

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday October 7th 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 September 2nd 2021
- 202 Correspondence
- 203 Chairs Report
- 204 Directors Report
- 205 Committee Reports

300 ONGOING BUSINESS

- 301 Schedule of Governance
 - Review of Provisional 2022 Budget
 - Expiring terms and board recruitment
- 302 Director's Evaluation Framework

400 NEW BUSINESS

500 Date of next meeting

600 Adjournment



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

Conducted remotely by Zoom Meetings

Minutes

Members present:

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

Members not present:

Ryan Zant, John Parnell, Tracy Graham, Russell Mack

Chair C. Praine started the meeting by recognizing that participants are meeting virtually on the Unceded Territory of the Lil'wat Nation.

Call to order:

Meeting called to order at 7:02pm by Chair C. Praine.

100 Approval of Agenda

Motion: to approve the agenda as submitted.

U. Carus moved. N. Szewczyk seconded.

200 Approval of Consent Agenda

201 Minutes of June 3rd 2021

Received as submitted

202 Correspondence

Received as submitted

203 Chair's Report

Nothing to report.

204 Director's Report

Received as submitted.

205 Committee Reports

Finance Committee

No meeting held but committee has communicated via email regarding transferring accounts from Scotiabank to BlueShore Financial. A discussion was held on the challenges faced since the Scotiabank branch in Pemberton closed.

Motion: To transition to using BlueShore Financial as the primary financial institution for the Pemberton & District Public Library.

T. Buchan moved. T. Zant seconded. All in favour.

Motion: To approve the consent agenda.

C. Filipenko moved. T. Zant seconded.

300 Ongoing business

301 Schedule of governance

Strategic Plan Review

Brief discussion held on the strategic goals and how they have translated with the pandemic.

Draft Budget Review

Director currently working on the 2022 budget and will be submitted for review at the October meeting.

302 Director's Evaluation Framework

C. Praine, N. Szewczyk, and U. Carus are working on a draft framework which will be presented for review at the October meeting.

400 New Business

401 Statutory Day – September 30th Truth and Reconciliation Day

Motion: To observe September 30th – National Truth and Reconciliation Day as a statutory day in 2021 pending further review.

T. Buchan moved. U. Carus seconded.

402 Sick leave policy

Discussion held on current sick leave policy as it pertains to non-permanent staff and how this impacts Library operations and staffing as the transition is made from Covid-19 Health & Safety Plan to Communicable Disease Plan.

Motion: That policy 13.1 of the Pemberton & District Public Library Employee Handbook be amended to reflect that Casual Employees are entitled to pro-rated paid sick leave effective September 2021.

N. Szewczyk moved. T. Zant seconded.

403 Communicable Disease Plan Review & Approval

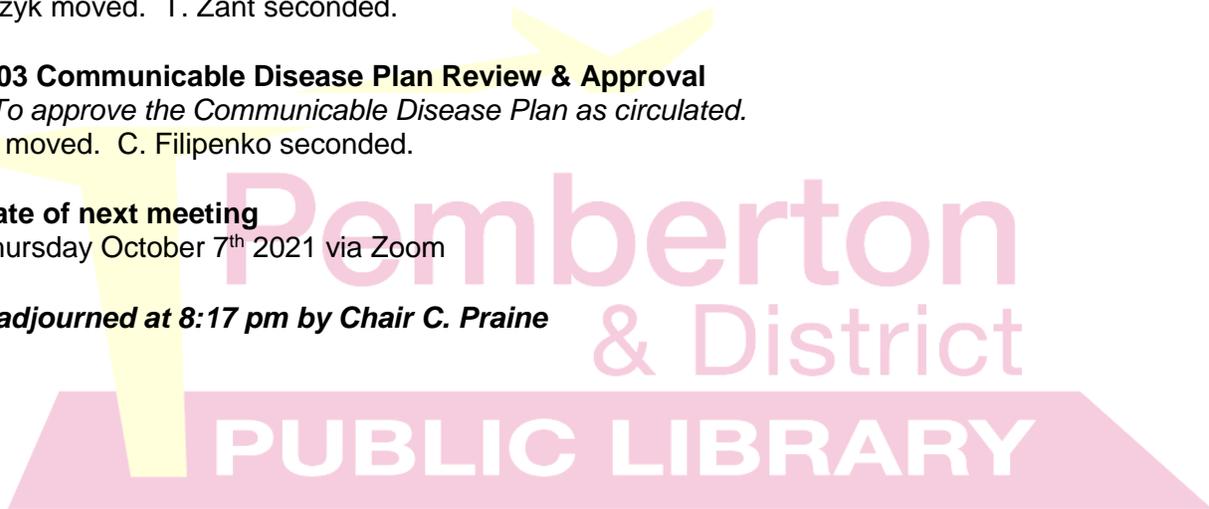
Motion: To approve the Communicable Disease Plan as circulated.

