



**Pemberton and District Library
Annual General Meeting
for the year ending December 2019
Tuesday January 28th, 2020 at 7:00pm**

AGENDA

CALL TO ORDER

100 Welcome and comments

200 Approval of Agenda

300 Approval of Minutes January 29th 2019 for 2018 AGM

400 Reports

401 Board of Trustees Annual Report – Carmen Praine

402 Director's Annual Report – Emma Gillis

403 Treasurer's Annual Financial Statement Report – Monique Midgley/Emma Gillis

500 Election of Board of Trustees

Appointees to the Board for 2020

Russell Mack: SLRD Director Area C, Jan Kennett - Alternate

Amica Antonelli: Councilor, Village of Pemberton, Leah Noble – Alternate

Trustees with one year remaining in term:

Carmen Praine, Maude Ash, Ursula Carus, Tina Buchan

Trustees with terms expiring:

Judith Walton, Monique Midgley, Meg Gallup, Tracy Graham

Trustees Resigning:

Judith Walton, Cindy Filipenko, Meg Gallup

Current Trustee Availability

Four two-year terms and One one-year term

Call for nominations from the floor and introduction of nominees

Current interest in nominations (as confirmed at 01/27) from current board:

Monique Midgley, Tracy Graham

Current interest in nominations (as confirmed at 01/27) from the community

Natalie Szewczyk, John Parnell

Election or acclamation

500 Adjournment

ELECTION OF THE BOARD OF TRUSTEES EXECUTIVE FOR 2020

Chairperson Emma Gillis

Call for nominations for the position of Chair

Call for nominations for the position of Vice-Chair

Call for nominations for the position of Treasurer

Adjournment

**Pemberton and District Public Library
Annual General Meeting for 2018
Tuesday January 29th at 7pm
Minutes**

Members present:

Judith Walton (Chair), Meg Gallup (Vice Chair), Monique Midgley, Tracy Graham, Carmen Praine, Peggy Riley, Amica Antonelli (VoP), Emma Gillis (Library Director).

Regrets:

Cindy Filipenko, Russell Mack (SLRD), Helena Edmonds
(Both C. Filipenko and R. Mack gave their proxy vote to M. Midgley in writing prior to the meeting)

Six members of the public in attendance

Call to order:

Meeting called to order at 7:02pm by Chair J. Walton

100 Welcome and Comments

Presented verbally by Chair, J. Walton

200 Approval of Agenda

Motion to accept by T. Graham, seconded by C. Praine. Carried

300 Approval of Minutes of 2017 AGM on January 30th, 2018

Motion to accept by M. Midgley, seconded by M. Gallup. Carried

400 Reports

401 Board of Trustees annual report

Received as submitted and reviewed verbally by J. Walton

402 Director's annual report

Received as submitted and reviewed verbally by E. Gillis

403 Treasurer's annual report

Presented verbally by M. Midgley

No questions received from the public

Motion to accept the reports as presented by T. Graham, seconded by M. Gallup. Carried.

500 Election of the Board of Trustees

Appointees to the board for 2019:

Russell Mack, SLRD Area C Representative, Jan Kennett – alternate
Amica Antonelli, VOP Representative, Leah Noble – alternate

Trustees with one year remaining in term:

Monique Midgley, Meg Gallup, Tracy Graham, Judith Walton

Trustees with terms expiring:

Karen Tomlinson, Cindy Filipenko, Peggy Riley, Carmen Praine.

Trustees resigning:

Karen Tomlinson

Current Trustee Availability

5 Two Year terms available

Call for nominations from the floor and introduction of nominees

E. Gillis called for nominations from the floor:

Tina Buchan nominated herself
T. Graham nominated C. Praine
M. Midlgey nominated C. Filipenko
J. Walton nominated P. Riley
Karen Tomlinson nominated Ursula Carus
T. Graham nominated Maude Ash
Marnie Simon nominated Kim Slater

No further nominations received from the floor.

As the number of nominations exceeded the vacant positions, nominees were invited to say a few words as to why they would like to be (re)appointed to the Board of Trustees.

