

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD THURSDAY, NOVEMBER 30, 2023 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  
Rahim Somani  
Jen Wilczek  
Mike Gagel

Also Present: Paul Burry (Library Director)  
Kyanna Coe (Manager of Finance & Facilities)  
Andrea Palmer (Newly appointed Trustee as of December 1, 2023)

Regrets: Arlene Stevens  
Erin Anderlini  
Kirsten Thomson

**6:30 p.m. Education Session**

Presentation on “2023 Incident Report Data Review” by Paul Burry, Library Director

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

- The meeting was called to order at 7:28 p.m.
- Board Vice Chair, Jenne Amell, welcomed everyone in attendance to the unceded traditional territory of the Lheidli T’enneh.
  
- Welcome to Andrea Palmer who will be joining the library board as of December 1, 2023.
- Board Chair, Anna Duff, Library Director, Paul Burry, and Councillor Garth Frizzel acknowledged and thanked Mike Gagel for his 8 years on the library board and for all of the work and advocacy he has done for the PG Public Library. Mike’s last day on the board is November 30, 2023.

**2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

**Motion: That the Library Board approve the minutes of the October 24, 2023 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 30, 2023 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

- Over the last month Anna has spent time preparing the Library Director’s performance review. This required coordinating and meeting with the rest of the trustees. Anna and Jenne met with Paul to discuss his review. They also looked at ways to improve and adjust the process.
- The Board Chair and Vice Chair met to see what kinds of things that they could accomplish in 2024 if they were re-elected as Chair and Vice Chair. They also reviewed the past year and talked about ways they could continue to support and promote growth for the entire board.
- Anna attended the Friends of the Library volunteer appreciation event. It was a very nice event.
- Anna reviewed and approved the 2024 budget letter that was sent to Council.

#### 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.

- Building contractors and electricians are renovating the front entrance of the Nechako Branch to accommodate the installation of new RFID security gates at the branch.
- The Homework Help free tutoring program is launching the first week of December. There will be additional tutoring session blocks available because of the generous support of the Province of BC, through the Enhancement Grant Funding.
- PGPL hosted the much-loved “Pumpkin Patch” story times on October 26<sup>th</sup> and 28<sup>th</sup>, featuring children and caregivers dressed up in their Halloween costumes.
- Community Engagement Library Assistant Sarah Wildes is leading the new “Readers & Co.” story time series aimed at older children (of all ages) who still love to be read to aloud.

Between 6 and 12 attendees have been enjoying having Sarah read aloud each week from *Because of Winn-Dixie*, by Kate DiCamillo.

### **Expanding our Reach**

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

- Over 100 people attended library's booth at the Winter Wellness Fair, held on November at College of New Caledonia.
- The call for nominations for the 2024 Jeanne Clarke Awards for Local History was posted to the library website and social media channels on November 2<sup>nd</sup>.
- The 2024 Teen Art Showcase kicked off on November 18<sup>th</sup> with the Teen Art Workshop, connecting 35 aspiring teen artists with professional artists who generously shared their knowledge and expertise. Submissions for the showcase are accepted February 9-10, 2024.
- The Community Services Table welcomed three new partners to the group of organizations that provide point-of-need support services to library visitors: the Prince George Legal Clinic, Prince George Urban Aboriginal Justice Society, and Service Canada joined WorkBC and the Ministry of Social Development & Poverty Reductions at the Community Services Table.
- PGPL staff partnered with Theatre NorthWest to present the "Reading Between the Wines" outreach event hosted at Theatre NorthWest on November 17<sup>th</sup>. This ever-popular program attracted 33 participants, who were treated to book recommendations paired with their favourite vintages!
- Community Engagement Library Assistant Grace Burke met with community partner Queer Connections to discuss plans for future partnership ideas, including a movie night and LGBTQ2S+ Book Slam.
- PGPL partnered with UNBC and Exploration Place to host the "Super Science" program at the Bob Harkins Branch on November 26<sup>th</sup>. 157 children and family members attended the non-instructional day event, which featured an exploration of the world of chemistry with Dr. Todd Whitcomb, and a review of all the reasons geology rocks with geoscientist John DeGrace.

