

**Pemberton and District Public Library  
Board of Trustees Meeting  
Thursday February 6<sup>th</sup>, 2020**

**CALL TO ORDER**

**100 APPROVAL OF AGENDA**

**200 APPROVAL OF CONSENT AGENDA**

- 201 Minutes of December 5<sup>th</sup> 2019
- 202 Correspondence
- 203 Chairs Report
- 204 Directors Report
- 205 Committee Reports

**300 ONGOING BUSINESS**

- 301 Schedule of Governance

**400 NEW BUSINESS**

- 401 Trustee Orientation Checklist
- 402 InterLINK Representative – Next Interlink meeting Feb 25<sup>th</sup>
- 403 InterLINK Budget review
- 404 Friends Representative
- 405 Open Trustee position (1x 1-year term)

**500 Date of next meeting**

Thursday March 5<sup>th</sup>, 2020 at 7pm

**600 Adjournment**

**Pemberton and District Public Library  
Board of Trustees Meeting  
Thursday December 5<sup>th</sup> 2019**

Minutes

**Members present:**

Carmen Praine (Chair), Monique Midgley, Cindy Filipenko, Judith Walton, Tina Buchan, Tracy Graham, Meg Gallup (arrived 7:01pm), Emma Gillis (Library Director).

**Members not present:**

Maude Ash, Ursula Carus, Russell Mack, Amica Antonelli

**Call to order:**

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

**100 Approval of Agenda**

J. Walton moved. M. Midgley seconded. Carried.

**200 Approval of Consent Agenda**

**201 Minutes of October 3<sup>rd</sup> 2019**

Received as submitted

**202 Correspondence**

C. Praine received an email from Helena Edmonds advising she could no longer sit on the Board as a liaison due to other conflicting commitments.

**203 Chair's Report**

Reported verbally by C. Praine. Focus on gathering data from Director's appraisal.

**204 Director's Report**

Received as submitted.

Updated the group on a small fire incident on the Children's Library deck on the evening of November 14<sup>th</sup> 2019. Damage is minimal and bulbs have since been upgraded to LED on the exterior of the building.

**205 Committee Reports**

InterLINK

J. Walton provided a verbal update on the recent InterLINK Board Meeting.

**Motion:** to approve the consent agenda. C. Filipenko moved. J. Walton seconded. Carried.

**300 Ongoing business**

**301 Strategic Planning Update**

Director presented the proposed priorities and strategies as highlighted by the facilitation notes for discussion. Single page document to be produced for final review of the Board.

**302 Director's Evaluation**

**Motion:** to move the meeting In Camera at 7:46pm. T. Graham moved. M. Midgley seconded. Carried.

E. Gillis left the meeting at 7:46pm

E. Gillis returned to the meeting at 7:55pm

**Motion:** to move the meeting out of In Camera at 7:55pm. M. Midgley moved. T. Graham seconded. Carried.

**303 Review of Finance Policy**

Brief discussion was held on the draft policy that had been circulated prior to the meeting for review.

**Motion:** to approve the Finance Policy as received. J. Walton moved. M. Midgley seconded. Carried.

**304 AGM and expiring terms**

Four two-year terms and one one-year term are up for election. M. Gallup, J. Walton and C. Filipenko have confirmed their resignations. Both J. Walton and C. Filipenko have reached their maximum eight consecutive years of service. M. Midgley and T. Graham have confirmed they will run for re-election.

**400 New Buisness**

None.

**400 Date of next meeting**

Tuesday January 28<sup>th</sup> at 7pm (Annual General Meeting)

***Meeting adjourned at 8:08pm by Chair C. Praine***





Box 219, 1350 Aster Street  
Pemberton, BC V0N 2L0  
P. 604-894-6371 TF. 800-298-7753  
F. 604-894-6526  
info@slrd.bc.ca www.slrd.bc.ca

December 10, 2019

**BY MAIL**

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

**Attention: Carmen Praine, Chair**

Dear Ms. Praine:

**Re: 2020 SLRD Representative & Alternate Representative**

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On behalf of the Squamish-Lillooet Regional District (SLRD) Board, I am pleased to advise that at the Board Meeting on November 27, 2019, the SLRD Board made the following appointments to the **Pemberton & District Public Library** for 2020:

- 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 January 2020

	January 2020	January 2019	% Change
<b>Number of visits to the Library</b>	<b>8923</b>	8392	+6%
Number of physical items borrowed	7216	7174	+0.6%
Number of digital items borrowed	1062	922	+15%
<b>Total items borrowed</b>	<b>8278</b>	8096	+2.2%
<b>Number of computer sessions</b>	<b>508</b>	516	-1.5%
<b>Number of WiFi sessions</b>	<b>915</b>	810	+13%

The first month of 2020 saw us reach a record number of visits to the Library which was an encouraging start to a new year and a new strategic plan. The previous high of 8905 was in October 2017. Our four new strategic areas will form the basis of my reports going forward.

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

January was a busy month for programs and events. Some of the highlights include:

- We showed the ski movie Return to Send'er featuring Pemberton locals Logan Pehota and Mark Abma to an audience of 73 people. This was our first opportunity to test the new screen and projector for a HD movie screening. Setup was significantly more straightforward than before and the overall appearance and experience was more professional, so thank you to the Friends of the Library for facilitating these upgrades!
- We partnered with the Village of Pemberton for the "Pedal Pemberton" event. The event included a screening of the movie "The Ride of Your Life", an opportunity to learn more about the Cycling Network Plan and to provide input on the future of the cycling infrastructure in the community.
- Whistler author Stella Harvey read from her new book "Finding Callidora"
- We launched a "20 Books in 2020" challenge. Open to all ages, we are inviting our patrons to aim to read 20 books before the end of the year, record them on the reading log (available on our website or in the library) and return to the Library before the end of the year to be entered into a prize draw. To compliment this, Gen has worked with the team to create 30 days of staff reading recommendations that will be published on our social media channels for the next month.

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

In January we took another step closer to improving the resource sharing functionality between the three Sea to Sky Libraries by removing many of the lending restrictions currently in place. We are working towards a soft launch date of March 2<sup>nd</sup> when patrons will be able to view all three library collections on their home library's catalogue and place holds to have either sent to their home library or pick up at one of the other two libraries. The only lending restrictions in place will be new items and non-traditional items (such as puzzles, eReaders, kits etc.).

We introduced a new mobile charging station to support patrons with their device charging needs.

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

In January, the team enrolled in an online learning program called the Librarians Guide to Homelessness. The training is designed to help staff work confidently and compassionately with homeless patrons, reducing problems and conflict, while remaining inclusive.

### ***Build Connections***

In January we launched our new newsletter. Credit to Ruth and Gen for the content and design that has made this long-discussed project a reality. At time of writing we had 54 people subscribed to the newsletter. Issued on the first of the month, the newsletter will largely focus on raising awareness of the programs and services offered at the Library, particularly to those patrons not on social media.

We resumed our monthly drop-in services at Ts'zil Learning Centre and look forward to expanding this service in the future.

**Emma Gillis, Library Director**