

**Pemberton and District Public Library
Board of Trustees Meeting
Tuesday September 25th, 2018**

CALL TO ORDER

100 APPROVAL OF AGENDA

200 APPROVAL OF CONSENT AGENDA

201 Minutes of August 28th

202 Correspondence

203 Chairs Report

204 Directors Report

205 Committee reports

300 ONGOING BUSINESS

301 Oktoberfest 2018

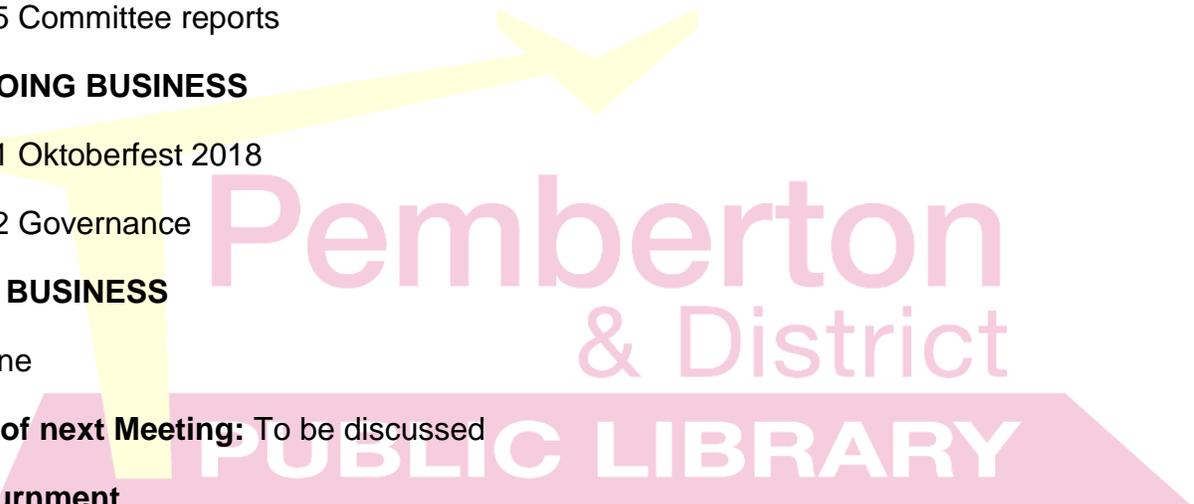
302 Governance

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 August 28th 2018**

Minutes

Members present:

Judith Walton (Chair), Meg Gallup, Cindy Filipenko, Monique Midgley, Karen Tomlinson, Tracy Graham, Peggy Riley, Emma Gillis (7:55pm).

Members not present:

James Linklater, Russell Mack, Carmen Praine, Helena Edmonds.

Call to order:

Meeting called to order at 7.10pm by Chair J. Walton.

100 Approval of Agenda

T. Graham moved. K. Tomlinson seconded. Carried.

200 Approval of Consent Agenda

201 Minutes of January 16th 2018

Received as submitted

202 Correspondence

Received as submitted

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. M. Gallup moved. K. Tomlinson seconded. Carried.

300 Ongoing business

301 Oktoberfest 2018

Tasks: Judith Walton presented a list of tasks for Oktoberfest and people were assigned to specific duties. Progress on these tasks will be discussed at the next Oktoberfest meetings to be held within the first two weeks of September.

Judith explained that we had the hall from 1 pm to 1 am.

Event time: The event will start at 7:30 and conclude at 11:30 with a last call for alcohol at 10:45 and a band ending time of 11:15. Students from PSS will hopefully come in at 11:30 and help us clean up.

Vollies: All board members were encouraged to find 2 (or more) volunteers. Volunteer shifts for event specific tasks (taking ticket, selling tickets, cleaning up as we go) will be from 7:30 – 9:30 and 9:30 – 11:30.

Fundraising:

Ticket price: \$25

Cash Donations: Julie Kelly, Friends of the Library Chair, has offered to assist with soliciting cash donation from businesses that had previously donated silent auction baskets.

SLRD room and costs contributions: Not known at this time.

Food and Drink prices:

Beer \$6, wine and long drinks \$8, soft drinks (sparkling water, Coke and ginger ale in cans) \$2, and something on a bun for \$5.

We decided not to have a 50/50 draw or serve short drinks.

302 Other Fundraising

Nothing at this time

303 Governance

Laura Arnold has resigned from her position on the board as she has moved home to Edmonton to pursue her career goals.

There are two new potential board members, Lisa Richardson and Brennan Armstrong. They will be in the library within the next week or two to do the necessary paperwork.

Motion: *to select Lisa Richardson and Brennan Armstrong as Trustees to the Pemberton & District Public Library Board.* T. Graham moved. K. Tomlinson seconded. Carried.

