

**Pemberton and District Public Library
Board of Trustees Meeting
Tuesday August 28th, 2018**

CALL TO ORDER

100 APPROVAL OF AGENDA

200 APPROVAL OF CONSENT AGENDA

201 Minutes of June 26th, 2018

202 Correspondence

203 Chairs Report

204 Directors Report

205 Committee reports

300 ONGOING BUSINESS

301 Oktoberfest 2018

302 Governance

400 NEW BUSINESS

None

500 Date of next Meeting: To be discussed

600 Adjournment



**Pemberton
& District
PUBLIC LIBRARY**

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

Minutes

Members present:

Judith Walton (Chair), Meg Gallup, Monique Midgley, Cindy Filipenko, Karen Tomlinson, Tracy Graham, Laura Arnold, Peggy Riley, Carmen Praine, Emma Gillis.

Members not present:

James Linklater, Russell Mack, Helena Edmonds.

Call to order:

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

100 Approval of Agenda

C. Filipenko moved. P. Riley seconded. Carried.

200 Approval of Consent Agenda

201 Minutes of January 16th 2018

Received as submitted

202 Correspondence

Received as submitted

Additional correspondence received from the Libraries Branch detailing the Public Library Operating Grants from the Provincial Government. Two of the grants have decreased further since 2017, resulting in overall reduction in provincial funding for the second year in a row.

203 Chair's Report

Presented verbally by J. Walton. Update on Oktoberfest preparations. Paperbacks being collected from other trustees to sell at the Pop-Up Libraries at the Farmers Markets over the coming months for additional fundraising. The dates are: July 6, August 10, September 14 and October 12

204 Director's Report

Received as submitted.

205 Committee Reports

None submitted.

Motion: *to approve the consent agenda and accept all reports as submitted.* C. Filipenko moved. P. Riley seconded. Carried.

300 Ongoing business

301 Oktoberfest 2018

Discussions held on outstanding tasks needing completed. Reviewed room layout to plan table and seating requirements.

302 Other Fundraising

As discussed under Item 203

303 Governance

Directors evaluation due in August/September.

Strategic Plan review and 2019 budget preparation due in September.

400 New Business

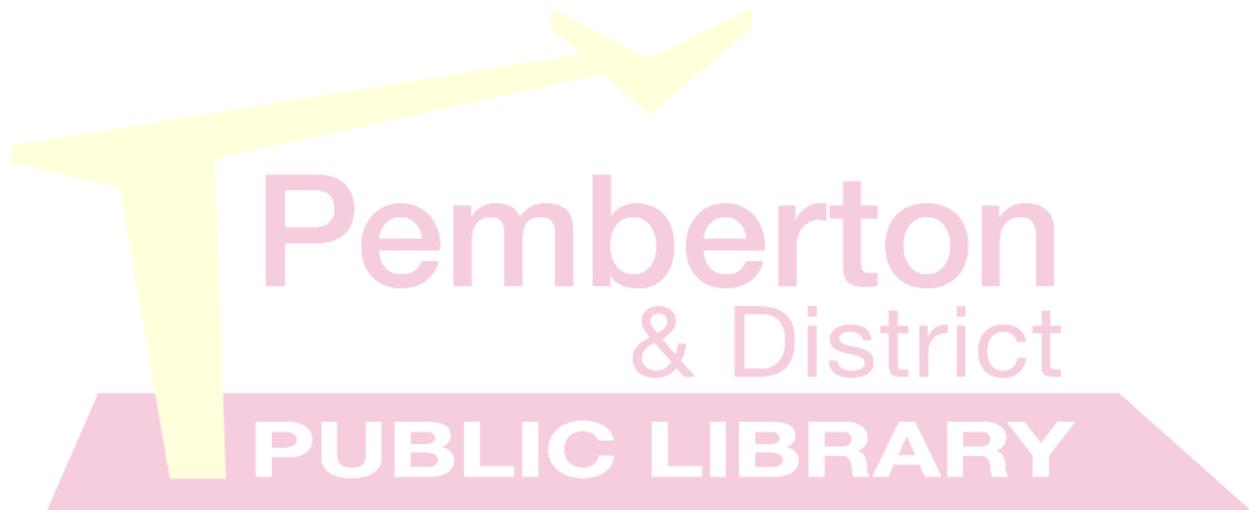
None

500 Date of next meeting

Tuesday August 28th at 7pm

600 Adjournment

Meeting adjourned at 8:00pm by Chair J. Walton



AGENDA ITEM 202

Dear Library Directors and Board Chairs,

As you may be aware the date of the 2018 Local General Election will be in October (formally November). I am writing to inform you of a minor change in the Library Act relating to the timing of Regional and Municipal Library Board Appointments.

