

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday September 2nd 2021 at 7pm**

Zoom meeting information

<https://us02web.zoom.us/j/73364160452>

Meeting ID: 733 6416 0452

CALL TO ORDER

The Pemberton & District Public Library acknowledges that we live and conduct our work on the Unceded Territory of the Líl'wat Nation. We are proud to serve the Líl'wat Nation, other Stát'yemc communities, and all peoples.

100 APPROVAL OF AGENDA

200 APPROVAL OF CONSENT AGENDA

201 Minutes of June 3rd 2021

202 Correspondence

203 Chairs Report

204 Directors Report

205 Committee Reports

Finance Committee

- Scotiabank/ BlueShore Financial update

300 ONGOING BUSINESS

301 Schedule of Governance

Strategic Plan Review

Draft Budget Review

302 Director's Evaluation Framework

400 NEW BUSINESS

401 Statutory Day - September 30th Truth and Reconciliation Day

402 Sick leave policy

403 Communicable Disease Plan Review & Approval

500 Date of next meeting

600 Adjournment

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday June 3rd 2021 at 7pm**

Conducted remotely by Zoom Meetings

Minutes

Members present:

Carmen Praine (Chair), Tina Buchan, Cindy Filipenko, Ursula Carus, Natalie Szewczyk, Ryan Zant, John Parnell, Tricia Zant, Emma Gillis (Library Director),

Members not present:

Monique Midgley, Tracy Graham, Russell Mack

Call to order:

Meeting called to order at 7:03 pm by Chair C. Praine.

100 Approval of Agenda

Motion: to approve the agenda as submitted.

T. Buchan moved. C. Filipenko seconded.

200 Approval of Consent Agenda

201 Minutes of May 6th 2021

Received as submitted

202 Correspondence

None received.

203 Chair's Report

Nothing to report.

204 Director's Report

Received as submitted.

205 Committee Reports

Finance Committee

E. Gillis and M. Midgley meeting June 4 to finalize charity return submission.

InterLINK Committee

Verbal summary of meeting by C. Praine

Next meeting September 28, 2021.

Motion: To approve the consent agenda.

N. Szewczyk moved. U. Carus seconded.

300 Ongoing business

301 Schedule of governance

301 Schedule of Governance

- Annual review of Respectful Workplace Policy (Employee Handbook)
Motion to approve as amended - John and Tricia

Motion: to amend Section 4 of Respectful Workplace policy to include 'volunteers'.

J. Parnell moved. T. Zant seconded.

E. Gillis to circulate to staff to review and sign once updated

- Monthly Policy Highlight:

Discussion held on policy highlight regarding Director performance monitoring.

Motion: to amend policy 3.4.2 section d to “360° input from staff, stakeholders in the community and other Library Directors every 3 to 5 years or as required”.

U. Carus moved. N. Szewczyk seconded.

302 Land acknowledgement review and approval

Discussion held on draft circulated by email. E. Gillis to send to Lois Joseph to review for spelling. Further discussion held around inclusion of a call to action. Commitment made to re-visit once meetings are held again in person.

400 New Business

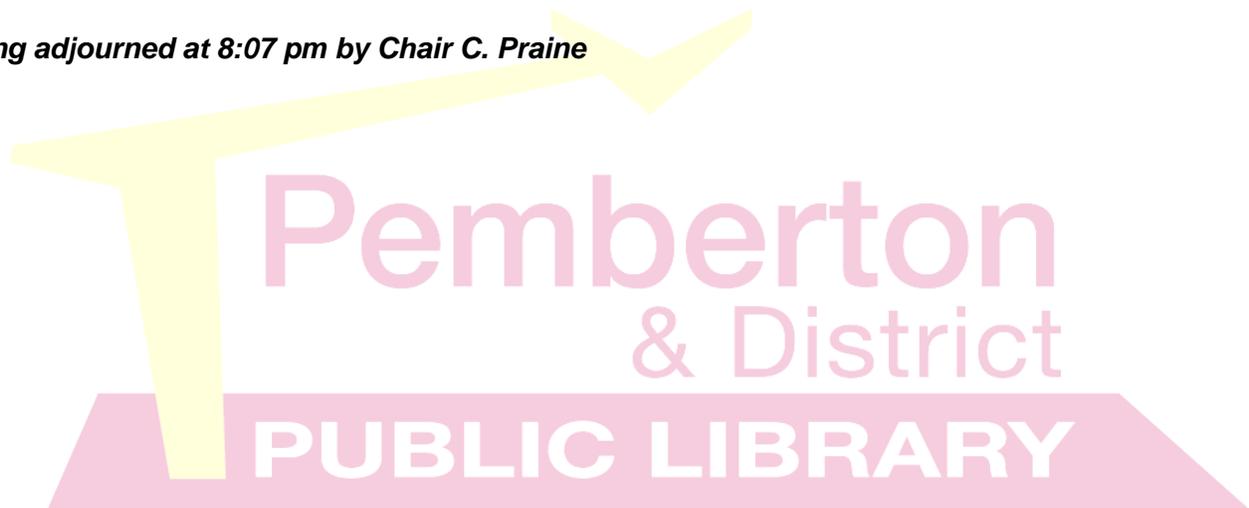
401 Director’s Evaluation Framework

Discussion on reviewing and improving director’s evaluation process. Committee formed to create draft framework for Board to review at September meeting. U. Carus, N. Szewczyk and C. Praine to meet over summer.

