

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

CALL TO ORDER

100 APPROVAL OF AGENDA

200 APPROVAL OF CONSENT AGENDA

201 Minutes of February 7th 2019

202 Correspondence

203 Chairs Report

204 Directors Reports

300 ONGOING BUSINESS

301 Oktoberfest 2019

302 Governance

- Provincial Library Grant
- TOPs

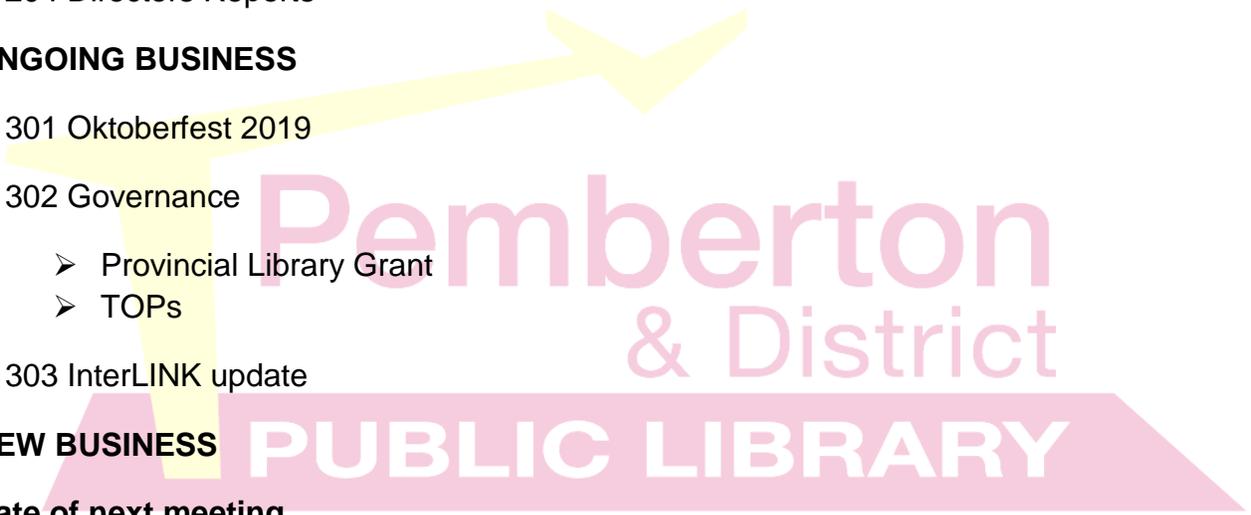
303 InterLINK update

400 NEW BUSINESS

500 Date of next meeting

Thursday April 4th, 2019 at 7pm

600 Adjournment

The logo for Pemberton & District Public Library is centered on the page. It features a large, light pink arrow pointing downwards, which is partially obscured by the text. The text "Pemberton & District" is in a large, light pink font, and "PUBLIC LIBRARY" is in a smaller, white font on a pink rectangular background.

**Pemberton
& District
PUBLIC LIBRARY**

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

Minutes

Members present:

Carmen Praine (Chair), Judith Walton, Meg Gallup, Cindy Filipenko, Monique Midgley, Tracy Graham, Ursula Carus, Tina Buchan, Emma Gillis (Library Director).

Members not present:

Peggy Riley, Amica Antonelli, Helena Edmonds, Russell Mack.

Call to order:

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

100 Approval of Agenda

J. Walton moved. C. Filipenko seconded. Carried.

200 Approval of Consent Agenda

201 Minutes of November 27th 2018

Received as submitted

202 Correspondence

Received as submitted.

Email received from Mayor Richman congratulating us on the 40th Birthday and sending his regrets that he could not attend.

203 Chair's Report

Presented verbally by Chair C. Praine.

J. Walton and E. Gillis went to Scotiabank for the presentation of the \$3000 grant cheque for Oktoberfest 2018. We will be unable to apply for this year but to submit another request by September for 2020.

Plans underway for Pemberton to host TOPs (Trustee Orientation Program) in early Spring. Whistler, Squamish and Lillooet will be invited to attend. Dates to be confirmed.

204 Director's Report

Received as submitted.

Will be attending the PVUS meeting on February 14th 2019 to discuss the 2019 Budget and 5 Year Plan.

Free screening of This Mountain Life scheduled for March 8th 'sold out' in 48 hours. Are currently trialing Eventbrite to manage event registrations and already it has saved a considerable amount of staff time.

205 Committee Reports

Nothing to report

Motion: to approve the consent agenda and accept all reports as submitted. J. Walton moved. U. Carus seconded. Carried.

300 Ongoing business

301 Oktoberfest 2018

Miller's (Beer Farmers) have confirmed their commitment to the 2019 event. Would prefer to be the sole beer vendor.

James Linklater has also confirmed his willingness to volunteer with the bar administration.

Awaiting confirmation from Lions Club regarding food services.

Schramms still to confirm participation.

