

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday December 5th 2019**

CALL TO ORDER

100 APPROVAL OF AGENDA

200 APPROVAL OF CONSENT AGENDA

201 Minutes of November 7th 2019

202 Correspondence

203 Chairs Report

204 Directors Report

205 Committee Reports

- InterLINK

300 ONGOING BUSINESS

301 Strategic Planning update

302 Director's Evaluation

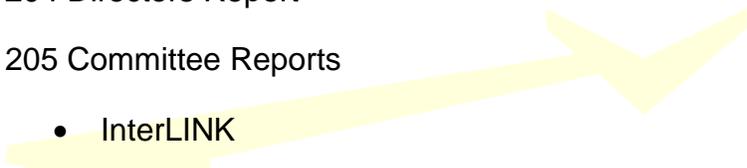
303 Review of Finance Policy

304 AGM and expiring terms

400 NEW BUSINESS

500 Date of next meeting

600 Adjournment



**Pemberton
& District
PUBLIC LIBRARY**

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

Minutes

Members present:

Carmen Praine (Chair), Monique Midgley, Meg Gallup, Maude Ash, Russell Mack, Ursula Carus, Tina Buchan, Emma Gillis (Library Director).

Members not present:

Judith Walton, Cindy Filipenko, Tracy Graham, Amica Antonelli, Helena Edmonds,

Call to order:

Meeting called to order at 7:00 pm by Chair C. Praine.

100 Approval of Agenda

C. Praine requested to remove Item 303 for discussion at the December meeting.
T. Buchan moved. U. Carus seconded. Carried.

200 Approval of Consent Agenda

201 Minutes of October 3rd 2019

Received as submitted

202 Correspondence

None received

203 Chair's Report

As discussed in Agenda Item 301

204 Director's Report

Received as submitted.

Director reported on progress with the Audio-Visual equipment install. The new screen and projector will be ready for the upcoming Wildlife presentation on November 15th. Some unexpected minor repairs were required as part of the install but they fell within budget.

205 Committee Reports

Finance Committee

M. Midgley and E. Gillis presented financials to date.

E. Gillis presented the draft finance policy. The written draft will be circulated to the group to review and approve at the December meeting.

The Finance Committee requested that the \$10,000 donation from Louis Potvin and the proceeds from Oktoberfest be transferred to the capital reserve fund as deferred revenue for use in 2020 to complete the order for the lounge furniture.

Motion: to transfer the \$10,000 donation from Louis Potvin and the proceeds from Oktoberfest to the capital reserve fund for use in the 2020 financial year. U. Carus moved. M. Ash seconded. Carried.

Motion: to approve the consent agenda. M. Gallup moved. M. Ash seconded. Carried.

300 Ongoing business

301 Oktoberfest 2019 – post event debrief

Discussions were held on what worked well and what didn't at the Oktoberfest fundraiser. Total net proceeds are still to be finalized but will be in the region of \$8,000 which in conjunction with the donation from Louis Potvin earlier this year, will allow the Library to complete the order for the lounge furniture.

The decision was made that the Board would not hold another Oktoberfest fundraiser in 2020 and that a Grant Committee will instead be established to better maximize grant opportunities to achieve future capital goals. T. Buchan, U. Carus and E. Gillis have agreed to be on this committee.

302 Strategic Planning Update

E. Gillis has received the notes from facilitator Maureen Douglas. Next steps are to review the key deliverables with staff and present at the December meeting.

304 Review of Draft 2020 Budget submission

The draft 2020 budget was submitted to PVUS on October 30th. Key changes to the 2020 budget were discussed including the pending request for audited financial statements and the associated costs. E. Gillis is awaiting further direction from the PVUS Committee regarding the audit.

