

**Pemberton and District Public Library  
Board of Trustees Meeting  
Thursday January 7<sup>th</sup> 2021 at 7pm**

*Zoom meeting information*

*Join Zoom Meeting*

<https://us02web.zoom.us/j/83534564296>

*Meeting ID: 835 3456 4296*

**CALL TO ORDER**

**100 APPROVAL OF AGENDA**

**200 APPROVAL OF CONSENT AGENDA**

201 Minutes of December 3<sup>rd</sup> 2020

202 Correspondence

203 Chairs Report

204 Directors Report

205 Committee Reports

- Finance Committee

**300 ONGOING BUSINESS**

301 Schedule of Governance

Annual General Meeting

Director's Priorities for 2021

BCLTA Board Development Session

**400 NEW BUSINESS**

401 Library Lease update

**500 Date of next meeting**

AGM Thursday January 28<sup>th</sup> 2021

Next regular meeting Thursday February 4<sup>th</sup> 2021

**600 Adjournment**



Pemberton  
& District  
PUBLIC LIBRARY

Pemberton and District Public Library  
Board of Trustees Meeting  
Thursday December 3rd 2020 at 7pm

Conducted remotely by Zoom Meetings

Minutes

**Members present:**

Carmen Praine (Chair), Tina Buchan, John Parnell, Ursula Carus, Tricia Zant, Ryan Zant, Monique Midgley, Maude Ash, Natalie Szewczyk, Emma Gillis (Library Director)

**Members not present:**

Tracy Graham, Russell Mack

**Call to order:**

Meeting called to order at 7:02pm by Chair C. Praine.

C. Praine welcomed Councillor Ryan Zant as the new Village of Pemberton representative.

**100 Approval of Agenda**

**Motion:** to approve the agenda as submitted.

M. Midgley moved. U. Carus seconded.

**200 Approval of Consent Agenda**

**201 Minutes of October 1st 2020**

Received as submitted

**202 Correspondence**

C. Praine received an email from Pique editor acknowledging inclusion of the BCLTA award for Judith Walton in the Dec 3rd edition.

**203 Chair's Report**

Presented verbally by C. Praine. C. Praine and E. Gillis met with Mayor Mike Richman to present BCLTA trustee award to Judith Walton; had wanted to invite whole board but public health order restrictions prevented that.

Discussions being held with Babs Kelly of BCLTA re: Board workshops in 2021  
Attended Reconcili-action training end of October with InterLINK

**204 Director's Report**

Received as submitted.

Provided update that Libraries Branch moving to Municipal Affairs from Ministry of Education.

Lease renewal due Dec 31 2020 and have been in touch with C. Burns, Recreation Services Manager for an update.

**205 Committee Reports**

**InterLINK**

Summary received as submitted.

**Finance Committee**

Presented verbally by M. Midgley - met briefly prior to the meeting and have been corresponding by email regarding processing of audit adjustments.

**Policy Review Committee**

N. Szewczyk and M. Ash reported back on having now reviewed the documents with nothing of note needing amended or updated. Discussed potential need for work from home policy.

**Motion:** To approve the consent agenda.

M. Midgley moved. N. Szewczyk seconded.

**300 Ongoing business**

**301 Schedule of governance**

**Director's Evaluation**

**Motion:** *To move the meeting in camera at 7:38pm.*

C. Praine moved.

All trustees moved to Breakout Room, with the exception of Library Director E. Gillis

Group returned to meeting 7:58pm

**Motion:** *To move the meeting out of in camera at 7:58pm*

T.Zant moved.

**Annual General Meeting**

Date set for Thursday January 28th 2021 via Zoom

The following trustees have terms expiring: U. Carus, M. Ash, C. Praine, T. Zant, T. Buchan. C. Praine requested that if not already done so, all trustees advise as soon as possible if they intend to run again for another 2 year term to assist in planning.

**400 New Business**

**401 Board Self Evaluation/ Year in review**

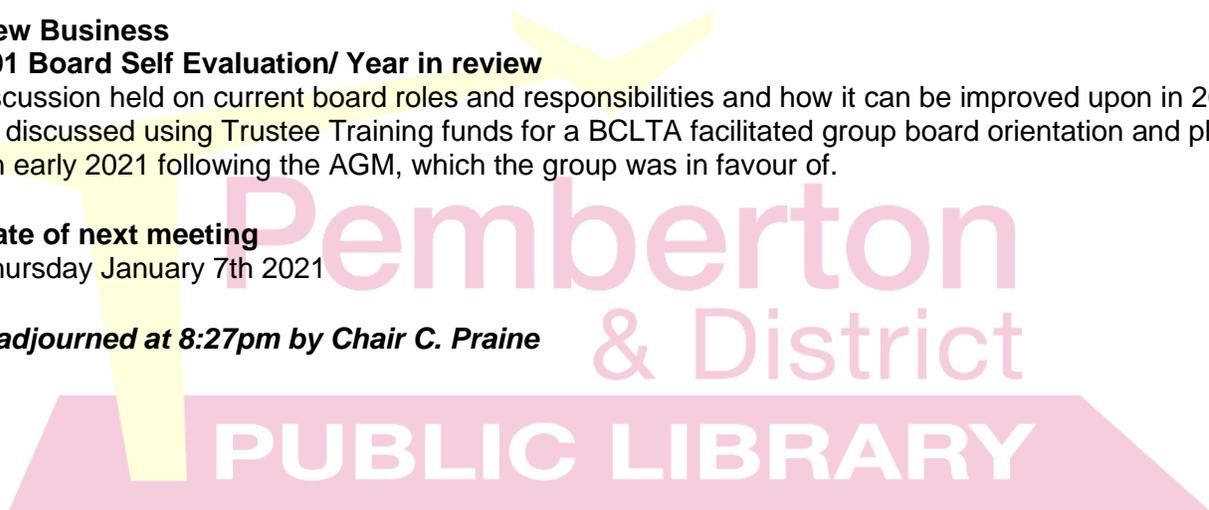
Group discussion held on current board roles and responsibilities and how it can be improved upon in 2021.

