

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday February 7th, 2018**

CALL TO ORDER

100 APPROVAL OF AGENDA

200 APPROVAL OF CONSENT AGENDA

201 Minutes of December 18th 2018

202 Correspondence

203 Chairs Report

204 Directors Reports

205 Committee reports

300 ONGOING BUSINESS

301 Oktoberfest 2019

302 Governance

303 Renovation update

400 NEW BUSINESS

401 Trustee Orientation Checklist

402 InterLINK Representative

403 Non-Resident fee policy

500 Date of next meeting

Thursday March 7th, 2019 at 7pm

600 Adjournment



**Pemberton and District Public Library
Board of Trustees Meeting
Tuesday December 18th 2018**

Minutes

Members present:

Judith Walton (Chair), Meg Gallup, Cindy Filipenko, Monique Midgley (arrived 7:32pm), Carmen Praine, Peggy Riley, Amica Antonelli, Emma Gillis.

Members not present:

Tracy Graham, Karen Tomlinson, Helena Edmonds, Russell Mack.

Call to order:

Meeting called to order at 7:07pm by Chair J. Walton.

100 Approval of Agenda

C. Filipenko moved. C. Praine seconded. Carried.

200 Approval of Consent Agenda

201 Minutes of November 27th 2018

Received as submitted

202 Correspondence

J. Walton received an email from trustee Lisa Richardson, regrettably resigning from the Board with immediate effect due to family and work commitments.

203 Chair's Report

Presented verbally by Chair J. Walton.

Discussions with Lorien Schramm to discuss Oktoberfest and confirm Pemberton Distillery participation for 2019. Will meet in January 2019.

J. Walton and M. Gallup met with Miller's to discuss Oktoberfest and confirm Beer Farmer's participation for 2019.

J. Walton attended the Friends of the Library meeting and confirmed that the Board will be organizing Oktoberfest again in 2019. The Friends will be hosting their annual booksale in May with the location to be determined.

J. Walton discussed InterLINK budget as previously circulated to trustees.

Motion: to accept the InterLINK budget as presented. C. Filipenko moved. P. Riley seconded. Carried.

204 Director's Report

Received as submitted.

205 Committee Reports

Nothing to report

Motion: to approve the consent agenda and accept all reports as submitted. M. Gallup moved. C. Praine seconded. Carried.

300 Ongoing business

301 Oktoberfest 2018

Confirmed Saturday October 19th 2019 as date for next Oktoberfest.

302 Governance

Director's evaluation

Motion: to move the meeting In Camera at 7:23pm. J. Walton moved. M. Gallup seconded. Carried. Emma Gillis left the meeting at 7:23pm.

Motion: to move the meeting out of In Camera at 7:32pm. J. Walton moved. M. Gallup seconded. Carried. Emma Gillis returned to the meeting at 7:32pm.

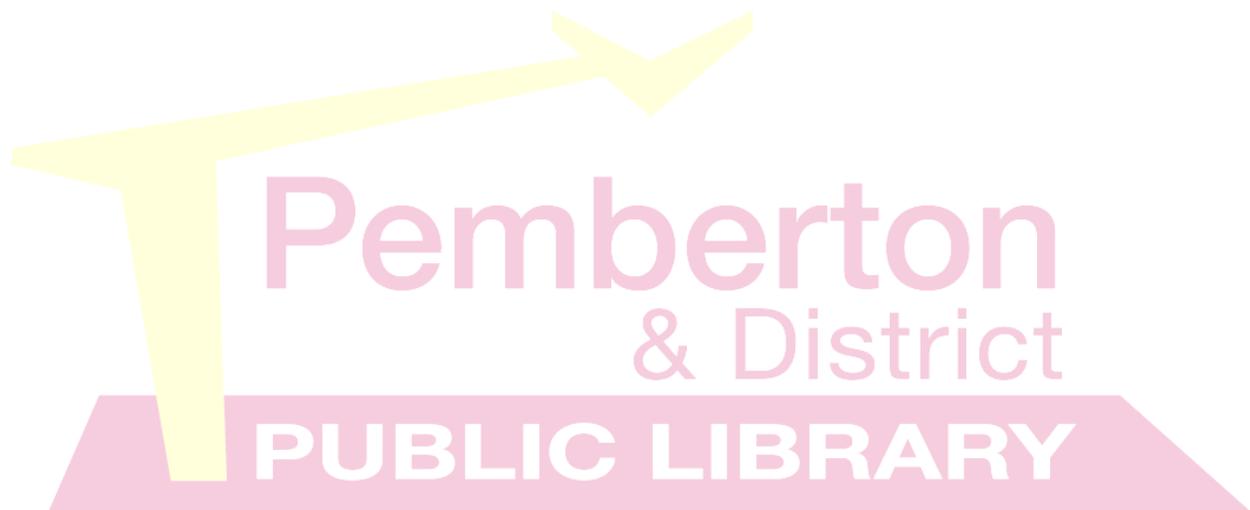
A draft of the Director's evaluation will be circulated to all trustees for review.