400 New Business

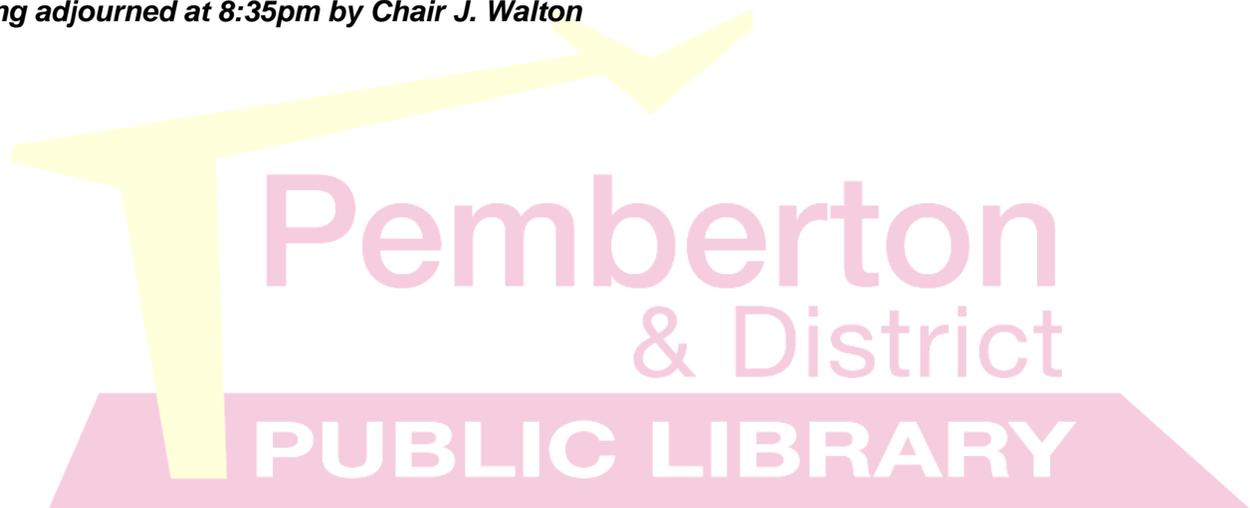
None

500 Date of next meeting

Tuesday September 25th at 7pm

600 Adjournment

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



Chairs Report for September 25th, 2018

This last month has been spent working on all the details necessary for having a successful Oktoberfest fundraiser. The Oktoberfest committee met to review all the issues that were still outstanding: liquor license, food permit, security, fencing, volunteers, linens, glasses, garbage and recycling and requests for some polka music. I am pleased to say thanks to James we have the liquor license and he is trying to expedite the food permit and he will update the Board on the details. This Board meeting will be focused on Oktoberfest after introducing our two new Trustees, Lisa Richardson and Brennan Armstrong.

Both Karen and Emma have been in touch with Adam Adams, Manager of Scotia Bank concerning their volunteers and how we meet their sponsorship requirements. I e-mailed Adam to determine if we would continue to receive their sponsorship for planning purposes next year.

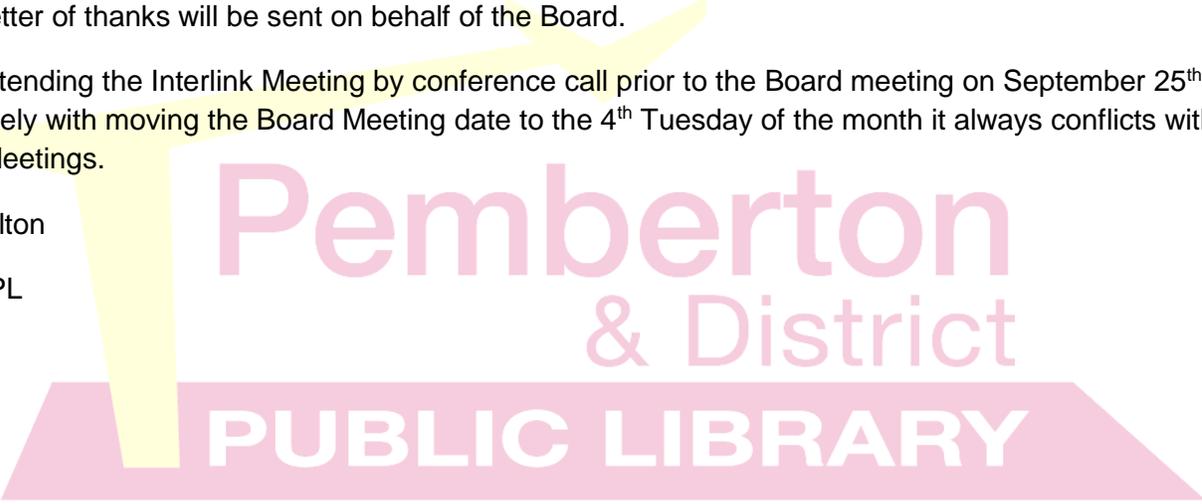
I have asked the Director to walk the Board through the changes in the Library to date, how the staff have adapted as well as feedback from patrons.

