

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday July 4th 2019**

CALL TO ORDER

100 APPROVAL OF AGENDA

200 APPROVAL OF CONSENT AGENDA

201 Minutes of June 6th 2019

202 Correspondence

203 Chairs Report

204 Directors Report

205 Committee Reports

- Finance Committee: review of Q2 financials

300 ONGOING BUSINESS

301 Oktoberfest 2019 & Sponsorship

302 Governance

- Review of Staff Handbook Respectful Workplace & Sick Leave policy

303 Strategic Planning

400 NEW BUSINESS

500 Date of next meeting

September 5th 2019

600 Adjournment

**Pemberton
& District
PUBLIC LIBRARY**

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday June 7th, 2019**

Minutes

Members present:

Carmen Praine (Chair), Judith Walton, Meg Gallup, Tracy Graham, Cindy Filipenko, Maude Ash, Russell Mack, Ursula Carus, Tina Buchan, Emma Gillis (Library Director).

Members not present:

Monique Midgley, Amica Antonelli, Helena Edmonds,

Call to order:

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

100 Approval of Agenda

J. Walton moved. U. Carus seconded. Carried.

200 Approval of Consent Agenda

201 Minutes of February 7th 2019

Received as submitted

202 Correspondence

Letter received from SLRD re: request for funding. \$1,000 granted from Area C Select Funds for Oktoberfest fundraiser costs. \$150 granted towards leaving gift and celebration for Marilyn Marinus. SLRD logo to be included in marketing materials.

203 Chair's Report

As discussed in Agenda Items 301-303

204 Director's Report

Received as submitted.

Director reported on provincial funding model that excludes the current ILC sharing taking place Pemberton, Whistler and Squamish from being compensated through the Resource Sharing Grant. Director would like to reach out to Libraries Branch for more clarification regarding the policy.

Motion: to approve the Director contacting Libraries Branch on behalf of the Board regarding the policy for the resource sharing grant. J. Walton moved. T. Graham seconded. Carried.

205 Committee Reports

InterLINK

T. Graham provided a verbal report of the recent InterLINK meeting. Next meeting September 24th. J. Walton will attend.

HR Committee

Motion: to move the meeting In Camera at 7:25pm. J. Walton moved. C. Filipenko seconded. Carried.

Motion: to move the meeting out of In Camera at 7:35pm. J. Walton moved. U. Carus seconded. Carried.

Motion: to update Section 10 and 11 of the staff handbook. J. Walton moved. C. Filipenko seconded. Carried.

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

Donations have been secured from Meadows Golf Course & Scandinave for silent auction items. Pemberton Valley Supermarket has agreed to donate the food again. Outside of the SLRD grant, no cash donations towards expenses have been secured yet.

302 Governance

Charity Return has been submitted

The list of authorized signers has been updated at Scotiabank. All authorized signers to go to the bank to complete the necessary forms.

All policies currently being reviewed. Director will circulate areas requiring amendment via email to the group to review, amend, and approve.

303 Strategic Planning

Proposal received from Maureen Douglas to facilitate the 2020-2023 strategic plan.

Due to personal connection with facilitator, C. Filipenko left the meeting at 8:05pm. Discussion held regarding whether to move ahead with proposal and preferred dates.

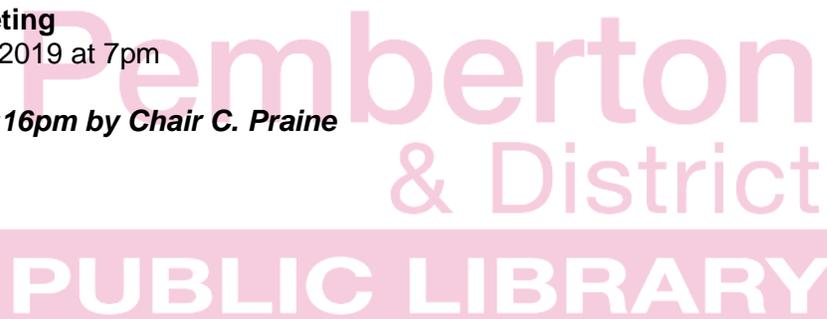
***Motion:** to request Maureen Douglas facilitate the 2020-2023 strategic planning process with a preferred date of September 28th 2019. J. Walton moved. T. Graham seconded. Carried.*

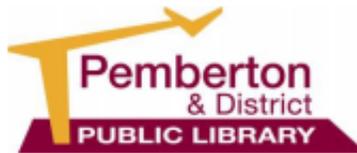
C. Filipenko returned to the meeting at 8:10pm. E. Gillis to contact Maureen Douglas to confirm date and book meeting space.