### **Developing Partnerships & Advocacy**

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

- On November 2<sup>nd</sup> Paul and Manager of Communications & Engagement Jen Rubadeau met with Manager of Communications for the City of Prince George Julie Rogers, to discuss PGPL support for the City's "Be Downtown" promotional initiative.
- Paul attended the Volunteer Appreciation event hosted by the Friends of the Library on November 13<sup>th</sup>. This was a great opportunity to network with FOTL members and celebrate the achievements and dedication of long-time member and former president Margaret Johnston, who is stepping down from the FOTL board.
- Paul, Board Chair Anna Duff, and Councillor Garth Frizzell met with City Manager Walter Babicz to discuss moving forward with the effort to broaden the residency requirements for

library trustees, to include community members living outside of municipal boundaries but within the library's service area.

- On October 26<sup>th</sup> Paul participated in the Fall Business Meeting for the Association of BC Public Library Directors Association, in his role as Secretary/Treasurer of the Association.
- The 2024 Library Operations Budget with cover letter from Board Chair Anna Duff was submitted to Kris Dalio at the City of Prince George on November 17<sup>th</sup>.

### **Designing Welcoming Spaces**

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

- An electrician is installing additional electrical outlets in the Multi-purpose Room and Teen section of the Nechako Branch, permitting the addition of virtual meeting/conferencing technology and two gaming stations. Five new charging stations will be added to the adult floor at the branch.
- A roof leak on November 15<sup>th</sup> at the Nechako Branch resulted in significant water damage to the facility, including to some fixtures. There was no damage to library collections. The leak was caused
- by a faulty repair job at the Nechako Branch in the summer of 2023. We are working with municipal staff and restoration contractors to repair the damage and ensure the building is safe for staff and patrons. The branch was closed for one day

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

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

- Brian Den Hartog-Lindsey will be joining PGPL in January of 2024 as the new Community Engagement Librarian (Adult). Brian is relocating with his family from the state of Washington.
- New Accounting Clerk Rebecca Kokesch has been promoted from her position as Library Page, beginning in her new role on November 14<sup>th</sup>.
- Both branches of the library will be closed to the public on Monday December 4<sup>th</sup> for a staff development & appreciation day. Library trustees are invited to join the celebrations for lunch at 12:00 PM.
- Athabasca Locks will be installing additional key fobs at the Bob Harkins Branch to improve staff accessibility and safety.

#### c) City Council Representative

- Councillor Garth Frizzell will be attending a meeting with the Standing Committee on Intergovernmental Resolutions on December 11, 2023. He would like to bring a letter from the library board requesting the approval to expand out and invite First Nation members who live outside of the municipality to apply to be a member of the library board.

**Motion: That the Library Board write a letter to City Council to request authorization to enter into agreements with the Lheidli T'enneh First Nation and Regional District of Fraser Fort George that will ultimately lead to the addition of new board members. The motion was moved and seconded. The motion was carried.**

- A member of the public brought forth some questions to Council regarding the library. Garth thanked Paul and his staff for forwarding information that was helpful in responding to this person. It also gave him the background to the situation.
- The library's budget presentation to Council will take place in January. There will be questions from Council regarding fees and Sunday openings at the library.
- Over the next year Council will be discussing the official Community Plan. This comes up every 10 years. Goals are set for the City. When those goals are deviated from, Council has to hold public hearings and explain why those goals are being deviated from. There will be a lot of public engagement and information on what Council wants the city to look like.
- Councillor Frizzell attended the Friends of the Library AGM. They needed someone who was not on the board as all of the current members were up for election and they needed someone to oversee the election. 13 out of 15 spots were filled by acclamation. There were a lot of new faces in attendance.
- An event was held at CNC that Councillor Frizzell attended. There were several people in attendance due to the interest in Artificial Intelligence. CNC has assembled a committee on Artificial Intelligence. There was a strong policy presentation from the Ombudsmen regarding the intersection of AI and publicly funded organizations.