The *Library Act* sections 5(3) (municipal library board appointments) and 17(2) (regional district library board appointments) has been amended to update the timing of appointments to library boards in the year of a local general election.

This change was done to be consistent with the upcoming change to the local election date to October. Therefore the new appointments will take place in November 2018 at the first regular council meeting of the newly elected councils/boards following the local general election.

- These changes apply to Municipal Library Boards and Regional Library Districts Boards.
- Appointment date of local elected officials to Public Library Associations is not defined in the Library Act; however, a local government may choose to make appointments to a PLA Board in November 2018 should they wish to be consistent with other board appointments they are required to make following a local general election.

There has been no other changes made to the Library Act.

Local governments Chief Administrators and/or Corporate Officers have been advised of this change via CivicInfo on behalf of the Ministry of Municipal Affairs and Housing. The message is below for your information.

Please contact Denise McGeachy if you have further questions,

Mari

Mari Martin

Director, Libraries Branch | *Teacher Regulation, Independent Schools and Public Libraries Division*
BC Ministry of Education (Victoria)

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Director's Report June - August 2018

6460 items were borrowed from the Library in June, 7% more than in June 2017. **6287 items were borrowed** from the Library in July, an increase of 1.7% from July 2017.

6835 visits were made to the Library in June. This is a decrease of 5.3% from June 2017. **6184 visits were made to the Library** in July. This is an increase of 10.1% from July 2017, but this comparison is not accurate due to the door counter failure last July when it was out of service for a few days so it is most likely comparable with last year's visits rather than significantly higher.

607 computer sessions were recorded in June and again in July, and we have already seen this usage increase with the new layout and the creation of our 'computer lab'. Significant increases were seen in wifi usage with 867 distinct 'clients' recorded in June and 928 recorded in July – the highest number recorded prior to these dates was 756 showing the continued and growing demand for internet and computer access.

Programming

The Library stayed open for Canada Day again this year. We have been open on Canada Day since 2013 due to the festivities being held in the Community Centre and the opportunity for many to visit the Library that may not ordinarily come to the building. The good weather meant that fewer people than in past years came into the building with only 160 visits over the 3 hour period (compared with over 200 in past years) but it still remains a good opportunity to showcase the Library so we will likely continue to open on this day.

Summer Reading Club has been an incredible success this year and early feedback from parents suggests that the new 'passport' model is working well for the community and encouraging regular reading throughout the summer. The 'End Party' will be held on Sunday August 26th where the winners in the two age categories will be announced and all of those that completed their reading logs and passports will be awarded medals and certificates. We will also be asking parents for their feedback to help us further improve the program for next year.

A total of 118 children registered for the summer program with 63 children in the 5-7 age category, and 55 children in the 8-12 category. At the time of writing 66 children had been actively participating in the program over the summer and over 35 had already submitted their logs and passports to be eligible for the award ceremony. Compared with previous years when on average 5 reading logs have been submitted by the end of the summer, we are confident that this trial model has proved itself to be a stronger approach for promoting summer reading in our community at this time.

During the summer we also trialed replacing our toddler and pre-school storytimes with a more general 'family storytime' open to ages 1-5. This seems to work particularly well for families with more than one child so we will continue this model until the end of the year when we will review again. We have had to change the days starting in September due to time conflicts with other programs in the community intended for the same age group that were impacting on attendance rates. We will continue to monitor over the coming months to ensure we are offering the most beneficial days and times for the community.

Resources

I attended a workshop on Understanding Financial Statement for Non-Profits with Judith and Monique. This free session was offered by the Whistler Chamber of Commerce and delivered some useful information for presenting our financial information.

Partnerships

We partnered with Stewardship Pemberton to host a Seed Library and Seed Saving workshop on July 7th.

Service Canada hosted their first drop-in service in Pemberton on July 26th and it was very well received a queue forming in the first hour they were open. This really helped illustrate to them the need for the service in the community and they will be returning for another session on September 13th.

We partnered with Sea to Sky Community Services to host outdoor storytimes at their weekly 'Playground in the Park' program, held at Underhill Park. This was an excellent opportunity to raise awareness of our programs with community members that may not currently be using the Library.

We partnered with Growing Great Children to host a puppet show in the Children's Library on August 21st. Picos' Puppet Palace was very well attended with over 65 children and caregivers in attendance.

Flexible Spaces

We held "Pop-up Libraries" at the Farmer's Market on July 6th and on August 10th, with trustees volunteering their time to sell used books at our stall. We raised a total of \$160 from both of the mini book sales.

Phase 1 of our Main Library Redesign took place from August 7th to August 9th. We are still awaiting the delivery of 2 items of furniture (the display shelving and the new board table) and anticipate they will arrive early September. The staff have adjusted well to the new workflows and patron feedback has been positive about the new space.