

**Pemberton and District Public Library
Board of Trustees Meeting
Tuesday March 27th, 2018**

CALL TO ORDER

100 APPROVAL OF AGENDA

200 APPROVAL OF CONSENT AGENDA

201 Minutes of January 16th, 2018

202 Correspondence

203 Chairs Report

204 Directors Report

205 Committee reports

300 ONGOING BUSINESS

301 Fundraising (Booktoberfest 2018)

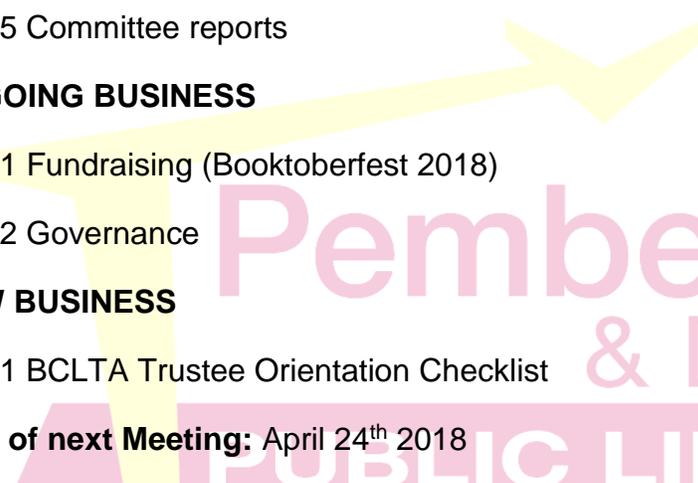
302 Governance

400 NEW BUSINESS

401 BCLTA Trustee Orientation Checklist

500 Date of next Meeting: April 24th 2018

600 Adjournment



**Pemberton
& District
PUBLIC LIBRARY**

**Pemberton and District Public Library
Board of Trustees Meeting
Tuesday January 16th 2018**

Minutes

Members present:

Judith Walton (Chair), Meg Gallup, Monique Midgley, Karen Tomlinson, Tracy Graham, Laura Arnold, Russell Mack, Helena Edmonds, Emma Gillis.

Members not present:

Cindy Filipenko, James Linklater.

Call to order:

Meeting called to order at 7.00pm by Chair J. Walton.

100 Approval of Agenda

M. Gallup moved. T. Graham seconded. Carried.

200 Approval of Consent Agenda

201 Minutes of December 12th, 2017

Received as submitted

202 Correspondence

Received as submitted

Motion: to support Lisa Richardson's request for support with the monthly community newsletter from The Wellness Almanac. M. Gallup moved. M. Midgley seconded. Carried.

J. Walton received notification that the Great Hall booking for the October 20th Oktoberfest fundraiser had to be moved due to the elections. The Oktoberfest will now be October 13th 2018.

203 Chair's Report

Received as submitted.

204 Director's Report

Received as submitted.

205 Committee Reports

M. Midgley verbally presented the year-end financial statements and 2018 budget.

Motion: to approve the consent agenda and accept all reports as submitted. K. Tomlinson moved. M. Gallup seconded. Carried.

300 Ongoing business

301 Fundraising (Booktoberfest 2018)

Discussed preliminary plans for the event. Name changed to 'Oktoberfest'.

302 Governance

AGM on January 30th

303 Communication Strategy

Discussed the upcoming 'roadshow' booking with local organizations

304 Succession Planning

Discussed need for succession planning as several trustees are entering their final terms.

400 New Business

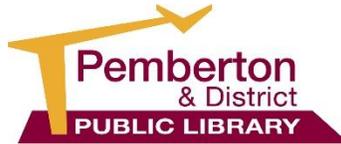
500 Date of next meeting

To reduce scheduling conflict with council meetings, Board meetings will now be held on the last Tuesday of the month. The next meeting will be Tuesday March 27th unless a need is identified for a meeting in February. A planning meeting is to be held to discuss the Oktoberfest fundraiser.

600 Adjournment

Meeting adjourned at 8:35pm by Chair J. Walton





Lisa Richardson
PO BOX 1071
Mt Currie
BC V0N 2K0

March 17, 2018

Dear Lisa,

The Pemberton and District Library Board voted unanimously last night to support your grant application to CFOW for a monthly newsletter from the Wellness Almanac.

We think this is a great opportunity that helps us fulfill one of the four priorities of our Strategic Plan which is developing partnerships. The goals of forming partnerships are to increase fundraising opportunities and to increase awareness of the library through improved promotion. Partnering on the Wellness Project be a zero-cost proposition and will serve to increase more awareness for both the library and the vital work that the Wellness Almanac provides in terms of connecting community. By partnering with the Wellness Almanac we will have dedicated space in this newsletter to connect with the community we serve.

The Library is committed to promoting lifelong learning which the Almanac provides. We also are committed to be the hub of the community and I believe the ability to reach the community through technology besides the actual Library facility is essential for the diverse community we serve.

The Library is committed to reconciliation and is actively extending outreach to our First Nations neighbours, a common goal of both the Wellness Almanac and the Library.

