

**Pemberton and District Public Library  
Board of Trustees Meeting  
Tuesday October 30<sup>th</sup>, 2018**

**CALL TO ORDER**

**100 APPROVAL OF AGENDA**

**200 APPROVAL OF CONSENT AGENDA**

201 Minutes of September 25<sup>th</sup>, 2018

202 Correspondence

203 Chairs Report

204 Directors Report

205 Committee reports

**300 ONGOING BUSINESS**

301 Oktoberfest 2018 Debrief

302 Governance

**400 NEW BUSINESS**

None

**500 Date of next Meeting:** November 27<sup>th</sup>, 2018

**600 Adjournment**



**Pemberton  
& District  
PUBLIC LIBRARY**

**Pemberton and District Public Library  
Board of Trustees Meeting  
Tuesday September 25<sup>th</sup> 2018**

Minutes

**Members present:**

Judith Walton (Chair), Meg Gallup, Cindy Filipenko, Monique Midgley, Tracy Graham, Carmen Praine, Brennan Armstrong, James Linklater, Emma Gillis.

**Members not present:**

Karen Tomlinson, Peggy Riley, Russell Mack, Lisa Richardson, Helena Edmonds.

**Call to order:**

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

**100 Approval of Agenda**

J. Walton requested to add item 401 Advocacy with Incoming Council.

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

**200 Approval of Consent Agenda**

**201 Minutes of January 16<sup>th</sup> 2018**

Received as submitted

**202 Correspondence**

Received as submitted

J. Walton updated the group on an email from BCLTA regarding the provision of online TOPS training and was advised they are working on improving this.

J. Walton read to the group a letter to be sent to the Pemberton Women's Institute to thank them for the \$500 donation to the Library Redesign.

**203 Chair's Report**

Received as submitted

**204 Director's Report**

Received as submitted.

**205 Committee Reports**

**Finance Committee**

Presented verbally by M. Midgley. Committee met to review financials to date, everything in order. E. Gillis updated the group on the SLRD budget request and that we may be requested to provide audited financial statements going forward. The Library Act does not require Library Associations to produce audited financial statements but SLRD policy does for requisitions over \$40,000. An audit can cost in the region of \$8,000 to \$10,000. Given the significant expense and impact on future requisitions, J. Linklater will bring to the next council meeting for discussion.

**InterLINK**

J. Walton presented verbally on the most recent InterLINK Board meeting. Written summary will be included with next board package.

**Motion:** to approve the consent agenda and accept all reports as submitted. M. Gallup moved. C. Praine seconded. Carried.

**300 Ongoing business**

**301 Oktoberfest 2018**

Discussion held on outstanding tasks for Oktoberfest

**302 Governance**

Budget submission due at start of November. E. Gillis and M. Midgley will present at the October Board meeting.

Director's evaluation upcoming.

**400 New Business**

None

**500 Date of next meeting**

Tuesday October 30<sup>th</sup> 2018 (one week later than usual due to scheduling conflicts).

**600 Adjournment**

*Meeting adjourned at 8:40pm by Chair J. Walton*



**AGENDA ITEM 202**

Mr. A. Adams  
Manager Scotia Bank Pemberton  
7433 Prospect Street  
PO Box 97  
Pemberton BC  
V0N 2L0

September 26, 2018

Dear Adam,

Scotiabank Pemberton has been a long-standing supporter of fundraising events for the Pemberton & District Public Library and on behalf of the Board of Trustees, I would like to express our gratitude and to request your continued support in 2019.

Our Oktoberfest 2018 fundraiser is focused on completing the redesign of the main Library space to better accommodate the changing needs of our growing community. The Oktoberfest 2019 event however, will be focused on raising funds to enhance the programming offered by the Library, particularly in regards to technology.

We hope to increase the number of public computer access terminals from 6 stations to 8 (which we now have the space for thanks to our recent redesign). Over 600 patrons access our free computer terminals on a monthly basis, highlighting the need for continued investment and development in this area.

We also hope to develop our family and children's programming with a focus on STEAM education through coding and robotics. We would like to use the proceeds from our fundraising to purchase a collection of Sphero SPRK robots and iPads that can be both used for programs in the Library (for both children and adults) and eventually to also become part of our lending library so that we are providing equitable access to these exceptional learning tools.

Both the Board and Staff are aware of the programming that is available in larger centres, we feel it incumbent on us to try and provide similar programming to our community. Unfortunately, current funding will not allow it hence the necessity to continue to fundraise and this is why we are seeking your support. If you or the staff would like more details about STEAM programming the Director Emma Gillis, would be happy to provide it.

Sincerely,

Judith Walton  
Chair Pemberton and District Library

## Director's Report September/October 2018

**6550 items were borrowed** from the Library in September. This is 1.3% less than the same period last year. eBooks on the other hand saw an increase of 26.3% compared with September 2017 however, at 591 items is still significantly less than the physical materials being borrowed. **7047 visits were made to the Library** in September. A decrease of 2.6% compared with August 2017. **519 computer sessions were completed** and **884 patrons accessed the wifi**. Again, the trend was slightly lower when compared with the previous year.

