

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday September 15th at 7pm**

Location: Pemberton & District Public Library

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 June 2nd 2022
- 202 Correspondence
- 203 Chairs Report
- 204 Directors Report
- 205 Committee Reports
 - Finance Committee

300 ONGOING BUSINESS

- 301 Schedule of Governance
 - 301.1 Review of draft budget
 - 301.2 Policy Review: 6.3 Library Collections & 6.4 Library Facilities
- 302 Strategic Planning preparations
 - 302.1 Public consultation questionnaire review
- 303 September 30th Stat closure - update

400 NEW BUSINESS

500 Date of next meeting

600 Adjournment

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday June 2nd 2022 at 7pm**

Conducted remotely by Zoom Meetings

Minutes

Members present:

Carmen Praine (Chair), Cindy Filipenko, Katie Painchaud, Ryan Zant, Natalie Perreault, Tina Buchan, Michelle Headley, Emma Gillis (Library Director), Tricia Zant (arrived 7:39pm),

Members not present:

Ursula Carus, 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 7:04pm by Chair C. Praine.

100 Approval of Agenda

Motion: to approve the agenda as submitted.

N. Perreault moved. K. Painchaud seconded.

200 Approval of Consent Agenda

201 Minutes of May 5th 2022

Received as submitted.

202 Correspondence

None received

203 Chair's Report

Verbal report by C. Praine. Attended the Friends of the Library AGM and provided summary of meeting including book sale scheduled for June 3rd. The Friends also approved the use of funds up to \$2,000 for additional library programming, particular around arts and culture.

Acknowledged E. Gillis 9 year anniversary in role as Library Director.

204 Director's Report

Received as submitted.

Discussion held on proposed use of the Provincial grant funds received for Emergency Preparedness and Covid-19 Recovery. Provisionally the Emergency Response funds will be used for staff training and a reserve fund to staff the library for additional hours in the event of another extreme heat or air quality event. The Recovery fund will be used to enhance the outdoor deck space.

205 Committee Reports

InterLINK

Verbal report by T. Buchan summarising the last meeting.

Finance Committee

Verbal by K. Painchaud. Charity Return has been signed off and submitted.

Motion: To approve the consent agenda.

T. Buchan moved. C. Filipenko seconded.

300 Ongoing business

301 Schedule of governance

E. Gillis advised all reporting requirements have now been submitted– Annual Survey, SOFI, and Charity Return.

Policy Review: Respectful Workplace Policy

Discussion held on the current policy scheduled for annual review. Also discussed addition of an Incident Report Form to the existing policy manual.

Motion: *To amend the existing policy to include the Chair's email address under reporting procedures.*

N. Perreault moved. K. Painchaud seconded.

302 Strategic Planning Preparations

Discussed next steps re: strategic planning. E. Gillis to circulate draft survey for comments and review.

303 September 30th Stat Closure

Further discussion held on whether the Library should be open or closed on September 30th. The final decision will be dependant upon whether the Community Centre facility will be open, due to the challenges with public access when the facility is closed.

400 New Business

401 Board Meeting Schedule Review

Discussion held on changing the recurring meeting date for future Board Meetings. Previously moved to the first Thursday due to conflicting council meetings preventing representatives from attending. This is no longer the case and meeting later in the month will facilitate financial reporting.

Motion: *To move the Board of Trustee meetings to the third Thursday of the month effective September 2022.*

C. Filipenko moved. R. Zant seconded.

500 Date of next meeting

Thursday September 15th 2022. Location to be determined.

Meeting adjourned at pm 8:28pm by Chair C. Praine

**Pemberton
& District
PUBLIC LIBRARY**



Canada Revenue
Agency

Agence du revenu
du Canada

OTTAWA ON K1A 0L5

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Date Jun 7, 2022
Business Number 13181 4709 RR0001
Fiscal Period Ending Dec 31, 2021

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

Subject: Confirmation of annual information return filing

Dear representative:

Thank you for filing the organization's information return, for the fiscal period ending **December 31, 2021**.

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.

Thank you.