E. Gillis read written statements from K. Slater, M. Ash and C. Filipenko.

Attendees were given voting ballots and asked to select 5 nominees from the list. Submitted ballots were counted and verified by Marnie Simon and Christine Timm.

The following five nominees received the most votes and have been appointed to the Board for a two-year term:

Cindy Filipenko, Carmen Praine, Ursula Carus, Tina Buchan, Peggy Riley

600 Adjournment

Meeting adjourned at 8.00pm

**Election of Board of Trustees executive Meeting
Chaired by Library Director/Secretary E. Gillis**

E. Gillis called the meeting to order at 8.03pm

Chair

E. Gillis called for nominations for the position of Chair

M. Gallup nominated C. Praine.

T. Graham nominated C. Filipenko.

Call made for further nominations for Chair

Hearing none, J. Walton seconded nomination of C. Praine. All in favour.

C. Praine is appointed Chair of the Board

Vice-Chair

E. Gillis called for nominations for the position of Vice-Chair

M. Gallup nominated J. Walton, seconded by T. Graham. All in favour.

Call made for further nominations for Vice-Chair

Hearing none, J. Walton is appointed Vice-Chair of the Board

Treasurer

E. Gillis called for nominations for the position of Treasurer

J. Walton nominated M. Midgley, seconded by T. Graham. All in favour.

Call made for further nominations for Treasurer

Hearing none, M. Midgley is appointed Treasurer.

Motion: to move the regular Board meeting dates from the fourth Tuesday of the month to the first Thursday of the month. J. Walton moved, M. Gallup seconded. All in favour. Carried

The first regular board meeting of 2019 will be Thursday February 7th, 2019 at 7pm.

Meeting adjourned at 8:08pm

Chair's Annual Report for 2019

We started 2019 with three new trustees. All three brought new and different skills to the table. We teamed up with the Squamish, Lillooet and Whistler Libraries to host the BCLTA Trustee Orientation Workshop. With our new trustees onboard, we embarked on our fundraising and governance efforts.

2018 saw the first Oktoberfest fundraiser. This event was so successful we decided to host a second one in 2019. The funds from the first Oktoberfest went to the renovation of the main library to create a more flexible space. With this goal in mind, the funds raised at this years Oktoberfest were earmarked to replace the large lounge chairs with smaller furnishings that will allow for greater density while maintaining a high-level of comfort, sound baffles to create a quieter space and upgraded audio-visual equipment for library programs and movie screenings.

This event would not have been possible without the great relationships we formed at last years event. We brought back The Beer Farmers to provide the delicious brews, The Pemberton Valley Supermarket donated the food that was cooked up by The Lions. Rona donated \$1,000 to help with the decorations and the SLRD awarded funds to assist with room rental costs. We also had many local businesses donate silent auction prizes. The Pemberton Valley Lodge supplied linens and with the help of Karen Tomlinson and the local canoe club we had a stage for the band. Volunteers from the Friends of the Library and Men's Shed help with event set up and ticket collection during the event. James Linklater volunteered to assist with the bar and securing all our permitting and food licenses.

The volunteer and business support was tremendous and it enabled Oktoberfest to net \$8,800.

In the fall of 2019 the Friends of the Library donated \$2,000 to buy new AV equipment. This has now been installed and is used when the library runs public programming.

As 2019 comes to a close we see three trustees leaving. All have had a huge impact on the Library and the shape of this board. Meg Gallop has served on and off the board for thirty years. She has seen many changes to the community and library during that time. Cindy Filipenko has served on the board for eight years, during this time she served as Vice Chair and was our resident word smith. Judith Walton has also served her eight years (six of which she was Chair) Judith stepped down as chair last year to have a succession plan in place. Over this past year she has passed on her knowledge to all of the remaining trustees leaving us with a strong foundation to continue the great work and help this library succeed and remain the hub of the community.