400 Date of next meeting

Thursday July 4th 2019 at 7pm

Meeting adjourned at 8:16pm by Chair C. Praine





June 25th, 2019

Mayor Mike Richman
The Village of Pemberton
Box 100
Pemberton, BC
V0N2L0

Dear Mayor and Council:

Provincial funding to public libraries has been frozen at \$14 million since 2009. Over the last several years, the Library Partners (Association of BC Public Library Directors, BC Libraries Association, BC Library Trustee Association and the BC Libraries Cooperative) have made concerted efforts to appeal to the provincial government for increased funding. In 2016, 2017 and 2018, the Select Standing Committee on Finance and Government Services made specific recommendations for public libraries. While these recommendations increased understanding of the need for adequate and reliable provincial funding for public libraries, they did not increase funding.

Between 2014 and 2018, provincial grants to the Pemberton and District Public Library decreased 11.5% from \$35,660 to \$31,983. We are asking on behalf of all libraries in the Province that Mayor and Council strongly appeal to the BC Government to increase library funding to a minimum of \$20 million, reflecting inflationary increases since 2009 and the value of this system to the Province, and recommit to a progressive funding approach.

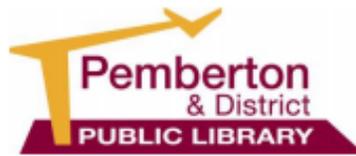
Therefore, the Library Board respectfully requests that Council consider a letter voicing the need for increased public library support to the Province's Select Standing Committee on Finance and Government Services as part of their current call for public input (deadline June 28th at 5:00p.m.). A draft template letter is attached for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Carmen Praine".

Carmen Praine
Library Board Chair

7390A Cottonwood St., Pemberton, B.C. V0N 2L1
Tel: 604-894-6916 Email: library@pemberton.bclibrary.ca
<https://pemberton.bc.libraries.coop>



Pemberton & District Public Library Board of Trustees
7390A Cottonwood Street
Pemberton, BC
V0N 2L1
chair@pemberton.bclibrary.ca

June 18, 2019

Attention: Select Standing Committee on Finance and Government Services

Regarding 2020 BC Government Budget Priorities

Dear Committee Members,

This submission is on behalf of The Pemberton and District Public Library Board of Trustees.

It is urgent that we bring to your immediate attention the importance of provincial support for public libraries. Public libraries are the only public institutions that are truly equitable in providing services for all community members so that they may participate in, and benefit from the social and economic development of their communities. Public libraries are also the only freely accessible public spaces for all British Columbians to connect with, learn about, and experience, the advantages of living in this province.

We know that public libraries significantly contribute to the government's goals for making life more affordable, improving services, and building a strong, sustainable and innovative economy for all British Columbians. This committee is aware of the important role of public libraries from the annual UBCM resolutions regarding provincial public library funding and from the compelling stories and evidence annually submitted to this committee from public library trustees, staff, community members, and local government officials from across the province.

7390A Cottonwood St., Pemberton, B.C. V0N 2L1
Tel: 604-894-6916 Email: library@pemberton.bclibrary.ca
<https://pemberton.bc.libraries.coop>

We appreciate the provincial government's recognition of the public library funding issue. In 2017 the provincial government, in response to the UBCM Resolution B60, acknowledged that the cost of delivering public library services has increased with changing technology and other demands. We are heartened that we all share the understanding of the need for adequate and reliable provincial funding for public libraries.

Across the 247 public library service points serving BC we are making a difference to community social and economic development and individual well-being through:

- Reconciliation initiatives that open dialogue and advance the TRC Calls to Action.
 - [The Blanket Exercise](#), Nelson Public Library
 - [Let's Talk about Reconciliation: Indigenous Film Series](#), Surrey Libraries
 - [Honouring Reconciliation: Ambleside by Canoe](#), West Vancouver Memorial Library
 - [An evening with Bob Joseph, 21 Things You May Not Know about the Indian Act](#), Smithers Public Library
 - [What is Reconciliation and What it is Not](#), Vancouver Island Regional Library, Courtenay
 - [Strategic Plan, 2018 to 2012](#), North Vancouver City Public Library
 - [Secwepemctsin](#), Thompson Nicola Regional Library, Kamloops Library
 - [Indigenous Storyteller in Residence](#), Vancouver Public Library
- People accessing the information and resources they need for personal enjoyment and life needs, learning new skills, starting a local business, and connecting with government services, with the help of expert library staff and connectivity that bridges the continued digital divide.
 - [Chetwynd Resource Centre](#), Chetwynd Public Library
 - [Outreach / Homebound Services](#), Castlegar Public Library
 - Welcoming spaces and services for forest fire evacuees, such as ease of access to new or replacement of cards, family programming, and kids being able to continue their involvement and learning with the Summer Reading Club.