d) Library Advancement Committee

- The committee discussed the Art Strategy Project. Jen Rubadeau, Manager of Communications & Engagement, is continuing to reach out to the Community Arts Council so that the project can move to the next step.
- A proposal is being worked on to present to the City to upgrade the library's deck space.
- Discussed library advocacy regarding the events that are upcoming

e) Governance Committee

- The financials for October were reviewed and a recommendation made that they be approved by the board.
- Also discussed the new board member who was appointed, and that the City still has one more member to appoint to the board on December 4<sup>th</sup>.

f) Local History Committee

- A discussion took place on the plans for the upcoming Jeanne Clarke Awards. The event will take place on either February 24<sup>th</sup> or 25<sup>th</sup>.
- Deciding if the event will be held in the library or at an outside venue. Possible outside venue options are the Railway Museum or Exploration place.
- Jen Rubadeau has spoken with the Railway Museum and they have offered the space to use free of charge there would just be the cost of catering.

g) Friends of the Library

- The volunteer appreciation event was well attended. They had a placemat of questions for their focus group that centred around Codes of Conduct and your impression of the Friends of the Library. There was lots of networking happening with new volunteers.
- Larry, who is a member of the Friends of the Library and manages the storage containers that are used to store discarded materials for book sales, will be retiring from the Friends of the Library after the book sale in the spring. He organizes, categorizes and boxes all the discards and donations for the book sales. He has been a member of the Friends of the Library for many years. They will be looking for someone who is physically capable of lifting boxes of books, some computer experience, able to create labels, trustworthy, a good communicator and comfortable working on their own.

h) NCLF Board

- Nothing to report.

i) BCLTA

- Mike Gagel attended the BCLTA Board Retreat in Vancouver.
- The retreat was had at The Hive which is a coop of office spaces that can be rented. The new Executive Director of BCLTA manages The Hive as their other part-time job.
- There was a significant increase in funding to BCLTA from the Ministry. They outlined how they will be allocating those funds over the next three years. They will be focusing on the core governance workshops, redesign of the website and building a network of governance facilitators across BC.
- The Executive Director will have open office hours so that Trustees or Boards will be able to reach out to her. She will post times that she will be available to schedule appointments and the Trustee meetups will take place bi-monthly. She will pilot a Trustee Chair Mentorship program and also continue member engagement.
- A calendar of events will be established on the website.
- There has been no fee increase in several years so this will be brought forward as a possibility.
- They will publish an Organizational Impact and Board Accountability report.
- Mike has meetings with BCLTA in January, March and then the AGM which will be his last meeting before he steps down from that board.

## 6. DISCUSSION/DECISION ITEMS

a) Approval of Financial Statements to September 30, 2023

- The Financial Statements for October 31, 2023 was reviewed.

**Motion: That the Library Board approve the Financial Statements to October 31, 2023 as recommended by the Governance Committee. The motion was moved and seconded. The motion was carried.**

b) 2023 Privacy Review Report

- The Library Director reviewed the report and talked about how the library is updating policies on privacy.

**Motion: That the Library Board approve the 2023 Privacy Review Report as distributed. The motion was moved and seconded. The motion was carried.**

c) 2024 Committee Assignments

- Trustees are asked to think about what committees they would like to be apart of in 2024 or no which committee you no longer want to be a part of.
- A Chair and Vice Chair will both be voted on in January. Both Anna Duff (Board Chair) and Jenne Amell (Vice Chair) are open to being reappointed to their respective positions.

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

a) Committee Meetings for November

- Library Advancement – TBD
- Local History Committee – No meeting will be held in December.
- Governance Committee – No meeting will be held in December.
- Board Meeting – January 24, 2024 at 6:30 p.m.

b) Board Look Ahead

- Nothing new to add.

**8. ADJOURNMENT**

**Motion: That the Library Board move in-camera at 9:04 p.m. The motion was moved and seconded. The motion was carried.**



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



**Anna Duff**  
**Chair**