Carmen Praine

Chair

Library Director's Annual Report for 2019

2019 saw the last year of our 2017-2019 strategic plan and the creation of a new one for 2020-2022. It is a credit to the Board and Library Staff that we achieved so many of the goals and objectives set out in the plan; most notably the space redesign. This would not have been possible without the fundraising efforts of the Library Board and I thank you for your dedication and support in achieving these goals. Our new strategic areas were established in September as:

1. Inspire Minds Through Learning and Literacy
2. Create Welcoming Spaces
3. Live Our Values
4. Build Connections

I look forward to reporting on our progress in these areas over the coming years.

2019 remained largely stable in terms of growth and usage, a trend that was first noted last year after a number of years of accelerated growth.

Some key statistics from 2019:

- **88,308 visits were made to the Library** in 2019, a modest increase of 0.1% from 2018.
- 50% of our service population are active card holders i.e they have used their card in the Library in the past three years
- **82,777 physical items were borrowed** from the Library 2019 (an increase of 3.7%)
- **11,538 digital items were borrowed** (eBooks, audiobooks and digital magazines) – an increase of 45%. Our primary eBook/audiobook lending platform *Libby* alone had a 20% increase in items borrowed. After several years of seeing little growth in this area, we are steadily finding more and more patrons accessing Library resources online.

Programming

We offered **361 free programs** in 2019 with **4,149 community members attending**. This is a slight decline from the 375 programs delivered in 2018 with 4918 community members attending, but this is predominantly due to the reduced staff capacity we experienced in the second half of the year.

Our second year of the revamped Summer Reading Program was another success. **118 children registered** in the program (same as 2018). **71 children actively participated** in the program throughout the summer and **46 completed the entire program** by handing in their completed reading logs and passports at the end of the summer.

Based on feedback received in 2018 we expanded the age limit to 14 and amended the age groups to 5-8 years and 9-14, however we did not have any registrations from children older than 12 so will return to the 5-7/8-12 format we had in 2018, and seek an alternative for the 13+ age group in 2020.

We had 43 response to our end of program feedback survey that was completed by both the participant and a parent/caregiver. Over 50% of respondents stated the weekly scavenger hunt was their favourite part of the program. 72% of participants felt they read more over the Summer because of their participation and the time spent together as a family and the increase in reading were cited as the greatest benefits of the program by the parents/caregivers.

We worked on expanding our core program offerings to offer a more diverse range of learning opportunities for the community. Highlights of some of the programs included:

- Storybuilding workshop with author Jami Gigot
- Introduction to Genealogy
- Star Wars Storytime (featuring "Yoda Yoga")
- Storytime in French
- Author readings with Lisa Shore and Cornelia Hoogland
- Live performance by the Sea to Sky String Orchestra
- Naomi Prohaska's slideshow presentation of her Mt Logan expedition
- Screening of 'This Mountain Life'
- Speaker series with Stewardship Pemberton

The space redesign completed at the end of 2018 permitted us to significantly increase seating capacity at many of these events, for example 83 people attended the Sea to Sky String Orchestra performance and 86 people came out to watch the screening of 'This Mountain Life'. Thanks to the Friends of the Library we upgraded our audiovisual equipment towards the end of the year – with a new automated screen, HD projector and HD TV we are now able to screen high

quality presentations while maximizing floor space and significantly reducing staff time for setting up for presentations and screenings.

We offered the Community Volunteer Income Tax Program (CVITP) again in 2019 and provided free tax return support for 14 low income individuals and families, double that of 2018.

Local artists James Donovan, Levi Nelson and Burt Fehr all displayed their work in the Library in 2019.

We celebrated our 40th birthday in February and special guests, founding Library Director, Jan Naylor and MLA Jordan Sturdy joined us to share some of their memories of the important role the Library has played in our community.

Resources

7264 computer sessions were completed on our 6 public access stations in 2019 (an increase of 5.5% from 2018). After seeing a decline in computer usage over the past 3 years, this was an interesting trend to note.

11,288 patrons accessed the WiFi in 2019, an increase of 20% from 2018, reinforcing the continuing importance of a robust Internet connection. In 2019, access to high speed internet finally became a reality in Pemberton and we are investigating options to increase bandwidth in the Library in an affordable way.

We further expanded our 'non-traditional lending' collection by adding the Britannia Mine Museum Family Pass to our collection. The Board Games and Puzzles continue to prove very popular and we will be exploring other feasible non-traditional items in the coming years.

