

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday May 5th 7pm**

Online via Zoom

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

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 April 7th 2022
- 202 Correspondence
- 203 Chairs Report
- 204 Directors Report
- 205 Committee Reports
 - Finance Committee

300 ONGOING BUSINESS

- 301 Schedule of Governance
 - Upcoming: Annual Survey, Charity Return, Statement of Financial Information (SOFI)
- 302 Director's priorities for 2022

400 NEW BUSINESS

- 401 Strategic Planning preparations

500 Date of next meeting

600 Adjournment

**Pemberton
& District
PUBLIC LIBRARY**

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday April 7th 2022 at 7pm**

Conducted remotely by Zoom Meetings

Minutes

Members present:

Carmen Praine (Chair), Cindy Filipenko, Katie Painchaud, Tricia Zant, Ryan Zant, Natalie Perrault, Tina Buchan, Emma Gillis (Library Director)

Members not present:

Michelle Headley, Hanneke Snijder, Ursula Carus, 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 7:04pm by Chair C. Praine.

100 Approval of Agenda

C. Praine requested new business item 401 be added in-camera

Motion: to approve the agenda as amended.

N. Perrault moved. C. Filipenko seconded.

200 Approval of Consent Agenda

201 Minutes of March 3rd 2022

Received as submitted

202 Correspondence

None

203 Chair's Report

Verbal report by C. Praine. Thank you letter sent on behalf of the Board to patron for \$3,500 donation.

204 Director's Report

Received as submitted. Verbal update on accessibility project and March statistics.

205 Committee Reports

Finance Committee

Verbal by K. Painchaud. No meeting yet. Will meet once the Q1 financials are finalised.

E. Gillis advised that the 2022 budget was approved by the SLRD Board at their March meeting. Staff salary increases will be backdated to March 2022 at the next pay period.

InterLINK Committee

Verbal summary of meeting provided by C. Praine. Next meeting May 31st at 5pm.

Motion: To approve the consent agenda.

T. Zant moved. C. Filipenko seconded.

300 Ongoing business

301 Schedule of governance

E. Gillis provided an update on upcoming reporting requirements – Annual Survey, SOFI, and Charity Return.

302 Director's Priorities for 2022

Discussion held on potential projects for the Director to focus on in 2022. Outreach to be a focus. C. Praine to circulate the updated document to trustees to approve/ comment on.

400 New Business

401 In Camera

Motion: *To move the meeting in camera*

C. Filipenko moved. N. Perrault seconded.

The meeting moved in camera at 7:58pm.

Motion: *To move the meeting out of in camera*

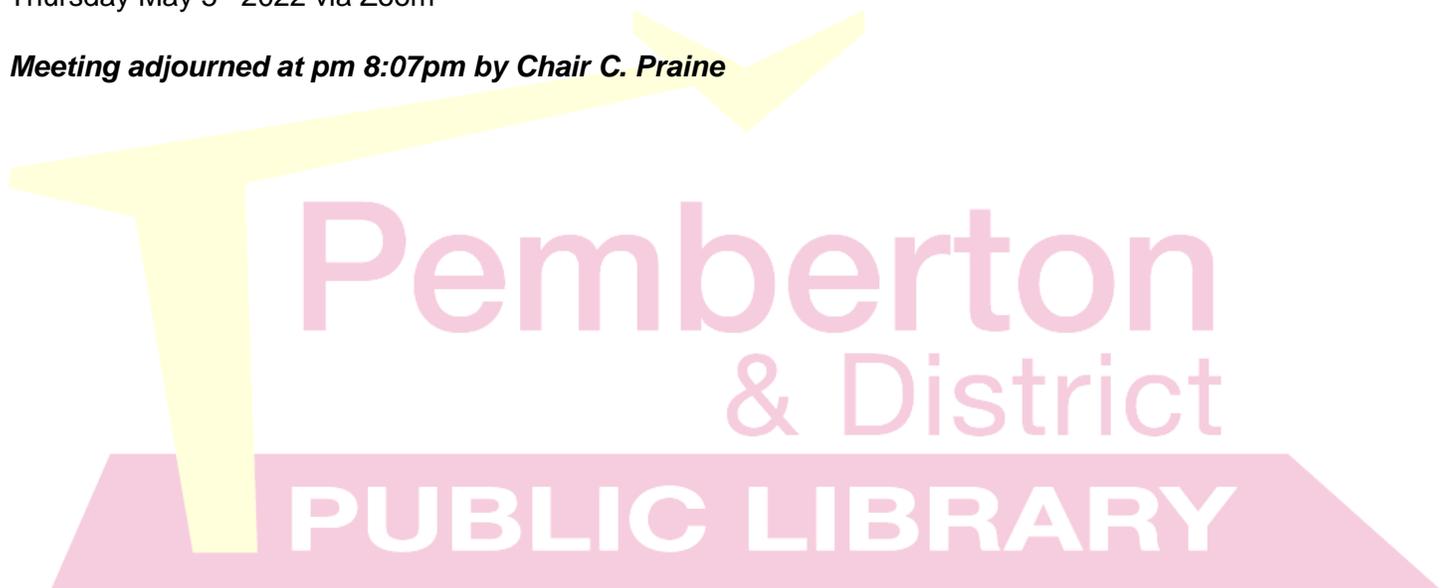
T. Zant moved. R. Zant seconded.

