

**Pemberton and District Public Library  
Board of Trustees Meeting  
Thursday April 4th**

**CALL TO ORDER**

**100 APPROVAL OF AGENDA**

**200 APPROVAL OF CONSENT AGENDA**

201 Minutes of March 7<sup>th</sup> 2019

202 Correspondence

203 Chairs Report

204 Directors Reports

**300 ONGOING BUSINESS**

301 Oktoberfest 2019 & Oktoberfest Sponsorship

302 Governance

303 InterLINK update

**400 NEW BUSINESS**

**500 Date of next meeting**

Thursday May 2<sup>nd</sup>, 2019 at 7pm

**600 Adjournment**



**Pemberton  
& District  
PUBLIC LIBRARY**

**Pemberton and District Public Library  
Board of Trustees Meeting  
Thursday March 7<sup>th</sup> 2019**

Minutes

**Members present:**

Carmen Praine (Chair), Judith Walton, Meg Gallup, Cindy Filipenko, Monique Midgley, Amica Antonelli, Tina Buchan, Ursula Carus (arrived 7:07pm), Emma Gillis (Library Director).

**Members not present:**

Tracy Graham, Peggy Riley, Russell Mack, Helena Edmonds.

**Call to order:**

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

**100 Approval of Agenda**

J. Walton moved. T. Buchan seconded. Carried.

**200 Approval of Consent Agenda**

**201 Minutes of February 7<sup>th</sup> 2019**

Received as submitted

**202 Correspondence**

None received

**203 Chair's Report**

Presented verbally by Chair C. Praine.

Pemberton will host TOPs (Trustee Orientation Program) April 13<sup>th</sup>. Whistler, Squamish and Lillooet will be invited to attend.

**204 Director's Report**

Received as submitted.

Marilyn has reduced her hours effective April 1<sup>st</sup>. Hours to be distributed among casual staff to provide greatest benefit and flexibility to the schedule.

Exploring Canada Post grant to support children's programming.

**205 Committee Reports**

Nothing to report

**Motion:** *to approve the consent agenda and accept all reports as submitted.* J. Walton moved. M. Midgley seconded. Carried.

**300 Ongoing business**

**301 Oktoberfest 2019**

Lions and Schramms still to confirm participation. J. Walton still trying to connect with them

U. Carus has approached Blame the Weekend as a potential band.

E. Gillis to apply for in-kind support from Vail Resorts for potential auction item.

**302 Governance**

Provincial Library Grant report submitted.

TOPs training discussed under Item 203

**303 InterLINK update**

Presented verbally by U. Carus.

Next meeting will be April 2<sup>nd</sup>. To confirm representative – J. Walton or T. Graham?

**400 New Business**

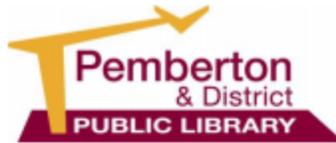
None

**500 Date of next meeting**

Thursday April 4<sup>th</sup>, at 7pm

***Meeting adjourned at 8:07pm by Chair C. Praine***





March 14, 2019

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

Dear Gen,

I am writing on behalf of the board to congratulate you on winning the BC Summer Reading Club Community Story Award. The feedback that has been received from the parents and children is overwhelmingly positive. It is amazing to see what this program has developed into and we hope this success will continue for years to come and develop a strong sense of literacy in our community. Congratulations again, this award is well deserved and we hope you enjoy your time at the BCLA Conference in May.

Regards,

Carmen

**Carmen Praine**  
**Library Board, Chair**  
Pemberton & District Public Library

7390A Cottonwood St., Pemberton, B.C. V0N 2L1  
Tel: 604-894-6916 Email: [library@pemberton.bclibrary.ca](mailto:library@pemberton.bclibrary.ca)  
<https://pemberton.bc.libraries.coop>

**VIA EMAIL**

March 29<sup>th</sup>, 2019

Email: CHAIRS c/o [L\\_educ\\_library\\_directors@lists.gov.bc.ca](mailto:L_educ_library_directors@lists.gov.bc.ca)

**Subject: Public Library Operating Grants – Grant Award Letter**

Dear Public Library Board Chair,

The Libraries Branch is pleased to inform you that your library will receive the following grants to support library operations and provincial programs for 2019:

- **Per Capita Operating Grant** - All B.C. libraries established under the authority of the *Library Act* receive the Per Capita Operating Grant to support ongoing public library operations and their participation in province-wide initiatives.
- **Resource Sharing Grant** - This grant supports libraries in the sharing of materials by alleviating the costs involved in running and managing the interlibrary loan service.
- **BC OneCard Grant** - This grant is for libraries participating in the BC OneCard program. BC OneCard enables active patrons of any public library in B.C. to use their library card to borrow from other libraries throughout the province.
- **Equity/Literacy Grant** - Access to learning and literacy experiences are a core service of B.C. public libraries. These funds support the expansion of library collections, programs, and services that promote literacy and life-long learning.