Director General, Charities Directorate

Canada



June 29, 2022

VIA EMAIL

Subject: 2022 Public Library Grants Award Letter

Dear Pemberton and District Public Library Board Chair:

The Ministry of Municipal Affairs, Public Libraries Branch (PLB) is pleased to inform you that your library will receive the following grants to support public library operations and provincial programs for 2022:

- **Per Capita Operating Grant: \$18,534.40** - to support ongoing public library operations and participation in province-wide initiatives.
- **Resource Sharing Grant: \$1,729.00** - to support libraries in materials sharing by alleviating the costs involved in running and managing their interlibrary loan service.
- **BC OneCard Grant: \$7,400.00** - to enable active patrons of any public library in B.C. to use their library card to borrow from other libraries throughout the province.
- **Equity and Literacy Grant: \$4,398.00** - to support access to lifelong learning and literacy experiences through the expansion of library collections, programs and services.

These amounts are the same as in 2021.

The ministry will deposit the total amount of **\$32,061.40** electronically into the account of the financial institution that your library has designated. The ministry will email a notice to your library upon payment.

The [Public Libraries Provincial Grants Allocations 2022 document](#), which lists the funds allocated to each library, federation and partner in 2022, is available online.

Please ensure a copy is saved for use in preparing the library's financial statements. The public library board is responsible for ensuring that conditions of Provincial funding (as outlined below) are met each year.

Strategic Context

Provincial funding to public libraries is focused on increasing access to information and services throughout the province while enabling each library to respond to the diverse

needs of its communities. Through collaboration, the PLB and libraries can provide people with access to the services, technology, digital and learning resources they need.

Funding, although distributed as four grants, may be used in mutually supportive ways to ensure Provincial priorities are fulfilled and libraries are able to participate in provincial programs and initiatives. This funding also supports the strategies and actions outlined in [B.C.'s Strategic Plan for Public Library Service](#). Our collective focus for 2022 is the management of the COVID-19 Relief and Recover funding, coupled with efforts to advance true, lasting & meaningful reconciliation with Indigenous Peoples and making B.C. a truly inclusive province through actions outlined in the *Accessible BC Act*.

It is our hope that Provincial annual funding to libraries, together with the COVID-19 Relief and Recovery funding allocated in March 2022, will position libraries continue their important work while also contributing to recovery and community resiliency.

Conditions

In accordance with the conditions placed on these ministry grants, libraries must submit specific reports as outlined below. Continued Provincial funding for the library is contingent on the completion and filing of these three reports:

- *2022 Provincial Public Library Grants Report* (due **March 1, 2023**)
- *2022 Statement of Financial Information* (due **May 15, 2023**)
- *2022 Annual Survey of B.C.'s Public Libraries* (due **May 15, 2023**)

Further reporting and accountability information, including instructions and templates, is available in the [Public Libraries - Reporting and Accountability section](#). Please be aware that the ministry will reclaim any portion of the grants should the library not use the funds for their intended purposes and meet the accountability requirements outlined in this letter.

Government is committed to open public access to information and bound by the *Freedom of Information and Protection of Privacy Act*. The Province may release any or all information submitted in these reports to the public and will be making them available on the website.

Also, as a condition of assistance, recipients of this funding are asked to acknowledge the Province of British Columbia's assistance on written and digital materials wherever reasonable. The following acknowledgement may be used:

"We gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Municipal Affairs."

As a reminder, permission is required on the use of [BC's Visual Identity](#). As a Third Party, each organizations must review this [guide](#) on the use of the BC logo.

Appreciation

We recognize the vital role libraries played supporting people and communities through the COVID-19 pandemic and helping people during emergencies.

On behalf of the ministry, I would like to thank you for your leadership, collaboration and for helping public libraries deliver safe, equitable and inclusive access to important services and information.

If you have any questions about this letter or grant use, please do not hesitate to call 1-800-663-7051 or email the Public Libraries Branch at publib@gov.bc.ca.

Sincerely,



Mari Martin
Director

Attachment: *Public Libraries Provincial Grants Allocations 2022 document* ([view online](#))

pc: Emma Gillis



Director's Report June - August 2022

	August 2022	July 2022	June 2022
Number of visits to the Library	3949	3553	3336
Average visits per hour open	19.7	18.7	16.7
Number of physical items borrowed	4947	4292	4469
Number of digital items borrowed	1039	1021	928
Total items borrowed	5986	5313	5397
Number of borrowing patrons	1111	991	1040
Number of computer sessions	130	136	138
Number of WiFi sessions	775	710	711

Visits to the Library and materials borrowing continue to slowly increase month by month. Summer borrowing is still 27% less than the same period in our pre-Covid peak in 2019, but 14% higher than the same period in 2021. Similarly, visits are still about 42% less than June-August of 2019 but 68% higher than in 2021.