303 Annual General Meeting

The Annual General Meeting will be on Tuesday January 29th 2019 at 7pm with reception to follow. Unless anything significant arises, there will be no regular meeting on January 22nd.

400 Adjournment

Meeting adjourned at 7:50pm by Chair J. Walton





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December 10, 2018

BY MAIL

Pemberton & District Public Library
PO Box 430
Pemberton, BC
V0N 2L0

Attention: Judith Walton, Chair

Dear Ms. Walton:

Re: 2019 Squamish-Lillooet Regional District Representative & Alternate Representative

On behalf of the Squamish-Lillooet Regional District (SLRD) Board of Directors, I am pleased to advise that at the Regular Board Meeting on November 28, 2018, the SLRD Board made the following appointments to the **Pemberton & District Public Library** for 2019:

- 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
Director - Electoral Area C
Email: russellmack3@icloud.com
Tel: (604) 935-9098

Jan Kennett (Alternate)
Alternate Director - Electoral Area C
Email: 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 January 2019

8,392 visits were made to the Library in January 2019, 1.3% fewer than in January 2018 (8,500 visits)

7,174 items were borrowed from the Library in January, a 9% decrease from the same period last year (7,845). 22% of these items were borrowed using the self-check machine.

922 digital items were borrowed (eBooks, eAudiobooks, and digital magazines), an increase of 35.4%. The small, but steady increase in digital borrowing exhibited towards the end of 2018 continues to indicate changes in borrowing habits of our patrons. Feedback from those using our eBook app *Libby* have been overwhelmingly positive and we are starting to see wait lists for digital items that we did not previously.

516 computer sessions were completed (190 fewer than in January 2018) but **810 patrons accessed the wifi** (171 more than in January 2018)

Programming

Gen ran the first Maker Monday program using the new Makey Makeys. A Makey Makey is "an electronic invention tool and toy that allows users to connect everyday objects to computer programs". Participants had the opportunity to turn fruit into musical instruments, make their own light saber, create their own version of the game *Operation*, and made video game controllers out of Play Doh.

Tracey's *Explorer's Club* continues to be fully registered each month. In January, participants explored the world of weird weather.

Tracey and our newest volunteer Andrée-Anne hosted our first French/English family storytime. We hope to make this a regular monthly weekend program.

We have had to make changes to our Book-a-librarian program and reduce the days and times the service is available due to staff availability. Should the existing sessions prove insufficient we will look at how to better accommodate this growing need without impacting on staff availability for other library services.

Resources

After opting out of the program last year due to insufficient applications in previous years, I submitted an application for a Summer Student under the 2019 Canada Summer Jobs Program. Now open to everyone ages 15-30 and not just those returning to full time education, I am optimistic we will receive more applications than previously, and with the new Summer Reading Club program we introduced last year, the extra support will be much needed.

Partnerships

Service Canada and the Canada Revenue Agency reached out in January and confirmed a return of the outreach services to the Library in 2019. The first visit will be on Thursday March 14th with an evening presentation for newcomers to Canada available on Wednesday March 13th.

We partnered with the Dream Makers Community Literacy Coalition to host another Family Coding Workshop. Despite a lot of interest, registration was very low.

Flexible Spaces

Marilyn and I hosted the first Pop Up Library at Ts'zil Learning Centre. The visit was well received and we are aiming to visit once a month, similar to our visits at Pemberton Secondary School.

Feedback for the newly redesigned space has been very positive. Many are surprised that the collection size has remained unchanged with the new shelving configuration and the feeling of space that has been created. All that remains for the work to be complete is new seating (for the lounge area and between the shelving up front), acoustic paneling for the ceilings in the main library and children's library to provide sound dampening in our open concept space, and an indoor drop box. We will also be looking to upgrade the audio-visual equipment as the existing projector is in need of repairs and due to its age, no longer offers sufficient image quality for the screenings and presentations we have started to offer. I will be exploring various grant opportunities this year to help achieve these goals.

Emma Gillis, Library Director