

**Pemberton and District Public Library
Board of Trustees Meeting
Tuesday June 26th, 2018**

CALL TO ORDER

100 APPROVAL OF AGENDA

200 APPROVAL OF CONSENT AGENDA

201 Minutes of May 22nd, 2018

202 Correspondence

203 Chairs Report

204 Directors Report

205 Committee reports

300 ONGOING BUSINESS

301 Oktoberfest 2018

302 Other Fundraising

303 Governance

400 NEW BUSINESS

None

500 Date of next Meeting: To be discussed

600 Adjournment



**Pemberton and District Public Library
Board of Trustees Meeting
Tuesday May 22nd 2018**

Minutes

Members present:

Judith Walton (Chair), Meg Gallup, Karen Tomlinson, Monique Midgley, James Linklater, Jan Kennett (alternate for Russell Mack), Emma Gillis.

Members not present:

Cindy Filipenko, Tracy Graham, Peggy Riley, Carmen Praine, Laura Arnold, Helena Edmonds.

Call to order:

Meeting called to order at 7.05pm by Chair J. Walton.

100 Approval of Agenda

J. Walton added item 401 InterLINK Agreement to new business.

M. Midgley moved. J. Linklater seconded. Carried.

200 Approval of Consent Agenda

201 Minutes of January 16th 2018

Received as submitted

202 Correspondence

None received.

J. Walton updated group on email correspondence from Angela Belsham regarding storage of beer for Oktoberfest.

203 Chair's Report

Received as submitted.

204 Director's Report

Received as submitted.

205 Committee Reports

None submitted.

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

300 Ongoing business

301 Oktoberfest 2018

J. Walton updated group on progress to date. AG Foods can provide discount for soft drinks. Band is booked. Timings to be confirmed. Suggested 7pm to 11pm as per Wine & Cheese. K. Tomlinson confirmed risers have been booked. Discussed recycling options for event. J. Linklater to investigate.

302 Other Fundraising

The Library provisionally has a table booked at the Farmers Market on July 6th, August 10th, September 14th and October 12th. Seeking trustees to volunteer to host small book sale at the table and to sell tickets to the Oktoberfest at the September and October market dates.

303 Governance

Both the SOFI (Statement of Financial Information) and Annual Survey have been submitted to Libraries Branch by the Director. The Charity Return has been completed by the Director and Treasurer and submitted.

304 Skills Inventory Matrix

J. Walton reminded all trustees to complete the Skills Inventory Matrix.

400 New Business

401 InterLINK Agreement

All trustees had received a copy of the revised agreement by email for approval.

Motion: *to approve the changes to the InterLINK Agreement.* M. Midgley moved. M. Gallup seconded. Carried.

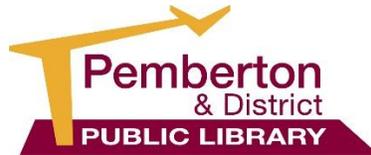
500 Date of next meeting

Tuesday June 26th at 7pm

600 Adjournment

Meeting adjourned at 7:48pm by Chair J. Walton





Russell Mack
Director Electoral Area C
Squamish-Lillooet Regional District
Box 219, 1350 Aster Street
Pemberton, BC V0N 2L0

May 31, 2018

Dear Russell,

On behalf of all members of the Pemberton and District Library I want to thank you for championing our request for funding to re-carpet and paint the main Library and agreeing to fund it from Electoral Area C Amenity funds. Please pass on our thanks to all members who supported this request at the Area Directors Meeting.

There is a written thank you for the funding shown on the Book Thermometer in the Library.

Yours Truly

A large, faint, light pink version of the Pemberton & District Public Library logo is centered in the background of the letter. It includes the stylized yellow graphic and the text "Pemberton & District PUBLIC LIBRARY".

Pemberton
& District
PUBLIC LIBRARY

Judith Walton
Chair
Pemberton and District Public Library Board of Trustees

Director's Report May/June 2018

5859 items were borrowed from the Library in May, 6.5% less than in May 2017. It is also the lowest monthly circulation recorded since May 2015. While many reasons could be attributed to this, such as unseasonably warm weather we will continue to monitor the situation and look at ways to better promote the collection.

7216 visits were made to the Library in April. This is a decrease of 1.9% from May 2017.

While fewer patrons were borrowing materials during their visits, 678 Public Computer sessions were recorded in May and 756 Wi-Fi sessions. This is the highest recorded Wi-Fi usage since we installed the new system last March and could be a direct result of the lack of internet connectivity at the neighboring Radius apartment building so we can expect this figure to drop once they are connected at the end of the month.