500 Date of next meeting

Thursday September 2nd 2021.

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





Canada Revenue
Agency

Agence du revenu
du Canada

OTTAWA ON K1A 0L5

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Date	Jun 9, 2021
Business Number	13181 4709 RR0001
Fiscal Period Ending	Dec 31, 2020

PEMBERTON AND DISTRICT PUBLIC
LIBRARY ASSOCIATION
7390A COTTONWOOD ST
PEMBERTON BC V0N 2L1

Subject: Confirmation of annual information return filing

Thank you for filing the organization's information return, for the fiscal period ending **December 31, 2020**.

We have processed your financial information as submitted. However, we may review this information again in the future.

Registered charities are responsible for verifying that the information submitted is accurately reported on our website. If you notice a discrepancy, complete and submit an adjustment request.

For more information, go to canada.ca/charities-giving or call **1-800-267-2384**, or **1-800-665-0354** for TTY service for persons with a hearing or speech impairment.

Director General, Charities Directorate



Canada

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Director's Report June-August 2021

Inspire Minds Through Literacy & Learning

Summer Reading Club launched July 5th with 109 children registered. 50 signed up in the 5-7 age group and 59 signed up in the 8-12 age group. The 7-week program ran throughout the summer culminating in an outdoor medal ceremony Saturday August 28th. It has been wonderful to bring the program back after not running it in 2020 and has provided a great opportunity for the newer team members to get to know the families in the community better. Kudos to Gen and the team for their hard work in creating the content, designing the booklets and executing the weekly activities. We were also honored to be asked by Whistler Library to share our passport design with them as they wished to adapt their program to operate the same way as ours (mentioned in the Pique July 15).

As public health restrictions permitted, we offered a blend of virtual and in-person programs over the summer including: Online Wills & Estate Planning workshop, Book Club, Outdoor storytimes and an "Electric Fencing to Deter Predatory Wildlife" workshop in partnership with WildSafeBC

Create Welcoming Spaces

Visits to the Library doubled in July compared to June (2,462 compared with 1,212). While just under 40% of the visits we would typically see at this time of the year, it still represents the highest number of visits since March 2020.

Opening hours remained unchanged throughout the summer months (Monday-Friday 10-5 and Sat 10-2). With the Community Centre closed on weekends over the summer, we set up a temporary access using the fire escape in order to be able to still provide some weekend service. Effective the week beginning September 6th we are further restoring operating hours to close at 6pm on weekdays and extending Saturday hours until 3pm. Further weekend increases will depend on the operational hours of the Community Centre as the temporary fire escape access is not sustainable in the cooler months.

In 2020 we had applied for the Enabling Accessibility Fund to make improvements to the southern access points to the building, including ramp access. We received notice in August that despite originally not being successful in our application, it has since been approved due to extra funds becoming available. I am awaiting further confirmation on the parameters of the funding in relation to our original application.

With the move to Step 3 of the BC Restart Plan, on July 14th we were able to remove the greeter station in the Lobby and have all staff return to working inside the library. As per Step 3 of the Library Restart Plan, we further increased occupancy limits, removed the requirement to book workspaces/computers and restored more seating. Children are also permitted to return to the Library unsupervised but are not permitted to access the rest of the building unless registered in a program. Masks have since been reintroduced as per the mask mandate of August 25th, 2021 however, staff had already continued to wear masks regardless of vaccination status when in the public space. We are now awaiting confirmation of how the Vaccine Passport requirement may affect library programs.

Live Our Values

The removal of the greeter station has had a significant positive impact on staff morale and workflow with all staff being able to work out of the same space again. This has enabled us to catch up on many of the projects that had been uncompleted and for staff to resume their professional development training. Pending public health restrictions, we have scheduled a staff outing to the Escape Rooms in Whistler in September to celebrate another successful year of Summer Reading Club.

Build Connections

The 10 Chromebooks funded by Scotiabank have been received and pending a few technical adjustments are ready for public use. 5 will be kept for in library use only (with priority for those requiring online banking services) and 5 will be made available to Lílwat Nation.

We are in discussions with a community member regarding exploring opportunities to provide outreach services to the Lower Lakes communities. We also have a tentative new location for the Little Free Library that was previously at the former Mount Currie Gas station – plans are underway to have it installed at the Tsi'Pun Market.

In June we had a class visit from a Grade 8 class at Xetólacw Community School and Denisa made a number of class visits to K-2 classes at Signal Hill Elementary, combining a storytime with promotion of our Summer Reading Club program.

Monique and I were in attendance at the Friends of the Library AGM (July 24) and a book sale has been tentatively scheduled for September 24th; location to be confirmed.

Emma Gillis, Library Director