

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday October 3rd 2019**

CALL TO ORDER

100 APPROVAL OF AGENDA

200 APPROVAL OF CONSENT AGENDA

201 Minutes of September 5th 2019

202 Correspondence

203 Chairs Report

204 Directors Report

205 Committee Reports

300 ONGOING BUSINESS

301 Oktoberfest 2019 & Sponsorship Update

302 Strategic Planning

400 NEW BUSINESS

401 Review of Draft 2020 Budget submission

402 Director's Evaluation

500 Date of next meeting

600 Adjournment



**Pemberton and District Public Library
Board of Trustees Meeting
Thursday September 5th, 2019**

Minutes

Members present:

Carmen Praine (Chair), Cindy Filipenko, Meg Gallup, Tina Buchan, Tracy Graham, Russell Mack, Monique Midgley, Ursula Carus, Maude Ash, Emma Gillis (Library Director)

Members not present:

Judith Walton, Amica Antonelli, Helena Edmonds,

Call to order:

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

100 Approval of Agenda

Motion: to approve the agenda and as submitted.

M. Midgley moved. U. Carus seconded. Carried.

200 Approval of Consent Agenda

201 Minutes of February 7th 2019

Received as submitted

202 Correspondence

Received as submitted

203 Chair's Report

As discussed in Agenda Items 301

204 Director's Report

Received as submitted.

Motion: to approve the consent agenda and accept all reports as submitted. T. Buchan moved. T. Graham seconded. Carried.

300 Ongoing business

301 Oktoberfest 2019 & Sponsorship Update

Discussed outstanding tasks for the event and volunteer requirement. Final planning meeting scheduled for Thursday September 19th at 7pm. Jan Kennett and James Linklater to be invited.

302 Strategic Planning

Discussed the plans to close the Library for the day so that all staff can attend the session.

Motion: to close the Library on Saturday September 28th to enable all staff to attend the session. M. Midgley motioned. C. Filipenko seconded. Carried.

500 Date of next meeting

Thursday October 3rd 2019.

E. Gillis unable to attend. C. Filipenko will take minutes.

Meeting adjourned at 7:57pm by Chair C. Praine

Director's Report

September 2019

The September/ Third Quarter statistics will be presented at the November meeting due to my absence the first two weeks of October.

Programming

Due to the popularity of some of our programs we are moving almost exclusively to registration through Eventbrite. This is to ensure that everyone that attends get a seat and that we don't go over maximum capacity for the space. In order to remain accessible to all we still take registrations in the Library/ via email/ over the phone as before but we manage it through the Eventbrite platform. This also allows us to better plan for seating at the event giving the staff time required to move all of the furniture and the moveable shelving. We were able to increase capacity at the recent Stewardship Pemberton talk by moving that row of moveable shelving in between the adjoining row of stacks so could comfortably seat up to 100 people.

Events in October include: DNA for Genealogy talk on Wednesday October 2nd, Service Canada & CRA outreach on Thursday October 3rd, Legal Service drop-in on Monday October 7th, English Conversation Circle returns for weekly sessions on Wednesday October 9th, Mushroom talk on Thursday October 17th, Author Cornelia Hoogland (Whistler Writer's Festival writer in residence) on Monday October 21st and the Sea to Sky Orchestra on Thursday October 24th. We are currently reviewing our capabilities regarding after-school programming with a view to starting in November.

Resources

End of probation period reviews are underway with our new team members. We had our first all staff meeting on September 20th where we reviewed the Library's customer service model and set out our team agreements.

Partnerships

The Stewardship Pemberton presentation on 'Pemberton Landscapes' was very well received with over 70 in attendance. We had released 98 tickets but had a considerable number of 'no-shows' – possibly because an additional talk was offered at Ts'zil on the Sunday beforehand due to the extensive waitlist we had. We had several requests to put on an additional talk at the Library but did not have the resources available to do so. In the end however, tickets were released to everyone on our waitlist and we had several people turn up on the night that hadn't registered so we were able to seat them too.

The upcoming Stewardship Pemberton talk on Mushrooms (Thursday October 17th) also is full with a waitlist but we anticipate the same amount of movement in the registrations in the few days before that we experienced with the Landscapes talk.

We also have had an overwhelming response to the Sea to Sky orchestra on Thursday October 24th with a waitlist in place for that event too.

Flexible Spaces

Starting October 1st we are trialing extended opening hours on Wednesday evening and Sunday afternoons. The trial will run alongside the Pemberton Community Centre's extended Sunday opening trial from October – December. We will be open until 7pm on a Wednesday and 4pm on a Sunday.

I am just waiting on the vinyl swatches for the lounge seating so that we can make the final colour choices and place an order.

John Burleson will be installing the new AV equipment in the next few weeks – the TV has already been installed and the projector and automatic drop-down screen will be installed in the coming weeks.

Emma Gillis, Library Director



Public Library InterLINK
Board Meeting Summary
September 24, 2019

The main topic on the September 24th Board agenda was a report on the Funding Review process and a staff recommendation regarding member levies.

Funding Review

M. Burris provided a report outlining the Funding Review process, which was a deliverable on the 2019 Operations Plan. He reviewed the work of the Funding Review Working Group and the discussion that took place at the September 6 Administrators Advisory Group meeting. He noted that his report presented two staff recommendations: 1. That member levies move to being assessed at 100% of population for all member libraries and; 2. That the \$100,000 grant paid to VPL by the remaining member libraries be eliminated. Both of these changes would be phased in over three years, effective with the 2021 InterLINK budget. After much discussion on the recommendations, motions were passed to accept them.

Other Items

The Board was updated on the following work:

- 2019 Operations Plan and work on a draft 2020 Operations Plan
- The strategic plan review process
- The Board self evaluation process
- Library Day at the PNE (formal recommendation to take place in November)

Around the Table:

Around the table topics included support for the \$20 million in 2020 campaign, the search for a new library director in West Vancouver, efforts to add indigenous artwork in a number of libraries, a number of fundraising efforts, increased program attendance, Summer Reading Club activities and awards ceremonies, the completion of renovations and the grand re-opening in New Westminster, the 10th anniversary of Burnaby's Tommy Douglas Branch, planning for new branches in Vancouver, Surrey and Burnaby and Port Moody's advocacy for a new library space, strategic planning, Surrey's YA writing contest, excellent press coverage in Whistler, loaning of Seasonal Affective Disorder lamps and dementia kits in Sechelt and Vancouver's meeting room policy work.