C. Filipenko to liaise with Whistler Arts Council staff for band recommendations.
Will not have a DJ this year. Will provide our own music (to be more Oktoberfest themed)
To explore provision of local Cider (Squamish options: Northyards, Cliffside, Geo Cider Co – confirm which one Beer Farmers supply?).

302 Governance

February: Trustee Orientation. C. Praine reviewed the trustee orientation checklist and discussed TOPS.

T. Buchan appointed to Finance Committee.

Strategic Plan is due for update in September. Trustees encouraged to start reviewing other libraries plans. E. Gillis recommended Fraser Valley Regional Library as a starting point.

303 Renovation Update

E. Gillis provided an update on outstanding work needed to complete renovation. Major capital purchases remaining include: new lounge seating and additional seating by the new books display, acoustic paneling for the ceilings to assist with sound dampening, and an indoor dropbox (although this has been moved down the priority list as more patrons adapt to using the external book drop). Pros and cons of an indoor drop box were discussed.

Signage is still in progress but most of the decals have been completed.

Long term plan to upgrade the Self-Check due to high error rates with checking out. The current basic setup functions as a backup but is not particularly user friendly or intuitive.

400 New Business

401 Trustee Orientation Checklist

As discussed under Agenda Item 302

402 InterLINK Representative

J. Walton appointed representative with U. Carus as representative. T. Buchan & T. Graham also willing to fill in as necessary.

403 Non-Resident policy fee

E. Gillis requested a review of the policy regarding fees applied to non-resident library cards. Currently a \$25 charge is made when issuing the card, with \$15 refunded upon return of the card and any outstanding materials.

Motion: *that the non-resident fee be changed to a \$10 non-refundable fee.* J. Walton moved. T. Buchan seconded. Carried.

Meeting adjourned at 8:22pm by Chair C. Praine

Director's Report February 2019

8,241 visits were made to the Library in February 2019, 1.1% fewer than in January 2018 (8,336 visits)
6,579 items were borrowed from the Library in February, a 3.5% decrease from the same period last year (6810). 22% of these items were borrowed using the self-check machine.
943 digital items were borrowed (eBooks, eAudiobooks, and digital magazines), an increase of 56.1%. This upward trend in continues to demonstrate a change in the borrowing habits of the community.
529 computer sessions were completed (only 63 fewer than in February 2018) but **767 patrons accessed the Wi-Fi** (132 more than in February 2018)

Programming

We celebrated the Library's 40th birthday on February 1st. Founding Librarian Jan Naylor shared some of her memories of the Library and MLA Jordan Sturdy also joined us.
Marilyn's Maker Monday in February was 'Awesome Robots'. Each week participants made a robotic item using only cardboard and other easily obtainable supplies.
Tracey's *Explorer's Club* continues to be fully registered each month. In February, participants explored the concept of Kindness and have been carrying out random acts of kindness throughout the month, such as designing bookmarks and leaving them in books for patrons to find
Registration is full for our March screening of *This Mountain Life* (90 people with a waitlist). We moved to using Eventbrite for registration for this program and it has saved staff a considerable amount of time in the administration of registrations/cancellations. As the service is free for free programs, we are going to start implementing it for registration of other programs on a trial basis. As we recognize not everyone is on Facebook, we will still carry out registrations for people in the Library directly through the Eventbrite website.

Resources

Gen received notice that she won the BC Summer Reading Club Community Story Award for her entry about our re-vamped SRC program in 2018. Gen will attend the BCLA Conference in May as their guest and receive her award at the BCLA Conference Awards. Well done Gen!
We hired a new casual on-call library assistant. As we have no additional staff hours available this is predominantly for sick and vacation cover. Kelly McGee will be joining the team in March, Kelly has been working at the Whistler Library for over a year so is already well acquainted with our systems and processes.
I have registered for a coaching workshop provided through InterLINK. Sessions will take place in March and April and I am looking forward to developing my skills to better support the staff achieve the goals.
I presented to PVUS on February 14th about the 2019 Budget and 5 Year Plan. We were advised we should know if our requisition was approved by March 7th. It was also confirmed that we are to budget for full audits every 5 years with the first taking place in 2020 (for 2019). I have reached out to BDO Whistler regarding the process as they also service the SLRD and the Whistler and Squamish Public Libraries.

Partnerships

I have contacted BCLTA about hosting Trustee Orientation Program training in Pemberton in April for the Sea to Sky Corridor.
We hosted our final Family Movie Matinee on February 16th as part of the Community Centre Family Day celebrations.

Flexible Spaces

I hosted our second Pop Up Library at Ts'zil Learning Centre on February 11th. Marilyn visited with a group of Seniors at the Rec Centre on February 22nd to discuss the various resources and services we have and how we can support them better. We will be exploring the option of a pop-up library at the Pemberton Lions Villas complex to better support those that cannot access the Library directly.

Emma Gillis, Library Director