I am pleased to advise that the Pemberton Women's Institute has donated \$500.00 to the Library renovation Fund. A letter of thanks will be sent on behalf of the Board.

I will be attending the Interlink Meeting by conference call prior to the Board meeting on September 25th, unfortunately with moving the Board Meeting date to the 4th Tuesday of the month it always conflicts with Interlink Meetings.

Judith Walton

Chair PDPL

The logo for Pemberton & District Public Library features the name 'Pemberton & District' in a large, pink, sans-serif font. Below this, the words 'PUBLIC LIBRARY' are written in a smaller, white, sans-serif font, set against a solid pink rectangular background. A yellow arrow points from the text 'I will be attending the Interlink Meeting...' towards the logo.

Pemberton
& District
PUBLIC LIBRARY

Director's Report August/September 2018

6679 items were borrowed from the Library in August. This is 3.6% less than the same period last year. While only a minimal decrease in circulation, we have also identified that since the introduction of our self-check machine there has been an increase in the number of items being returned that had not been checked out correctly, so we are taking steps to ensure patrons are receiving guidance as required on how to use the self-check correctly. Since the redesign, use of the self-check has risen dramatically with 28% of items being checked out on it (compared with a previous high of 16% in July). **6751 visits were made to the Library** in August. An increase of 3.4% compared with August 2017. **565 computer sessions were completed** and **872 patrons accessed the wifi** in August. This is slightly lower than the numbers recorded in July but still significantly higher than in previous years.

Programming

We changed our storytime schedule in September so that the days no longer coincide with gymnastics, which changed their session times last Fall and clashed directly with our storytime programs for the same age groups, causing a significant drop in attendance. We will now offer a Family Storytime on Wednesdays at 11am and Baby Storytime on Thursdays at 11am. We anticipate it will take some time for attendance to grow as the new timings are adjusted to. Tracey will be introducing a new after school program in October. Explorers Club is open to ages 5-7 and includes pick up from Signal Hill Elementary. Val is also introducing a new adult program in October. English Conversation Circle will commence on Wednesday October 10th at 7pm and is for anyone wishing to improve their English language skills in a relaxed, informal setting.

We will be screening the movie Indian Horse on Friday September 21st and this will be the opportunity to test out the new flexible space options in the lounge area. We identified last winter that repairs were needed to our projector. We were advised that the age of the projector and cost of shipping it to Vancouver for repairs are not cost effective so we will be looking to replace the projector in the coming months. In the meantime we are able to borrow the projector from the Community Centre if required.

Resources

Staff are registered for Customer Service Excellence workshops in Surrey in October and November. These have been co-ordinated by InterLINK and feature Dr Mark Colgate, the same speaker that presents the Whistler Experience training sessions. The sessions have been adapted to be more specific to Libraries.

Partnerships

Pemberton Multicultural Network will no longer be offering drop-in information sessions at the Library on Thursdays due to low numbers accessing the service. We will continue to look at alternative options for partnering with this group, including the new English Conversation Circle program.

Pop-Up Libraries have resumed at the Pemberton Secondary School. Each month we bring a selection of Young Adult materials for the school library to loan out.

Service Canada came for a second outreach visit on September 13th. This time they were joined by Canada Revenue Agency. They assisted 26 patrons during their visit and will return again in March.

Flexible Spaces

The final pieces of furniture arrived on September 11th, completing Phase 1 of the Main Library Redesign project. I will be submitting a report to the Whistler Blackcomb Foundation this month as part of the grant requirements. The changes are working well and assisting patrons with technology has improved. The study carels, computer stations, and lounge area are consistently busy throughout the day. The absence of an inside book return box has caused some confusion but this will be resolved during Phase 2 as we continue to work to find the best solution for returning books inside the building. The original suggested location was identified as too close to the computer stations and would unnecessarily increase traffic and noise to an already busy area. A location just at the entrance to the Library (by the stairway) has been identified as most desirable as items can then be returned inside the building, either on the way into the Library or also when the Library is closed, and the Community Centre have given permission for us to place a returns box there. We are now investigating whether this location is feasible in terms of space and design. Overall feedback has been very positive about the changes with many commenting the space feels bigger and more open.

We had a pop-up Library at the Farmers Market on September 14th. The Market was very quiet with many vendors absent. We raised \$20 from our book sale and sold a few Oktoberfest tickets (but most ticket sales took place at the Library that day). Next year we will likely limit our pop-ups to peak summer months. We have subsequently made the decision to cancel our scheduled Farmers Market pop-up on October 12th due to insufficient staffing to man both the Farmers Market and the Library at the same time, while preparing for Oktoberfest the next evening.

We are currently trialing earlier opening on weekends to identify if there is a demand. We are now opening at 10am 7 days a week. Early indications have shown upwards of a dozen people accessing the library at the earlier opening time, particularly for computer use.

Emma Gillis, Library Director