Funding for public libraries, although distributed as four grants, may be used in mutually supportive ways to ensure provincial priorities for 2019, described on page 2, are fulfilled.

The *Public Libraries Provincial Grants Allocations* document, which lists the funds allocated to each library and partner in 2019, is available online through the Libraries Branch website. We recommend you download a copy for your files.

Funding directly to public libraries is focused on increasing access to information and services across the province, while allowing each library to continue to be responsive to the needs of their communities. By working together, we can provide people with critical access to the information, technology, digital and learning resources and services they need to reach their full potential.

As you may be aware, the Province is reviewing its strategic objectives regarding public library

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**Ministry of  
Education**

**Libraries Branch**

Mailing Address:  
PO Box 9831 Stn Prov Govt  
Victoria, BC V8W 9H1  
Tel: 1.800.663.7051

Location:  
5<sup>th</sup> Floor, 620 Superior St  
Victoria

service to be in alignment with government priorities. Nonetheless, we also remain focused on the following Priorities in 2019:

- *Improving access*
- *Developing skills*
- *Collaborating on shared goals*
- *Enhancing governance*

The Ministry will deposit funds electronically into the account of the financial institution that your association has designated. The Ministry will mail a notice to you upon payment.

In accordance with conditions placed on all Ministry grants, libraries must submit specific documents as outlined below. Continued provincial funding for your library is contingent on the completion and filing of three reports in the accountability framework:

- *2019 Provincial Library Grants Report (due March 1, 2020)*
- *2019 Statement of Financial Information (SOFI, due May 15, 2020)*
- *2019 Annual Survey of Public Libraries (due May 15, 2020)*

The Ministry is committed to open public access to information and bound by the *Freedom of Information and Protection of Privacy Act*. The Province may release any or all information submitted in these reports to the public and will be making them available on the website.

Please be aware that the Ministry will reclaim any portion of the grants should the association not use the funds received for the purposes outlined in this letter.

On behalf of the Ministry, I would like to gratefully acknowledge the hard work and contributions of library boards and staff. B.C. Libraries provide increased opportunities for people to contribute to their own communities, while helping to improve literacy skills, connect families, foster social inclusion and reduce inequality. By working together, we ensure that British Columbians can benefit from services that are innovated, equitable, responsive and future-focused.

Sincerely,



Mari Martin  
Director  
Libraries Branch

Attachments: 2019/2020 Library Grant Allocations Document

ec: Public Library Directors [L\\_educ\\_library\\_directors@lists.gov.bc.ca](mailto:L_educ_library_directors@lists.gov.bc.ca)

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**Chairs Report**  
**April 4<sup>th</sup>, 2019**

I sent a letter to Gen Carmody from the board congratulating her on winning the BC Summer Reading Club Community Story Award.

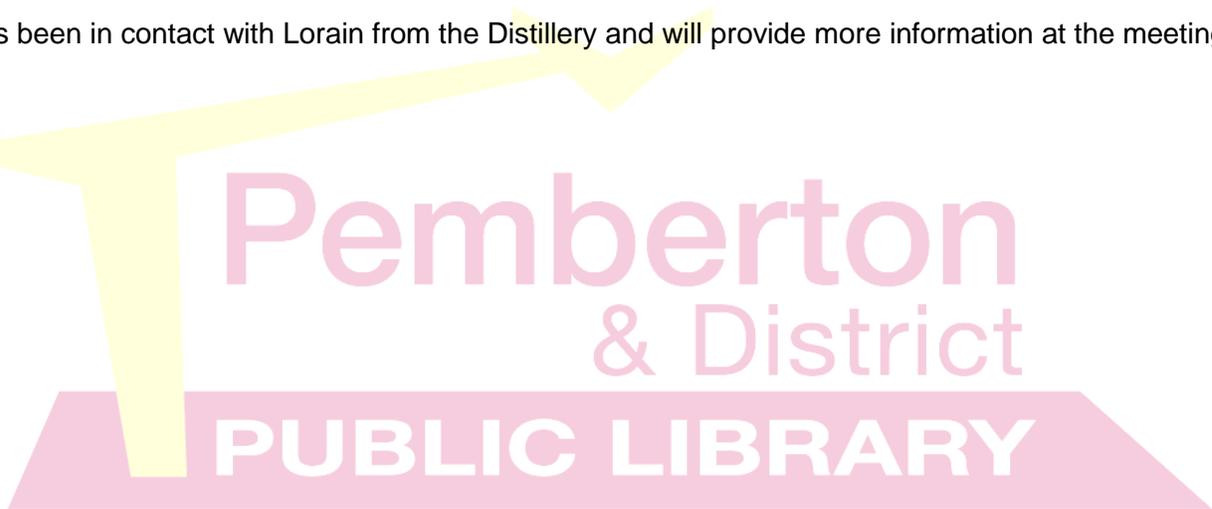
Meg and I had a chance to meet with the Pemberton Lions Club regarding our work at together during Oktoberfest. They are happy to work together again this year. They are interested in offering other types of food like poutine or fries. With the community centre having a new stove they anticipate it being easier to pre boil the Brats. They now have the new Chair email as a point of contact. Once they have a committee assigned to our Fundraiser, they are willing to come to our board meeting and discuss plans for this year's event. At the end of our presentation, we showed them photos of the new redesign and they were very impressed.