C. Praine discussed using Trustee Training funds for a BCLTA facilitated group board orientation and planning session in early 2021 following the AGM, which the group was in favour of.

**400 Date of next meeting**

Thursday January 7th 2021

**Meeting adjourned at 8:27pm by Chair C. Praine**



By email: December 3<sup>rd</sup> 2020



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October 22, 2020

Carmen Praine, Chair  
Pemberton & District Public Library  
7390A Cottonwood Street  
Pemberton, BC, V0N 2L0

By email: [library@pemberton.bclibrary.ca](mailto:library@pemberton.bclibrary.ca)

**Re: Village of Pemberton District Library Board Appointments**

Dear Ms. Praine,

This is to advise that at the Village of Pemberton Regular Council Meeting No. 1525, held Tuesday, October 20, 2020, Council appointed the Village of Pemberton representatives to the Pemberton & District Library Board for 2021, as follows:

Councillor Ryan Zant – Representative  
Email: [rzant@pemberton.ca](mailto:rzant@pemberton.ca)

Councillor Leah Noble – Alternate  
Email: [lnoble@pemberton.ca](mailto:lnoble@pemberton.ca)

Please copy the Village ([admin@pemberton.ca](mailto:admin@pemberton.ca)) on any correspondence to our representatives so that we can ensure our communications 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



Box 219, 1350 Aster Street  
Pemberton, BC V0N 2L0  
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December 16, 2020

BY EMAIL ONLY ( [chair@pemberton.bclibrary.ca](mailto:chair@pemberton.bclibrary.ca) )

Pemberton & District Public Library  
7390A Cottonwood Street  
Pemberton, BC  
V0N 2L1

Attention: Carmen Praine, Chair

Dear Ms. Praine:

Re: 2021 SLRD Representative & Alternate Representative

On behalf of the Squamish-Lillooet Regional District (SLRD) Board, I am pleased to advise that at the Board Meeting on November 25 & 26, 2020, the SLRD Board made the following appointments to the Pemberton & District Public Library for 2021:

- Director Russell Mack; and
- Alternate Director Jan Kennett (Alternate).

Please forward all correspondence, agendas and minutes directly to the following email addresses (there is no need to send duplicate copies to the SLRD):

Russell Mack  
Email: [russellmack3@icloud.com](mailto:russellmack3@icloud.com)  
Tel: (604) 935-9098

Jan Kennett (Alternate)  
Email: [jan@coppercayuseoutfitters.ca](mailto:jan@coppercayuseoutfitters.ca)  
Tel: (604) 632-9031

Yours truly,

Kristen Clark  
Director of Legislative and Corporate Services

cc. Director Mack (*by email only*)  
Alternate Director Kennett (*by email only*)

## Director's Report December 2020

### ***Inspire Minds Through Literacy & Learning***

Borrowing of Library materials reached its peak of the year in December with 3300 physical items borrowed. While this is still considerably less than pre-Covid levels, the slow but steady increase in both borrowing and visits is encouraging to see. We had 747 visits to the Library in December, averaging about 30-40 visits per day, again a significant change from pre-Covid trends but we can remain confident that services are being delivered in a safe and sustainable manner. Overall, physical borrowing is down 57% from 2019 and visits to the Library are down by 72%. Many patrons are still choosing to use the contactless pick-up methods rather than browse and we are keen to continue to provide service in whatever means is most suitable to our community. EBook and Audiobook borrowing has stabilized over recent months but saw an overall 23% growth in 2020.

Programming was limited in December with the focus remaining on storytimes. Denisa took over hosting storytimes in December and we have also been able to reintroduce the Baby Storytime sessions. Denisa was also able to take advantage in some online training opportunities – Mother Goose was a two-day intensive workshop that will build the foundations of strong storytime sessions and a Zoom Baby Storytimes workshop hosted by VPL to assist with the technical challenges of online programming. The Wellness Almanac Sharing Circles finished up on December 21st. The sessions were very well received by all participants and thank you to both Tanina Williams and Lisa Richardson for welcoming us as partners on this.

### ***Create Welcoming Spaces***

Operating hours remained consistent throughout December (Monday-Friday 10-4 and Saturday 10-2). In December we removed the restrictions on browsing days and times so that patrons can enter the Library at any time during these operating hours. Restrictions still remain in place on the number of people that can access the space at the same time and we are also requesting patrons try to keep their visit as brief as possible so that others won't need to wait.

### ***Live Our Values***

Unfortunately, we had to say farewell to one of our newer team members, Jen Ruge. Jen and her partner had to move back to Europe at short notice. Although only with us a short time, Jen was a highly valued team member and will be greatly missed. Focusing on staff training for the newest team members will be a priority for the next few months.

### ***Build Connections***

Marketing during the pandemic has proved challenging outside of our social media channels so continuing to raise awareness of the services we are currently providing and finding opportunities to reach those that can't make it to the Library will continue to be a focus for 2021.

**Emma Gillis, Library Director**