By the end of the third quarter, total circulation was 60,318 items (up 0.8% compared with 2017). Interestingly, total eBook circulation was 5345 (up 31.2%), Total visits were 65,326 (down 0.4%). 5457 public computer sessions were completed (up 4.4%) and 6966 wifi sessions (33.2%). In summary, physical usage is ultimately remaining stable when compared with the previous year but continued growth is being seen in digital services.

### Programming

Val launched a new adult program in October. The English Conversation Corner meets every Wednesday night and is open to anyone wishing to improve their English language skills in a relaxed, informal setting.

Maker Monday returned in October with 'Stop Motion Movies'. This STEAM based after-school program is open to ages 8-12 and is designed and run alternately by Gen and Marilyn with a different topic each month.

Tracey introduced a new after school program in October. Explorers Club is open to ages 5-7 and includes pick up from Signal Hill Elementary. The theme for October is Nature and the theme for November is Space, with registration for November already at capacity.

We hosted our first Movie Night of the fall on October 19<sup>th</sup> and screened the newest Star Wars movie. We are currently reviewing this regular monthly program to better correspond with when certain movies are available. We may also market it towards families with older children because despite an attendance of 19 people, most were unaccompanied teenagers.

### Resources

I attended the ABCPLD Fall Meeting (Association of British Columbia Public Library Directors) in Abbotsford on September 27<sup>th</sup> and 28<sup>th</sup>. This included training on labour relations, Work Safe and a demonstration of the Fraser Valley Regional Library's "Playground".

We upgraded our photocopier as we had only one year left on our five-year lease. We will be able to maintain the current copying charges for the public as the upgrade surprisingly did not result in increased costs.

Myself, Gen and Marilyn attended Customer Service Excellence workshops in Surrey on October 22<sup>nd</sup>. Val and Tracey will attend the November session. These have been co-ordinated by InterLINK and are delivered by Dr Mark Colgate from the Peter B. Gustavson School of Business. It provides clear guidelines for a strong service model and we will be working together to implement the theories in the coming months to continue to invest in and develop a strong customer service culture.

### Partnerships

Judith and I had a meeting with Marnie Simon and Tina Buchan from the Friends of the Library to discuss recruitment and fundraising opportunities for the Friends.

I attended the Dream Makers Community Literacy Coalition meeting and we will be partnering again with them and the Pemberton Multicultural Network to offer the popular Christmas Tree Decorating program on Saturday December 1st. This will also run alongside the Pemberton Children's Centre Christmas Bazaar which has changed location to the Community Centre this year.

We partnered with Stewardship Pemberton to present a talk on mushrooms. The response to this event was overwhelming with 90 people in attendance and many unable to register due to being at capacity. We will be partnering again in the new year to support a talk about salmon in the Valley.

### Flexible Spaces

The new moveable stacks in the lounge area proved very useful for the Mushroom talk and really highlighted the possibilities for larger audience programs. I would like to thank the Board for all of the considerable time and effort they put into making our first Oktoberfest such a success. With over \$13,500 raised, I had been optimistic that we would be able to complete the majority of the Phase 2 work by the end of the year but a revised quote from the carpet fitter and painter has resulted in a shortfall, so we will have to postpone the work until 2019.

**Emma Gillis, Library Director**

## **AGENDA ITEM 205**



### **Public Library InterLINK**

### **Board Meeting Summary**

**September 25, 2018**

Mari Martin, Director of the Provincial Libraries Branch, a status review of the 2018 Operations Plan and a discussion regarding the InterLINK Strategic Plan were the main items on the September 25 agenda.

#### **Mari Martin**

M. Martin shared with the Board Libraries Branch priorities and provided an update on the strategic plan refresh process. She noted that the library event at UBCM was very successful and commended all the participating libraries, and specifically Fraser Valley Regional and Whistler Public Libraries. M. Martin noted that she would share her slide presentation with the Board.

#### **Operations Review**

M. Burris provided a status update on a number of items in the 2018 Operations Report. He noted that most items remain on track. The work on reviewing the delivery system will be carried over to 2019.

#### **InterLINK Strategic Planning Process.**

M. Burris requested feedback from Board members regarding the next round of strategic planning for the Federation. The process that led to the 2016-2019 Strategic Plan was a lengthy one that included work on setting the context, reviewing the legislative requirements and reviewing governance and organizational capacity. One approach to keeping the plan current without going to that level of would be to frame the planning process as creating a strategic plan "framework" which would essentially serve as an enabling document that would allow for flexibility in responding to the evolving needs of member libraries. The Strategic Framework would continue to be reviewed every year at the September meeting, as is currently the practice with the Strategic Plan.

#### **Around the Table:**

Strategic planning in many libraries (recently adopted or under development), including Gibsons, Bowen Island, Squamish, Port Moody, North Vancouver District, Burnaby, Richmond, Whistler and Surrey, ongoing renovations or planning for renovations at North Vancouver City, Port Moody, New Westminster Lillooet, Pemberton, Whistler, the appointment of Christina de Castell as Chief Librarian in Vancouver, fundraising events, increased Summer Reading Club activity in West Vancouver, North Vancouver District and Pemberton, new room booking software in Coquitlam, Burnaby's Drag queen story time, Surrey's Grow With Google event, the opening of the 8th and 9th floors at VPL Central and the potential impact of municipal elections were among the topics shared by Board members.