Judith and Cindy will meet with Russell from the SLRD regarding Oktoberfest funding and will present more information at the meeting.

Judith has been in contact with Lorain from the Distillery and will provide more information at the meeting.

Thanks,

Carmen



## Director's Report March 2019

	March 2019	March 2018	Percentage Change	Quarter 1 2018/2019 Comparison
<b>Number of visits to the Library</b>	<b>7272</b>	7242	+0.4%	-0.7%
<b>Number of physical items borrowed</b>	<b>7380</b>	7413	-0.4%	-4.4%
<b>Number of digital items borrowed</b>	<b>927</b>	771	+20.2%	+35.8%
<b>Total items borrowed</b>	<b>8307</b>	8184	+1.5%	-0.8%
<b>Number of computer sessions</b>	<b>595</b>	600	-0.8%	-15.7%
<b>Number of WiFi sessions</b>	<b>875</b>	672	+30.2%	+26.0%

### **Programming**

Marilyn started offering appointments through the Community Volunteer Income Tax program at the beginning of March. This program assists low income individuals and families with free tax return assistance. The program has been very popular this year with 10 appointments completed so far.

Tracey and our volunteer Andree-Anne hosted the second French Storytime, with plans to have it occur regularly on the second Saturday of the month.

Our movie screening *This Mountain Life* on March 8<sup>th</sup> was a success with 86 in attendance. Managing the event registrations through Eventbrite really helped save on staff time taking/amending/cancelling registrations and although we had over a dozen 'no-shows' on the evening, we had a number of people arrive that had not registered so they were able to attend. The new space is really working well for setting up larger events and the improvements we hope to make with the audio-visual setup will improve the experience even further.

### **Resources**

We received our Provincial Grant funding early this year, with funds direct deposited on March 29<sup>th</sup>. A total of \$32,061.00 was deposited, with funding remaining fairly consistent with 2018 with only a \$78 increase (under the Resource Sharing Grant).

### **Partnerships**

We will be hosting BCLTA for the Trustee Orientation Program training in Pemberton on April 13<sup>th</sup>. I have reached out to the Sea to Sky Libraries to invite them. The training will be taking place at the Pioneer Junction Amenities Building.

Service Canada and Canada Revenue Agency offered their first superclinic drop-in of the year on March 14<sup>th</sup>. It was well attended and while I do not have the official numbers, I was advised that it exceeded the number of visits at previous clinics. They also provided a presentation for Newcomers to Canada at the English Conversation Circle on the Wednesday evening. They hope to return in late April/May but a date has not yet been confirmed.

The Friends of the Library have confirmed that the Annual Booksale will be happening on Saturday May 10<sup>th</sup>. The location is yet to be confirmed but will either be outside Scotiabank or Blueshore Financial. It has traditionally been held outside Scotiabank as they provided matching funds but their new application process means that this event will not be eligible. Considerations are also being made for the Downtown Enhancement project work and potential impact on access to both locations. The Library will be accepting donations of books from April 15<sup>th</sup> -21<sup>st</sup>.

They are also planning on holding a children's Booksale at one of the Community Centre's Family Fun Nights in the summer. Dates to be confirmed.

### **Flexible Spaces**

Marilyn will be hosting the first Pop Up Library at the Lion's Villa Seniors Housing Complex on April 16<sup>th</sup>. We are hoping to use this as an opportunity to reach out to patrons that have difficulty accessing the Library and to gather feedback on how we can support them better. If there is a demand we would look to making it a regular program similar to the Secondary School and Ts'zil Learning Centre Pop-Ups.

We received a very generous donation of \$10,000 from Louis Potvin and his wife Carol on March 23<sup>rd</sup> towards our capital campaign. We are incredibly grateful to the Potvins, and to their friend Mira Yadmaa for delivering the cheque to us. This donation will enable us to look to replacing some of the lounge furniture much earlier than we had anticipated.

**Emma Gillis, Library Director**