Pemberton and District Public Library
Board of Trustees Meeting
Thursday June 2nd 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 Líl̓wat Nation. We are proud to serve the Líl̓wat Nation, other St̓át̓yemc communities, and all peoples.

100 APPROVAL OF AGENDA

200 APROVAL OF CONSENT AGENDA

- 201 Minutes May 5th 2022
- 202 Correspondence
- 203 Chairs Report
- 204 Directors Report
- 205 Committee Reports
  - Finance Committee

300 ONGOING BUSINESS

- 301 Schedule of Governance
  - Update: Annual Survey, Charity Return, Statement of Financial Information (SOFI)
  - Policy Review: Respectful Workplace Policy
- 302 Strategic Planning preparations
- 303 September 30th Stat closure

400 NEW BUSINESS

- 401 Board meeting schedule review

500 Date of next meeting

600 Adjournment

Pemberton and District Public Library
Board of Trustees Meeting
Thursday May 5th 2022 at 7pm

Conducted remotely by Zoom Meetings

Minutes

Members present:
Carmen Praine (Chair), Katie Painchaud, Tricia Zant, Ryan Zant, Ursula Carus, Natalie Perreault, Tina Buchan, Emma Gillis (Library Director), Cindy Filipenko (arrived 7:04pm), Michelle Headley (arrived 7:04pm)

Members not present:
Hanneke Snijder, 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 7:03pm by Chair C. Praine.

100 Approval of Agenda
E. Gillis requested new business item 402 be added regarding September 30th National Day for Truth and Reconciliation
Motion: *to approve the agenda as amended*.
T. Buchan moved. T. Zant seconded.

200 Approval of Consent Agenda

201 Minutes of April 7th 2022
Received as submitted. Amendment requested to reflect N. Perreault instead of N. Szewczyk in the minutes.

202 Correspondence
None

203 Chair's Report
None

204 Director's Report
Received as submitted.

205 Committee Reports

Finance Committee
Verbal by K. Painchaud. Met prior to the meeting to review Q1 financials. Summary provided to the Board. In person meeting scheduled next week to review SOFI and Charity Return.

Motion*: To approve the consent agenda.*
T. Buchan moved. K. Painchaud 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
Document circulated via email prior to the meeting. Reviewed and approved.

400 New Business

401 Strategic Planning Preparations

Discussion held on need to survey the community ahead of the 2020-2023 strategic plan review.
Tentatively scheduled to launch survey third week of September with strategic planning session the first week of November for all staff and Board.
E. Gillis to prepare a draft survey and timeline for review at next meeting.

402 September 30 – National Day for Truth and Reconciliation

Discussion held regarding Library operations on September 30. Not officially recognised as a statutory day in BC per provincial website. E. Gillis to verify with Community Centre whether the facility will be open or closed and will revisit at the June meeting.

500 Date of next meeting

Thursday June 2nd via Zoom

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

Pemberton & District PUBLIC LIBRARY

Director's Report
May 2022

	April 2022	April 2021	**% Change**
Number of visits to the Library	**2940**	908	+224%
Average visits per hour open	**16.2**	6.4	+153%
Number of physical items borrowed	**4030**	3289	+23%
Number of digital items borrowed	**924**	945	-2%
Total items borrowed	**4954**	4231	+17%
Number of borrowing patrons	**906**	698	+30%
Number of computer sessions	**164**	90	+82%
Number of WiFi sessions	**636**	461	+38%

April saw our average visits (per hour open) increase to 16.2 and that trend is continuing through May as we slowly see people return to the space. For comparison, the average in April 2019 was 36.9 - so still significantly quieter than pre-Covid but increasing consistently month-on-month since January 2022.

Inspire Minds Through Literacy & Learning

Attendance at weekly Family Storytime and Babytime has started to increase and we have slightly adjusted the capacity limits to accommodate the growing numbers, while still recognizing different comfort levels for attending in-person events. We will monitor attendance and registrations over the coming months and adjust accordingly.

Other programs in May included:

- The rescheduled event with Dr Jill Scott ND on hormones was held on Zoom.
- Denisa hosted a weekly Outdoor Storywalk and Yoga program for age 5-7. It was well received, with a waitlist, and so will also take place in June.
- We partnered with The Rec to offer two youth-only programs in May. Laser Tag at the Library and a movie night. Both were well attended and we hope to offer similar programming in the future.

We had scheduled a 2-part workshop to assist learner drivers with passing their ICBC Learner's Knowledge test, but it was cancelled due to low registration.
Community Book Club was also cancelled in May due to low registration. We had hoped to see attendance grow once we returned to in-person meetings but that has not been the case and so the program has been suspended until the Fall when we will re-assess.

Planning is underway for 2022 Summer Reading Club. Due to its popularity the activity passport with scavenger hunt will remain and Gen is currently working on the passport design.

Three of the staff computers have now been replaced as part of our ongoing capital improvements plan. The server upgrades will take place next and the remaining staff computers are scheduled for upgrade next year.

Create Welcoming Spaces

We are re-visiting the lounge furniture order we had been ready to submit at the beginning of 2020 but paused due to the pandemic. I have reached out to other libraries in the province to see if there have been any emerging trends over the course of the past 2 years and have also reached out to the original supplier of the quote. We also need to examine ways to introduce some sound dampening to the space or provide solutions for patrons wishing to make video calls or have meetings. Concurrently, I am also exploring options to enhance the use of the deck space to create a year-round usable outdoor space. This project may be achievable with the recent receipt of the Provincial Government's Covid-19 Recovery Grant.

Live Our Values

Annual performance appraisals are almost complete and we are continuing to expand on the in-house training taking place. The monthly staff meetings have been focusing on building the team connection through boundary setting and strong communication.

Build Connections

Playgroups from Tipella and Skatin came for storytime visits in May. Our gratitude to Marcy Ptolemy, Literacy Outreach Co-Ordinator for Southern Stl'atl'imx communities for facilitating these visits.
Denisa and I hosted a number of class visits in May for both Signal Hill Elementary and Ecole La Vallee. These visits provide students the opportunity to learn more about the public library, obtain a library card, and to gain practical skills to help them use the library more effectively. In addition to more visits from La Vallee, we have a Grade 4 class from Xet'olacw scheduled for June.

Access to community service representatives on Thursdays continues to grow and we now welcome Work BC, Sea to Sky Community Services, Howe Sound Womens Centre, and the Pemberton Welcome Centre to the space for drop-in access. A reprentative from Victim Services also joined us on May 19 for an information session on services available in the Sea to Sky.

We are also pleased to have local artwork on our walls again, with local artist Anna Lynch displaying some of her pieces for the community to enjoy. We have shared a Call For Artists with the Pemberton Arts Council and hope this new display will prompt more artists to come forward to display their work in the space.

Emma Gillis, Library Director

Pemberton
& District
PUBLIC LIBRARY