C. Praine moved. C. Filipenko seconded.

500 Date of next meeting

Thursday October 7th 2021 via Zoom

Meeting adjourned at 8:17 pm by Chair C. Praine





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September 16, 2021

Emma Gillis, Librarian
Pemberton & District Public Library
7390A Cottonwood St
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Re: July / August 2021 Select Funds Report

At the Squamish-Lillooet Regional District Electoral Area Directors Committee meeting, a request for funding was discussed, and the following resolution was passed:

THAT funding of \$1,000 from General Select Funds (Cost Centre #2900) be granted to Pemberton & District Library Association towards the purchase of children's books.

This funding is being provided in recognition of Director Stoner's new baby and her wishes for funding to be directed for this purpose across the entire regional district.

Please note that funding must be spent in accordance with the funding resolution. Please return any unspent funding back to the SLRD so the money can be redistributed to another project in the community.

On behalf of the Squamish-Lillooet Regional District Electoral Area Committee, please find the enclosed check for \$1,000.00. Please contact Patricia Westerholm, the Communications Coordinator, at pwesterholm@slrd.bc.ca if you require the SLRD's logo or further information for the acknowledgement of SLRD's contribution.

Yours truly,

Annie Papillon

Annie Papillon
Senior Accountant

Director's Report - September 2021

Inspire Minds Through Literacy & Learning

We have continued with offering a combination of in-person and online programming options to work within the current public health orders. While vaccine passports are not required to access library services, occupancy limits, distancing and mask wearing are still factors that need to be considered when hosting in person events indoors.

Storytimes are continuing to take place outdoors for now and have been adapted to run "rain or shine". We are still exploring options to resume indoors sessions but it will then both limit the number of participants below what are currently attending outdoors, and also prevent any other patrons from accessing the space during the program due to current occupancy limits. We partnered with the Whistler Library to host an outdoor pop-up meeting of their Barbed Choir and partnered again with WildSafe BC for an outdoor Bear Safety and Bear Spray workshop. Online, we hosted a talk by Veronica Woodruff about landslide debris management at Mt Meager. The October events calendar is filling up with a combination of in person and online events including a knitting workshop and two partnerships with Whistler and Squamish libraries for the Quest Lecture series and a Sea to Sky Book Club.

The library recognized the inaugural Truth & Reconciliation Day with a book giveaway. We received permission to use funds from the annual Law Matters grant to purchase a supply of books relating to Truth and Reconciliation and we gave away 70 copies to the community. Thanks to our colleagues in Smithers Library for the inspired use of these funds. In addition to book displays inside the Library, we also curated a number of reading lists for our patrons to reference on our website highlighting key titles in the collection to support deepening their understanding of Truth and Reconciliation.

We are further expanding our non-traditional lending opportunities by adding three portable DVD players to the collection. These will be available for in-Library use, or to borrow for a 7-day period.

As part of our commitment to improving the digital infrastructure of the Library, we are upgrading our Shaw internet service to increase speeds from 75mbps download to 750mbps download. Lagging speeds have had a significant impact on our web-based library management system and increased speed will better place us to transition to a cloud-based server solution. The existing server is past due an upgrade but we have fortunately been able to extend the life of the hardware so far, recognizing that replacement could be required at any time. The pandemic has highlighted the shortcomings of the physical server setup and the challenges we faced in the workplace which a cloud-based solution would mitigate.

Create Welcoming Spaces

Opening hours extended in September returning to our pre-pandemic weekday operating hours of 10am-6pm. Weekends still present a challenge in terms of access. The Community Centre will resume Saturday opening in October, which will certainly help to make access easier as the weather will present a challenge for the current fire escape access. However, they will be closing at 2.30pm so we will still need a solution until 3pm and to further restore hours until 4pm.

Visits started to increase in August (2776) compared with July (2462) but dipped again slightly in September (2437). While monthly visits to the Library are slowly recovering over the course of the year, the Q1-Q3 totals for 2021 sits at 40% lower than the same period in 2020. As a pre-pandemic comparison, 2021 visits are 79% lower than the same period in 2019.

While several factors are certainly at play here (such as not seeing the high volume of after-school visits from children), recognizing the challenges presented simply in terms of accessing the facility, with separate north and south entrance points, changing public health requirements and the requirement of vaccine passports to access recreation services (but not library services) undoubtedly is slowing our recovery in terms of community engagement with our services.

Conversely, borrowing of physical library materials is seeing better recovery with an 18% increase compared with the same period in 2020. While still 49% lower than 2019, this can be largely attributed to a significant drop in DVD borrowing (which previously has accounted for over 30% of our borrowing).

I received confirmation we were approved for a \$100,000 grant from the Enabling Accessibility Fund to improve accessibility to the Library and the south access to the building (accessible doors and ramp). As tenants in the building, I will be working with the Village of Pemberton to realise the project as it involves physical changes to the building. Funding should be received in early October and there is a 2-year timeframe to complete the project. This project is also well placed to assist us with the external access challenges we have faced throughout the pandemic but providing us with an alternative viable entry point to the Library independent of the Community Centre.

Live Our Values

In September we had our first team building event since 2019 consisting of a trip to the Escape Rooms in Whistler followed by a meal. This has been the first opportunity for the entire team to be together at the same time.

Build Connections

The Friends hosted their annual booksale outside BlueShore Financial on September 24th and raised over \$2,000. Funds will be used for future library programs.

Emma Gillis, Library Director