Shift Leader.

c) City Council Representative – Garth Frizzell

- No update

d) Library Advancement Committee

- Jenn highlighted some of the advocacy items discussed at the last meeting, including new library ads appearing on CKPG that feature elements of the new branding.
- The library is participating in the Civic Light Up on November 28th
- The Austen Affair adult program celebrating Jane Austen’s 250th Birthday is on Dec 16th, featuring a tea party, costume dress-up, book readings, and a showing of the film Pride and Prejudice.
- We are waiting to officially launch the All Hands on Deck campaign until after the Friends of the Library meeting, where their donation to the project will be approved.
- Naming rights on the deck project are a possibility, if a donation amount is greater than 50% of the fundraising target. This would require board approval which is covered in the Naming/Sponsorship Policy.
- No meeting in December, scheduling one for January
- Vash has a contact that has offered to help spread the word regarding fundraising efforts – he will contact Jenn/Paul to discuss.

e) Governance Committee

- Discussed the new policies – AI and Harassment & Discrimination
- Karen and Lyoshi provided an update on the financial statements and reviewed the Process Improvement Action Plan.
- There was also discussion of the 2026 budget presentation to council, with suggestions for elements to include in the slide presentation.

f) Local History Committee

- Various quotes for possible venues for the Jeanne Clarke Awards were reviewed and the decision was made to move forward with the Civic Centre. CNC is no longer able to book their space for outside events.
- In order to try to identify eligible nominees for the Service or Publication award who live outside our community, Paul reached out to library directors across the region, and has already received an additional suggestion for a publication award nominee.

g) Friends of the Library

- The FOTL board has approved a donation of \$10,000 for the deck enhancement project.
- They are also finalizing their contribution to the upgrade of the aquarium at the Bob Harkins Branch.

h) NCLF Board

- The Federation 2026 Budget was approved at the November meeting.
- Enhancement and recovery funds available for member libraries continue to be spent.
- Professional development funding (available for library staff and trustees) is only being used at about 31%. This funding has historically been underutilized. The remaining funds will be distributed to member libraries by the end of December.
- Discussion on what libraries may consider for staff professional development to qualify for the federation subsidy. Time spent completing training outside of scheduled hours could be paid using the professional development funding.
- Professional development for trustees; want to align with feedback coming in, which includes two main components including regulatory requirements and policy development. Funding could be requested to bring someone in, which is what was done for the parallel stream for library directors, this included hiring a consultant to create a policy package that can be shared with multiple libraries to ensure a minimum standard for libraries across the province.
- Indigenous initiatives fund has been well utilized. Federation will put together a report in March that will be shared with the members.
- The proposed merger between North Central and North Eastern Library Federations was reviewed, with each federation writing to the minister to confirm that they are not interested in merging at this time. This was an exploratory process, but the boards felt that even though they both have the same Executive Director, that there was little benefit to merging.

i) BCLTA

- Tracey Therrien of Nelson Public Library has been hired as the new Executive Director of BCLTA and will start April 1st.

- The board retreat took place and hosted a one-day workshop for professional development training. Discussions took place regarding how to better lead library trustees, how to mitigate current capacity issues in order to support trustee growth, and continuing to advocate for the importance of libraries around the province.
- A new board member joined BCLTA in the summer, bringing experience from the Vancouver School Board in the summer was also welcomed during the retreat.

6. DISCUSSION/DECISION ITEMS

a) Financial Statements to October 31, 2025

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

b) Update to Policy 6.20 Harassment & Discrimination

Motion: That the Library Board approve the updated Harassment & Discrimination policy. The motion was moved and seconded. The motion was carried.

c) New Policy 6.23 Artificial Intelligence

The new policy on the use of AI in the workplace was reviewed. There was some discussion of the issue of AI generated materials in the library's collection. Chris Field's Collections Team has been monitoring this challenge. The board directed Paul to review whether the existing Collection Development policy needs revising to address the challenge of AI generated content.

Motion: That the Library Board approve the new Artificial Intelligence policy. The motion was moved and seconded. The motion was carried.

d) 2026 Budget Presentation to Council

Board members reviewed the slide deck of the budget presentation to council, providing further suggestions for changes and additions. Budget presentation slides will be submitted to the City the 3rd week of January, with the presentation to council scheduled for Monday January 26th night of January city council meeting. Would like a large presence from the trustee's during the meeting.

e) 2026 Privacy Review

Paul reviewed the Privacy Review Report, focusing mainly on the cybersecurity incident that disabled access to Microsoft 365.

Motion: That the Library Board receive the 2026 Privacy Review. The motion was moved and seconded. The motion was carried.

f) 2026 Trustee Development Plan

Paul reviewed the draft Trustee Development Plan for 2026. The board decided to forgo a trustee orientation presentation in January, but will attend the budget presentation to council instead.

g) Staff Development & Appreciation Day, December 1, 2025

Board members are invited to attend the Staff Development & Appreciation Day on December 1st at 12:00 pm for lunch with the library team.

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

a) No Committee Meetings in December

b) Board Look Ahead

- Library Staff Development/Appreciation Day - December 1, 2025
- Civic Light Up - November 28, 2025

8. ADJOURNMENT

Motion: That the Library Board adjourn the Board meeting at 8:56 pm. The motion was moved and seconded. The motion was carried.



Paul Burry
Library Director



Anna Duff
Chair