Programming

Much effort has been put into the re-vamp of our Summer Reading Club program that runs through July and August. We felt that the weekly sessions that we have offered in the past were not working well for our community as year on year registration and attendance was dropping. In such a busy and active community we wanted to offer a program that could be flexible to work around the schedules of the families participating and would still encourage reading throughout the summer months. To that end, we have created a passport style program that has weekly challenges that earn points (activities include completing a daily reading log and a scavenger hunt). Most challenges can be completed at any time over the summer, with participants bringing their passports and reading logs to the Library to redeem their points and move along the leaderboard we have added to the windows between the Children's Library and Lounge Area. There are two age groups (5-7 and 8-12) and the child in each age group with the most points at the end of the summer wins a prize. At the time of writing we had 65 registrations, double what we had last year. The official launch party is on Friday June 22nd but children can register right up until July 2nd when the program officially starts. We are very excited for this trial as it incorporates much of the existing BC Summer Reading Club program but with our own approach to delivery. We are hopeful that if this year runs well it will be used as our model for future years. Gen has done an incredible job designing the passport and marketing materials and the entire team has been involved in the design process. We hosted a visit with Grade 3 & 4 students from Xit'olacw who wanted to learn more about the Library and how it could help them with their classroom projects. A Kindergarten group from Signal Hill will be visiting on June 21st. Gen hosted her first workshop at the Library on Bullet Journaling on May 26th.

Resources

Marilyn and Gen attended a workshop in Ts'zil about Clear Language and Design which provided them with useful information when producing posters and documents that will be read by the public. Marilyn and I interviewed for the new Library Assistant position and are delighted to be welcoming Tracey Sheppard to the team. Tracey brings to the team a wealth of experience and enthusiasm working with young people and fostering a love of literacy.

Partnerships

We partnered with the Community Foundation of Whistler who presented a workshop on Estate Planning. We also partnered with The Barbed Choir group from Whistler Library had a pop-up event at the Pemberton Library on May 25th and the Pemberton Multicultural Network, who offered a bee workshop on May 26th that was hosted by Delores Los. We unfortunately cancelled the June 2nd family coding workshop that we were running in partnership with the Dream Makers Literacy Coalition due to insufficient registrations but the June 3rd workshop ran and was very well received. Myself, Marilyn, and Kelly visited the classroom at Signal Hill Elementary to promote the Summer Reading Club program. We had our last pop-up Library at Pemberton Secondary School until after the summer holidays and our thanks to Karen Tomlinson who arranged for us to borrow the 3D printer over the summer. We plan to use this time to learn more about this technology and hopefully incorporate it into some programming. Gen designed new information leaflets to inform visitors to the community of what the Library offers. They are now on display in the Visitor Centre along with our summer storytime schedule.

Flexible Spaces

With increasing use of the space for study and work purposes we have introduced signage to the study carrels advising that it is intended as a quiet study area. Early signs indicate it is working well and use of the space seems to have increased now that people are discouraged from talking in that area. With our open plan design, it is difficult to create a truly quiet area but we felt this was a step in the right direction in recognizing that many still wish to use the Library as a quiet place to work or study while remaining true to our role as a welcoming, accessible community space.



Public Library InterLINK
Board Meeting Summary
May 29, 2018

Presentations from Julie Iannacone and Shannon Ozirny from InterLINK's Youth Services Committee (YSC), and Ben Hart, NewToBC Project Coordinator, and a discussion of board development opportunities for the fall were the main items on the May 29 agenda.

Julie Iannacone and Shannon Ozirny, YSC

J. Iannacone and S. Ozirny provided a brief overview of the work that the YSC undertakes on behalf of member libraries: staff development, shared initiatives and sharing of best practices and other information.

Ben Hart, NewToBC

B. Hart provided an overview of the three components of the NewToBC program: the online resources available on newtobc.ca, the training and connections to settlement workers and the Library Champions Program. B. Hart noted his goal of having community profiles for all InterLINK communities. There was a good discussion of the impact of the program, including the fact that at least three library champions have gone on to serve on library boards.

Board Development

M. Burriss requested feedback from Board members regarding appropriate topics for a fall development session. There was a good discussion of what type of session on "financial literacy" would be most effective. M. Burriss will investigate and will send out an update via email.

InterLINK Agreement

M. Burriss noted that the Ministry has approved the agreement and InterLINK will utilize an electronic signature procedure to get the final copy signed by all 18 Board Chairs

Around the Table:

Continuing renovation projects at a number of libraries, strategic planning, expansion of opening hours in Bowen Island and Squamish, North Vancouver City's recording station, appointment of new Chief Librarians in Port Moody and Sechelt and Vancouver's search reaching the decision phase, Lillooet's successful proposal for an Adult Learning Centre, Coquitlam's wine and cheese event with Council, North Vancouver District's whiskey fundraiser, and a discussion of the impact of the upcoming municipal elections were among the topics shared by Board members.