Pemberton and District Public Library
Board of Trustees Meeting
Thursday June 6th 2019

CALL TO ORDER

100 APPROVAL OF AGENDA

200 APPROVAL OF CONSENT AGENDA

201 Minutes of May 2nd 2019

202 Correspondence

203 Chairs Report

204 Directors Report

205 Committee Reports

300 ONGOING BUSINESS

301 Oktoberfest 2019 & Sponsorship

302 Governance

- Charity Return
- Authorized signers at Scotiabank
- Policy Review
- Review of Staff Handbook and Respectful Workplace policy

303 Strategic Planning

400 NEW BUSINESS

401 Strategic Planning

500 Date of next meeting

To be confirmed

600 Adjournment

Pemberton & District PUBLIC LIBRARY

Pemberton and District Public Library
Board of Trustees Meeting
Thursday May 2nd, 2019

Minutes

Members present:
Carmen Praine (Chair), Tina Buchan, Russell Mack, Cindy Filipenko, Ursula Carus, Judith Walton, Amica Antonelli, Helena Edmonds, Emma Gillis (Library Director).

Members not present:
Monique Midgley, Meg Gallup, Tracy Graham

Call to order:
Meeting called to order at 7:01pm by Chair C. Praine.

100 Approval of Agenda
T. Buchan moved. J. Walton seconded. Carried.

200 Approval of Consent Agenda

201 Minutes of February 7th 2019
Received as submitted

202 Correspondence
C. Praine reported on correspondence from Peggy Riley who has resigned from the Board with immediate effect, due to other commitments. C. Praine has thanked Peggy for her service. C. Praine had also contacted applicants from the AGM, Kim Slater and Maude Ash. Kim is unable to make the commitment at this time. Awaiting confirmation from Maude before moving forward with recruitment plans.

203 Chair's Report
As detailed in agenda item 202.

204 Director's Report
Received as submitted.
E. Gillis provided an update regarding the Friends of the Library booksale – a discussion was taking place regarding change of location due to the Downtown Enhancement Project. The Library deck has been suggested as an alternative location rather than cancelling.

Motion: *to approve the consent agenda and accept all reports as submitted*. J. Walton moved. U. Carus seconded. Carried.

300 Ongoing business

301 Oktoberfest 2019 & Sponsorship
James Linklater and Lions Club to be invited to July meeting for planning purposes.
C. Praine has created an editable Google doc to track the sponsorship letter progress and will circulate the link to all trustees to record who they have contacted and the outcome.
R. Mack advised C. Praine to also send him an email requesting $1000 in support from Area C towards Oktoberfest expenses.
Band is confirmed: Blame the Weekend.
All trustees to focus on sponsorship before next meeting.

302 Governance
SOFI is ready for submission. Charity Return and Annual Survey will be ready for submission by May 15th.

400 New Business

401 Strategic Planning

E. Gillis to contact Mo Douglas to determine availability as a facilitator for a strategic planning session no earlier that late September. E. Gillis will report back with available dates that coincide with availability at the Pioneer Junction amenities building.

Discussion held regarding the need to collect community input to inform the strategic direction for the next 3 years. E. Gillis will start to draft something to review at an upcoming meeting.

Motion: *to move the meeting In Camera at 7:29pm*. J. Walton moved. C. Filipenko seconded. Carried.

E. Gillis left the meeting at 7:29pm.
E. Gillis returned to the meeting at 7:39pm.

Motion: *to move the meeting out of In Camera at 7:39pm*. T. Buchan moved. U. Carus seconded. Carried.

500 Date of next meeting

Thursday June 6th at 7:00pm

Meeting adjourned at 7:46pm by Chair C. Praine

Pemberton & District PUBLIC LIBRARY

Director's Report
May 2019

	May 2019	May 2018	Percentage Change
Number of visits to the Library	**7352**	7216	+1.9%
Number of physical items borrowed	**6104**	5859	+4.2%
Number of digital items borrowed	**873**	631	+38.4%
Total items borrowed	**6977**	6490	+7.5%
Number of computer sessions	**528**	678	-28.4%
Number of WiFi sessions	**1008**	756	+33.3%

Programming

Tracey put together a fantastic Star Wars Day event in the Children's Library on May 4th including Star Wars Yoga and various games and crafts. English Conversation Circle will be taking a break until the Fall. The Novel Idea book club took their monthly meeting to the Beer Farmers on May 30th for a 'Books and Beer' event.
Our focus this past month has predominantly been on designing and preparing the 2019 Summer Reading Club program. Registration will open on June 1st with the launch party on June 23rd.

Resources

Marilyn's last day was on Thursday May 23rd and thanks to Director Mack we received some financial support from SLRD Area C to have a small celebration with cake. Lots of people turned up to wish Marilyn well and share their memories of her time at the Library. Marilyn has requested to remain on as a casual staff member if there are available shifts as she transitions between the two communities. This will be reviewed every 3 months.
We also received the sad news that Tracey is also leaving us to start teaching at the Waldorf School. Tracey's last day will be June 26th. Although only with the team for 1 year, Tracey's teaching background brought a whole new dynamic to our children's programming and she will be greatly missed.
Gen will be taking over from Marilyn as Senior Library Assistant. Gen has been with the Library for 5 years, has a BA in Libraries and Corporate Information Management and hopes to do her MLIS in the near future so I am delighted that she has been able to progress into a position of more responsibility.
Gen and I conducted interviews on Monday May 27th and have recruited one new permanent part-time team member, two new casual team members, and a Summer Progamming Assistant (through the Canada Summer Jobs program). With Tracey leaving however, we will have to find a solution for the children's programming, with Gen and I taking on the storytime schedule in the interim period. Gen attended the BC Library Association conference from May 9-10. I attended the second part of the Coaching Foundations workshop in Richmond on May 29th which I have found really beneficial and look forward to being able to implement more of a 'coach approach' with the team to help us achieve our goals.

Partnerships

The Writer's Studio Writing Consults came to an end in May as the writer offering the service is leaving the community. SFU will advise us if they can find someone else in the community eligible to take over.
After a period of reduced service, Work BC are back to providing weekly drop-in services at the Library. Service Canada is providing another outreach visit on May 31st.
With changes in staffing at the Pemberton Multicultural Network, we are going to reinstate the drop-in service with the Sea to Sky Community Services Settlement & Immigration Worker starting in June. This will happen on the last Thursday of the month alongside Work BC. While the Pemberton Multicultural Network still has an outreach worker in the community, the Settlement and Immigration portion of the role is now based out of Whistler.
The Friends of the Library hosted their annual booksale with a last-minute change of location to the deck of the Library when it was determined that the downtown enhancement project was going to impact on it too much. They raised just over $1000, which although less than previous years (and without the Scotiabank matching grant), the change of location was well received. The sale ended slightly earlier than planned when the intense heat on the deck was too much, so discussions have been had about a different time of year next time. The Friends also hosted a 'Get to know your community book club' event on May 24th and had their AGM in the Library on May 25th.
We hosted our last pop-up library at Ts'zil Learning Centre on May 13th. We will return in the Fall when classes resume.

Flexible Spaces

We are currently working through various options for the lounge furniture and are testing out different configurations with the existing seating to see how it is used best before placing an order.

Emma Gillis, Library Director