Staffing underwent significant changes in 2019 after we said a sad farewell to long-term team member Marilyn Marinus. Marilyn had been with the Library for over 25 years and relocated to Quesnel in the summer. Marilyn can still be found making guest appearances on the team when she is back visiting Pemberton but I know both the team and the patrons miss her warm and welcoming presence on a daily basis. Gen Carmody has taken on the role of Senior Library Assistant in a full-time capacity. Gen has been with the Library since 2015 and has a BA in Librarianship and Corporate Information Management. We also said farewell to Tracey Sheppard as she returned to her career in teaching. Tracey was only with us a short time but had a significant impact on the children's programming we offered during that time. We welcomed three new team members in June – Ruth Fitzell, Brennan Armstrong, and Makoto Bruderer.

Partnerships

We continued to strengthen partnerships with key organisations in 2019 including:

- Service Canada and Canada Revenue Agency established regular outreach visits in 2019 and have committed to the service continuing in 2020
- Sea to Sky Community Services established monthly drop-in sessions in the Library for free legal advice as part of their Poverty Law Program
- The Village of Pemberton supported our request to install a 'Storywalk' on the trail from the Nature Centre to One Mile Lake as part of our Summer Reading Program activities. The storywalk consisted of laminated pages from a picture book attached along a pathway that children (and adults!) could read and enjoy as they go for a walk.
- Work BC Employment Services and Pemberton Multicultural Network's outreach services for newcomers and immigrants are an established part of our regular programming
- Stewardship Pemberton delivered a 3-part speaker series specific to the landscape and flora and fauna of the Pemberton Valley.
- The Friends of the Library hosted their book sale on the Library deck for the first time after the traditional downtown location was deemed unsuitable amidst the downtown enhancement project work. Although the location change was decided quite late, it was nice to have the sale in the Library as it gave many visitors the opportunity to see the renovations for the first time. The Friends also hosted a "Get to Know Your Local Book Clubs" event which sought to connect the various book clubs in the community to meet and share ideas.
- Our continued partnership with the Dream Makers Community Literacy Coalition enabled us to offer a free family computer coding workshop. Joint partnership initiatives with both the Dream Makers and Pemberton Multicultural Network also enabled us to offer a garden journaling workshop, bee keeping workshop, and the return of the popular 'Decorate the Library Christmas Tree' event.

Flexible Spaces

In October we were able to commence a trial of extended opening hours on Sundays. When conducting our community engagement survey to inform the strategic planning process, requests for longer hours on a Sunday were prominent but our ability to remain open has been dictated by the opening hours of the Community Centre. When they announced a trial period of extended Sunday opening, we seized the opportunity to gauge whether later Sunday opening would work for us. We also added a later opening on Wednesdays until 7pm. While data collected to date would indicate only a modest

increase in total visits, it has been noted that particularly on a Sunday, patrons are visiting for longer. This combined with patron and staff feedback has led us to formalize these hours contingent upon the Community Centre hours and will be reviewed again in a year. The Library is now open 53 hours per week over 7 days, an increase of 3 hours from 2018, with consistent morning opening times of 10am.

Efforts to bring the Library out into the community continued with the regular Pop-Up Libraries at Ts'zil Learning Centre and the Farmer's Market.

Thanks to the fundraising efforts of the Board at Oktoberfest and a generous donation of \$10,000 from Louis Potvin, we will be able to move ahead with purchasing the new soft furnishings for the lounge area early in 2020. The lounge area is extensively used throughout the day and we will be investing in a layout that is portable, flexible and comfortable to accommodate the varying needs of our patrons using the space.

Summary

As we embark on a new three-year strategic plan that will help guide us in sustaining and growing the Library in the coming years it is important to acknowledge that the Library would not be the vibrant hub it is today without our talented and committed staff, board, and volunteers. In particular I would like to thank Judith Walton and Cindy Filipenko for their 8 years of service to the Library Board, it has been an honour to work with you both and I personally would like to thank you for your incredible support over the last six years.

Emma Gillis
Library Director