400 Ongoing business

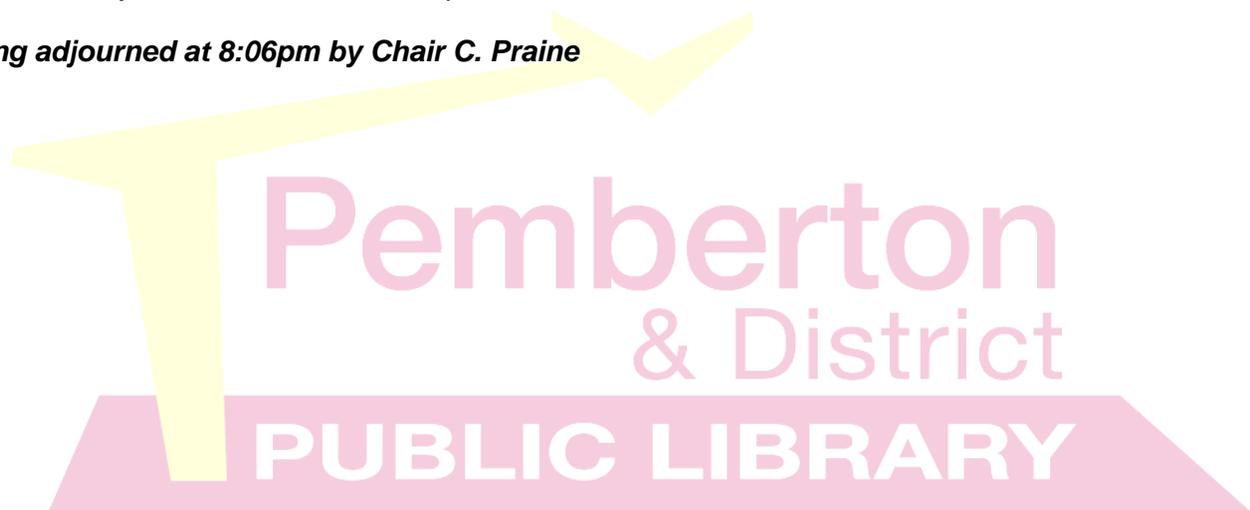
401 AGM Date and expiring terms

E. Gillis advised on which terms were expiring and requested confirmation by December meeting if wanting to run for another term. Discussion held regarding AGM date now that board meetings have moved to a Thursday. Decided to keep the AGM on Tuesdays. AGM will be held on Tuesday January 28th 2020.

400 Date of next meeting

Thursday December 5th 2019 at 7pm

Meeting adjourned at 8:06pm by Chair C. Praine





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November 13, 2019

Ms. Judith Walton, Chair
Pemberton & District Public Library
7390A Cottonwood Street
Pemberton, BC, V0N 2L0

By email: library@pemberton.bclibrary.ca

Re: Village of Pemberton District Library Board Appointments

Dear Ms. Walton:

This is to advise that at the Village of Pemberton Regular Council Meeting No. 1501, held Tuesday, November 5, 2019, Council re-appointed the Village of Pemberton representatives to the Pemberton & District Library Board for 2020, as follows:

Councillor Amica Antonelli – Representative
Email: aantonelli@pemberton.ca

Councillor Leah Noble – Alternate
Email: lnoble@pemberton.ca

Please copy the Village (admin@pemberton.ca) on any correspondence to our representatives so that we can ensure our files are kept up to date.

If you have any questions, please do not hesitate to contact me at the Village office.

Kind regards,
VILLAGE OF PEMBERTON

Sheena Fraser,
Manager of Corporate & Legislative Services

Director's Report November 2019

	November 2019	November 2018	% Change
Number of visits to the Library	8181	8757	-7.0%
Number of physical items borrowed	7546	7426	+1.6%
Number of digital items borrowed	1083	700	+54.7%
Total items borrowed	8629	8126	+6.2%
Number of computer sessions	603	521	+15.7%
Number of WiFi sessions	1029	803	+28.1%

Programming

Our after-school programs 'Witch and Wizard Training' and 'Chess Club' are both full. English Conversation Circle will be taking a break over Christmas and then we are trialing a Games Night in its place until Spring.

Resources

Gen attended a Legal Services information session at Squamish Public Library to learn more about the legal resources available along the corridor and how libraries can better facilitate access to these resources.

We are currently recruiting for a casual staff member that will help facilitate the early literacy programming and after-school programming at the Library.

Partnerships

Our final speaker series talk with Stewardship Pemberton was held on November 15th. Veronica Woodruff presented on a variety of Pemberton wildlife. The series has been very well received and we are looking to run something similar again in 2020.

The annual Christmas Tree Decorating partnership with Pemberton Multicultural Network and Dream Makers will be taking place on Saturday December 7th.

Levi Nelson's artwork has moved on to another display at the Audain and we now have local artist Burt Fehr exhibiting some of his work.

Flexible Spaces

The new AV equipment has been installed and was tested at the recent Stewardship Pemberton talk. The image quality and speed of setup are significantly improved and will make event setup much more straightforward for staff, particularly for the larger events.

The extended Sunday hours have been proving successful with over 20-30 people visiting during each of the extended 2-3pm and 3-4pm times. Wednesday evenings have been much less popular with 7-15 people between 6-7pm. The Community Centre is currently planning to continue with the extended Sunday hours after the trial so we are looking at more robust staffing solutions to enable us to also continue with the extended hours.

I have been in contact with 3 different independent audit providers in response to the recent PVUS resolution:

THAT the SLRD request that the Pemberton & District Library Association obtain quotes for independent audit services for: (1) a one-time audit of the 2019 financial statements; (2) an ongoing audit engagement; and (3) an initial audit of the 2019 financial statements followed by an annual review; and, by December 31, 2019, to advise the SLRD Director of Finance of the amounts of such quotes, and this information be brought to the January 16, 2020 Pemberton Valley & Utilities Services meeting.

At the time of writing I have only received a quote from one firm and will be following up with the others in the coming week.

The Oktoberfest fundraiser netted \$8,832.48 which has been transferred to our capital reserve fund along with the \$10,000 donation from Louis Potvin to be used in 2020 to complete the lounge furniture purchase.

Emma Gillis, Library Director