The meeting moved out of in camera at 8:06pm.

500 Date of next meeting

Thursday May 5th 2022 via Zoom

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



Director's Report April 2022

	March 2022	March 2021	% Change
Number of visits to the Library	3179	1065	+198%
Number of physical items borrowed	4922	3674	+34%
Number of digital items borrowed	945	1426	-51%
Total items borrowed	5867	5100	+15%
Number of borrowing patrons	1057	768	+38%
Number of computer sessions	121	85	+42%
Number of WiFi sessions	561	524	+7%

April continues to see a gradual increase to daily visits, with an average of 144 visits daily since the Easter closure. This is still about half of what we would expect at this time of year pre-pandemic, but evidence of our continued gradual recovery. This increase was anticipated once the Community Centre revised their access to the building and the Library can now be accessed from either side of the building and we expect to see that upward trend continue as more of the community return to visiting the building. The south entrance remains the primary access point for the Library and will remain locked outside of Library operating hours at the request of the Community Centre.

Inspire Minds Through Literacy & Learning

The Community Volunteer Tax Program (CVITP) clinics continued through April, although with significantly fewer bookings than in March. A total of 15 people received assistance with completing their tax returns for the 2021 tax year. This is the most uptake we have seen with the program since we began participating back in 2018.

Attendance at Family Storytime and Babytime has remained fairly consistent despite the removal of vaccine passport requirements. Registration continues to be required for these programs but we will reassess that in the coming month.

Parent Infant Drop-In returned in person to the Library for the first time since March 2020. The program will resume once per month for now on the last Monday of the month, with the possibility of expanding that offering according to demand.

Other programs in April included:

- Free second movie screening of *Stomping Grounds* starring local skier, Logan Pehota.
- Novice Knitting with Molli Reynolds
- Traditional wool weaving with Tanina Williams
- The Wellness Series with Dr Jill Scott ND on hormones has been rescheduled for May due to technical difficulties on the night. It is currently scheduled to be on Zoom due to low in-person registrations
- We partnered with the Whistler Library to host a pop-up session of *Barbed Choir*
- We partnered with Coast to Cascades for an information session on Grizzly Bear Safety, including a bear spray demonstration.
- Community Book Club featuring the One eRead Canada title *The Break* by Katherine Vermette

As part of our continued improvements to the technology infrastructure we are gradually replacing staff workstations that are experiencing performance issues. We have been fortunate to be able to delay the capital replacement schedule on many of the devices up to now and will be replacing the highest priority workstations first. Server upgrades are also overdue and we will be transitioning to a cloud based server system over the coming months.

We have added Consumer Reports to our list of online resources.

Create Welcoming Spaces

We made further adjustments to the space as we continue taking steps to return to pre-pandemic usage. The plexiglass barriers at the computer stations have been reduced in size so as to still provide protection and privacy but without the disruption to the light and line of sight to the entrance that we experienced when they were full height.

We have also increased the number of computer stations in line with increasing demand. Some of the Chromebooks have been used to replace the aging Windows 7 computers and we will be continuing to upgrade the terminals as required.

Live Our Values

We held our first in-person all staff meeting since the newest staff members have joined the team. They will continue to take place monthly to provide an opportunity to connect as a group and cover various training topics. Smaller team meetings continue to happen throughout the week to address smaller operational matters. Annual performance appraisals are underway.