Inspire Minds Through Literacy & Learning

Storytimes continued throughout the summer months and returned to its previous drop-in format. We still require registration for evening programs as they are taking place outside of regular Library operating hours and require the additional time of staff and presenters. Requiring registration better supports us in making decisions about whether a program with low registration should continue to run or if it requires additional promotion. A number of programs were regrettably cancelled over the summer months due to low registration including a workshop for those wishing to take their commercial drivers licence, a Climate Action conversation with Stewardship Pemberton, and a Bullet Journaling workshop. A Whistler Library Barbed Choir pop-up planned for August had to be cancelled due to the closure of the highway but has been rescheduled for September.

Some of the events that took place between June and August included:

- Partnership with Sea to Sky and Sunshine Coast libraries to offer a virtual talk with Dr Paulette Steves regarding her book Reclaiming Indigenous History
- A virtual talk with Veronica Woodruff regarding the Sharp-Tailed Snake
- Partnership with the Pemberton Multicultural Network to offer a Mental Gym with Kaya Shirane
- Partnership with the Whistler Pemberton Literacy Partnership for the "You Hold Me Up" Storywalk at the Pemberton Children's Centre

Parent Infant Drop-In has resumed on a monthly basis with guest speakers. Attendance was low to start but has started to pick up. We are hopefully that attendance will recover enough to have this return to a weekly program.

Our Book A Librarian service has seen a renewed increase in demand so we will be revisiting the delivery of this service. We will be looking at ways to better meet the needs of the community without placing too much strain on staff capacity while clearly defining what support is available through this service.

Summer Reading Club registration opened on June 14th and ran throughout July and August. Registrations were slightly lower than in previous years with only 83 children registered, highlighting the importance of class visits prior to the end of the school year to promote the program. As part of the celebrations we hosted a magic show in the Great Hall with over 90 in attendance and an awards ceremony at the end of the summer. We will take on the feedback provided as part of this year's program to further improve the program for next summer.

In the Library we provided a month-long book display for National Indigenous History Month. We will also be using a portion of the Law Matters grant funding again this year to do a book giveaway for National Day for Truth and Reconciliation.

Further upgrades to our technology infrastructure continued in the summer with the work to upgrade/replace the server taking place in August. We no longer host a physical server in the building having transitioned over to Sharepoint and work is underway to gradually transition over to the new system for emails etc.

Create Welcoming Spaces

The first phase of the accessibility upgrades were completed in July. The south entrance and interior library doors are now automated. The fire door has also been replaced and is functioning as an alternative entrance when our standard operating hours are impacted by Community Centre closures. I will be meeting with the Recreation Services Manager and Facilities Maintenance CoOrdinator to start planning for phase two which will be the ramp access at the south entrance to the building.

To better support the growing need of those who need meeting space or to take video calls I met with the owner of “Out of the House CoWorking” in July to see if there may be some partnership opportunities. Effective August we have established a partnership where patrons can use a library specific code to get a free drop-in session.

Live Our Values

The summer months were more challenging than usual with the combination of staff illnesses and planned time off. We will be refocusing our efforts on staff training and development in the coming months.

Build Connections

Access to community service representatives on Thursdays fluctuated over the summer months with varying staff capacities and we are working towards re-establishing a consistent offering between our core partners Work BC, Sea to Sky Community Services, Howe Sound Womens Centre, and the Pemberton Welcome Centre. We are pleased to welcome back a representative from the SSCS Legal Advocacy program who will be offering in person visits on a monthly basis starting in September. We are also in contact with Service Canada about resuming outreach visits to the Library.

Friends of the Library held their AGM and also their annual Book Sale at the beginning of June. The Book Sale took place outside BlueShore Financial and raised over \$1225.00.

Emma Gillis, Library Director

The logo for Pemberton & District Public Library features a stylized yellow and pink graphic on the left. The text "Pemberton & District" is in a large, light pink font, and "PUBLIC LIBRARY" is in a bold, white font on a pink rectangular background at the bottom.

**Pemberton
& District
PUBLIC LIBRARY**