- [Work BC Employment Services Drop-In Services](#), Pemberton & District Public Library
- [Service Canada & Canada Revenue Agency Outreach Services](#), Pemberton & District Public Library
- Newcomers finding welcoming services and support for integration.
 - [Newcomers: Welcome to the Okanagan Regional Library!](#)
 - [New-to-BC: The Library Link for Newcomers](#)
 - [Immigrant Settlers Services Drop-in](#), Whistler Public Library
 - [English Conversation Circle](#), Pemberton & District Public Library
- Community members learning together, whatever their need and background.
 - [Quest Lecture Series](#), Squamish Public Library
 - [The Playground](#), Fraser Valley Regional Library
 - [Tuesday Night Music Jam](#), McBride Public Library
 - [LGBTQ2 and Allies Youth Group](#), Gibsons and District Public Library
- Families thriving through the joy of reading and attending programs that support childhood and family development.
 - [BC Summer Reading Club](#)
 - [Maker Monday STEAM labs](#), Pemberton & District Public Library
 - [Northern Routes Discovery Pass](#), Prince George Public Library

The Pemberton and District Public Library Board urge the Select Standing Committee on Finance and Government Services to act on our shared understanding that provincial government financial support is critical to the successful continuance of public libraries and their positive impact on BC communities.

While libraries appreciate the stability of grant funding that government has provided since 2010 (approximately \$14 million per year), the lack of regular increases means that each year libraries receive less and less support, due to inflationary pressures. After many years of this, libraries are falling behind in their ability to meet growing needs. Since 2009 the public library community has asked that the provincial government provide funding for public libraries that at a minimum includes annual increases to account for inflation. Despite these repeated requests, for the past decade public libraries have received no increase to funding.

This year we are asking the provincial government for \$20 million for public libraries in 2020 as this will help address the chronic under-funding, lack of increases for inflation, and past government cuts.

Your attention to this urgent issue is appreciated.

Sincerely,



Carmen Praine, Chair

On behalf of the Pemberton and District Public Library Board

CC:

Minister Fleming, Ministry of Education EDUC.Minister@gov.bc.ca

MLA Jordan Sturdy jordan.sturdy.MLA@leg.bc.ca

The BC Public Library Partners:

Scott Hargrove, Chair, Association of BC Public Library Directors

Babs Kelly, Executive Director, BC Library Trustees Association

Annette DeFaveri, Executive Director, BC Library Association

Kevin Millsip, Executive Director, BC Libraries Cooperative

Director's Report June 2019

	June 2019	June 2018	Percentage Change	Quarter 2 comparison
Number of visits to the Library	6564	6835	-4.1%	-0.3%
Number of physical items borrowed	6419	6460	-0.6%	-1.1%
Number of digital items borrowed	813	566	+43.6%	+40.4%
Total items borrowed	7232	7026	+2.9%	+22.6%
Number of computer sessions	547	607	-10.9%	-15.3%
Number of WiFi sessions	977	867	+12.7%	+24.7%

Programming

We have been open the past few years on Canada Day due to the parade festivities being in the building but have made the decision to not open this year due to lack of available trained staff. It is a good opportunity to review the impact of being open on the stat holiday as the number of visits relies very heavily on the weather. While it is a fantastic opportunity to showcase the Library to people that may not visit otherwise, there is rarely many new registrations or borrowing happening on the day.

We had our Summer Reading Club launch party on June 23rd with 40 children in attendance. To date 102 children have registered for this year's program with starts officially on July 1st. We are using the same passport them that we created last year but have made the scavenger hunt more challenging for the older group. We received permission from the Village of Pemberton to put a Storywalk up on the walk to One Mile Lake as part of the Summer Reading Club – it will only be up until the end of August so be sure to look out for it!

With Tracey leaving we have merged the family storytime with the weekly storytime sessions for the Beetlebugs (Pemberton Children's Centre). I will be running the storytime programs until a suitable replacement for Tracey can be found.

Resources

Rith Fitzell joined the team as permanent part-time library assistant and Brennan Armstrong and Makoto Bruderer joined the team as casual library assistants. We also welcomed Alex Caldwell as our summer student. My focus has been on the orientation and training of the new team members so my sincere thanks go to Gen and Val for their support in maintaining service levels during this transitional period.

Partnerships

I met with representatives from Service Canada on June 19th, they have significant growth in visits to the outreach service with 17 at the most recent one) and wanted to discuss future plans. We have agreed to establish a regular pattern of visits in February, April, June, September to best coincide with tax season and the annual hiring season. We will also look to offering alternating information sessions alongside each of these visits. We are also looking at partnering with their outreach visits to Lower Lakes communities and offering a pop-up Library at the same time. This partnership has been a long time in the making and I am delighted that it has gathered momentum and is set to continue into 2020.

I attended the Friends of the Library meeting on June 22nd and we discussed the plans for the audio-visual equipment upgrades and sharing a table for booksales at our upcoming Pop Up Libraries at the Farmers Market

Flexible Spaces

I met with John Burlison regarding the audio-visual equipment upgrades and I have received a revised floor plan for the lounge seating so will be reviewing that in the coming weeks with the team.

Emma Gillis, Library Director