Build Connections

Denisa visited both Ecole La Vallee and Signal Hill for the school challenge portion of Reading Link Challenge. The winning teams from both schools participated in the final in-library challenge on April 19th, with Ecole La Vallee declared the winners.

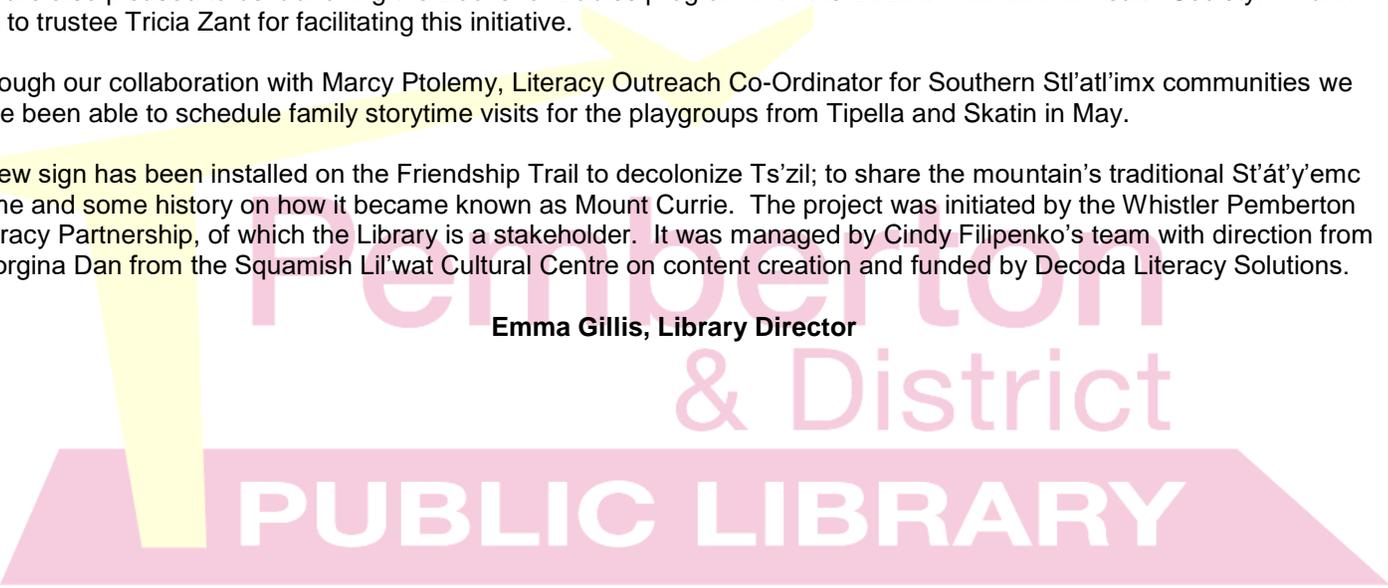
We have a number of class visits scheduled with Ecole La Vallee between April and June. This has been the first time that Ecole La Vallee have participated in our class visit program so we are delighted to be working with them. Signal Hill Elementary also have class visits scheduled for May.

We are also pleased to be launching the Books for Babies program with the Southern Stl'atl'imx Health Society. Thank you to trustee Tricia Zant for facilitating this initiative.

Through our collaboration with Marcy Ptolemy, Literacy Outreach Co-Ordinator for Southern Stl'atl'imx communities we have been able to schedule family storytime visits for the playgroups from Tipella and Skatin in May.

A new sign has been installed on the Friendship Trail to decolonize Ts'zil; to share the mountain's traditional St'át'y'emc name and some history on how it became known as Mount Currie. The project was initiated by the Whistler Pemberton Literacy Partnership, of which the Library is a stakeholder. It was managed by Cindy Filipenko's team with direction from Georgina Dan from the Squamish Lil'wat Cultural Centre on content creation and funded by Decoda Literacy Solutions.

Emma Gillis, Library Director

The logo for Pemberton & District Public Library features a stylized mountain peak in the background. The text 'Pemberton & District' is written in a light pink, serif font, and 'PUBLIC LIBRARY' is written in a bold, white, sans-serif font on a pink rectangular base.

**Pemberton
& District
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