We wish you every success in this endeavour

Judith Walton
Chair Pemberton and District Library Board

Charitable Business Number: 13181 4709 RR0001

-----Original Message-----

From: Lisa Richardson <lisarichardsonbylines@gmail.com>

Sent: March 20, 2018 5:01 PM

To: info@whistlerfoundation.com

Cc: Sheldon Tetreault <sheldon.tetreault@gmail.com>; Judith M Walton <jmwalton@shaw.ca>; Emma Gillis <egillis@pemberton.bclibrary.ca>

Subject: Community Grants Program application for \$4000 for Wellness Almanac newsletter

Thank you for the opportunity to articulate and present the Wellness Almanac newsletter project to the Community Grants Program for funding consideration.

This represents an exciting partnership for us with the library, provides an opportunity to establish and galvanize a grassroots community committee around the newsletter, and is a chance to test out a model for potential financial sustainability. We couldn't take these steps without the support of the Community Grants Program. This grant would serve as a kind of seed funding that would help next-level, sustain and amplify the work currently underway at the WellnessAlmanac.com, in the name of creating a more engaged community with a stronger commitment to reconciliation and belonging.

Sincerely,

Lisa Richardson



Chair's Report March 27th 2018

The Director and I spoke to the Rotarians on February 28th followed by the Pemberton Valley Senior Society at their Lunch at the Legion on the same day. In both cases we were explaining how the use of the Library has changed since moving to the current location in 2008. It also gave us an opportunity to explain why we need to maximize the use of the main library and talk about the fund raising required. We asked for support and that people attend or offer to volunteer at Oktoberfest. In both cases we asked what additional services or programs people would like.

The difficulty we quickly realised was with people who do not use the Library and wonder why the need for such an expense from the municipality and SLRD. We need to do a better job of advertising the value of the Library and many thanks goes to Lisa Richardson for her great article about the Library in the Pique in February.

My presentation to the Women's Institute had to be delayed to April 16th due to illness.

I reminded both the Mayor and our Federal MP Pamela Goldsmith John's at the big funding announcement in the Barn on March 9th about the requirement for improved internet in the area and the impact on the Library.

I completed the attached letter in support of Lisa Richardson's bid to get funding for Wellness Almanac Application.

Trustee Laura Arnold and I met to discuss the planning for Oktoberfest.

Judith Walton
Chair PDPL

Pemberton
& District
PUBLIC LIBRARY

Director's Report February/ March 2018

Visits to the Library in January and February are already up 6.8% on the same period last year. 8500 visits in January (vs 7816) and 8336 in February (vs 7943). Thursdays continue to be our busiest days with between 400 and 500 visits consistently being recorded.

Programming

Our family movie matinees ended in February until Fall due to the brighter afternoons and direct sunlight that we experience in the lounge area.

On February 15th, 60 people joined us for a screening of the ski movie 'Numinous' featuring several Pemberton skiers including Kye Peterson and Logan Pehota. Both Kye and Logan attended the event. The popularity of this event really highlighted the benefits to be had by being able to open up the lounge area more with the introduction of moveable stacks. Unfortunately, our other adult movie nights in January and February had very poor attendance so we will be re-assessing whether to continue with the regular monthly movie nights in the Fall or whether to adapt a more flexible schedule that responds to the movies that are available and their likely appeal to the community.

Marilyn attending online training in preparation for the Community Volunteer Income Tax Program which started at the beginning of March. This free program offers assistance with the completion of tax returns for low income families and individuals. Last year we had 3 people use the service in total. This year we have already had 4 people sign up and the service is available until the end of March, with the option to extend into April if there is demand. The service has been particularly well received within the seniors community.

14 Grade 7 students from Xet'olacw Community School came to the Library for a class visit on March 13th. Gen provided them with an overview of library resources and services and all students had the opportunity to get library cards and check out library materials.

We have been fortunate to be able to continue our storytime programming with the existing staff since Nic MacPhee left at the end of January. Kelly, our newest team member has been hosting the toddler and pre-school storytimes, I have been hosting the infant storytime and Gen hosts the weekly visits with the Beetlebugs group from the Children's Centre. We are currently in the process of re-vamping our summer reading club in an effort to improve participation this year.

Resources

Gen and I attended a full day first aid course in February. More than half of the staff now hold their Emergency First Aid and CPR/AED Level C with the intention of having all the staff qualified by next year, budget permitting.

Partnerships

We partnered with Work BC to offer a free EI Information Session at the end of January and another on self-employment in February. These ran alongside their regular weekly drop-in employment services at the Library which continue to prove popular.

Lisa Richardson published a full-page article about the Library for her first article in the Pique on February 8th.

I appeared as a delegate at the February 8th Pemberton Valley Utility Services to present the 2018 budget.

Judith and I commenced our 2018 promotional 'roadshow' to raise awareness of the Library and promote our October fundraiser to raise funds for the second phase of the Library redesign. I presented to the Chamber of Commerce on the morning of February 9th. Judith and I presented together to Rotary and the Seniors Society on February 28th and I presented to the Men's Shed on March 14th.

Flexible Spaces

The final details are being worked on for ordering the furniture for Phase One of the main library redesign. Annette Effe has been instrumental in maintaining our art displays in recent months. She will be taking down her work at the end of March and local artist James Donovan will be displaying his.

Emma Gillis
Library Director