

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday November 17th 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 October 20th 2022
- 202 Correspondence
- 203 Chairs Report
- 204 Directors Report
- 205 Committee Reports
 - Finance Committee

300 ONGOING BUSINESS

- 301 Schedule of Governance
 - 301.1 Director's Evaluation
 - 301.2 Policy Review: 6.1 Library Membership
- 302 Strategic Planning preparations
 - 302.1 Public consultation questionnaire

400 NEW BUSINESS

500 Date of next meeting

Thursday December 15th 2022

600 Adjournment

Pemberton
& District
PUBLIC LIBRARY

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday October 20th 2022 at 7pm**

Location: Pemberton & District Public Library

Minutes

Members present:

Carmen Praine (Chair), Cindy Filipenko, Katie Painchaud, Tina Buchan, Hanneke Snijder, Tricia Zant, Ryan Zant, Natalie Perreault, Michelle Headley, Emma Gillis (Library Director)

Members not present:

Russell Mack

R. Zant introduced newly elected councillor Katrina Nightingale as a guest to the meeting.

Chair C. Praine started the meeting by recognizing that participants are meeting 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 amended.

T. Zant moved. C. Filipenko seconded.

200 Approval of Consent Agenda

201 Minutes of September 15th 2022

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

Presented verbally by K. Painchaud – reported on Q3 financials

InterLINK

Presented verbally by T. Buchan. November meeting will likely be in person.

Motion: To approve the consent agenda.

T. Zant moved. H. Snijder seconded.

300 Ongoing business

301 Schedule of governance

301.1 Review of draft budget

Draft budget was presented to the group. Discussion held on further increases needed to Wages & Benefits to bring the starting wage more in line with a living wage in the current economic climate in the community. Director to review suggestions and re-circulate to the group prior to submission.

301.2 Policy review: Emergency Procedures and Disaster Response Plan

Reviewed and discussed.

302 Strategic Planning Preparations

302.1 Public consultation questionnaire review

Feedback provided on circulated draft questionnaire. Will launch to the community November 1st until November 30th. Response rate to be reviewed at November meeting to determine if more advocacy will be required by the board.

400 New Business

None

500 Date of next meeting

Thursday November 17th 2022 at the Pemberton and District Public Library

Meeting adjourned at 8:26pm by Chair C. Praine





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November 4, 2022

Carmen Praine, Chair
Pemberton & District Public Library
7390A Cottonwood Street
Pemberton, BC, V0N 2L0

By email: chair@pemberton.bclibrary.ca

Re: Village of Pemberton District Library Board Appointments

Dear Ms. Praine,

This is to advise that at the Village of Pemberton Inaugural Council Meeting No. 1570, held Tuesday, November 1, 2022, Council appointed the Village of Pemberton representatives to the Pemberton & District Library Board for 2023, as follows:

Councillor Katrina Nightingale – Representative
Email: knightingale@pemberton.ca

Councillor Laura Ramsden – Alternate
Email: lramsdn@pemberton.ca

Please copy the Village (admin@pemberton.ca) on any correspondence to our representatives so that we can ensure our communications are kept up to date.

If you have any questions, please do not hesitate to contact me at the Village office.

Kind regards,
VILLAGE OF PEMBERTON

Sheena Fraser,
Manager of Corporate & Legislative Services

Cc: Elizabeth Tracy, Chief Administrative Officer

Director's Report October 2022

	October 2022	October 2021	Difference
Number of visits to the Library	3840	2427	+58%
Average visits per hour open	20.2	13.1	+54%
Number of physical items borrowed	4466	4239	+5%
Number of digital items borrowed	1079	933	+16%
Total items borrowed	5545	5172	+7%
Number of borrowing patrons	1056	883	+20%
Number of computer sessions	162	148	+9%
Number of WiFi sessions	838	557	+50%

October was the second busiest month so far this year (following August with 3949 visits) and Thursdays continue to be our busiest weekday. We are seeing a return to the post-school busy periods and an overall increase in the use of the space throughout the day. Daily visits are now regularly exceeding 200, which has not been seen since early 2020. This is also the first fall/winter season that we have had the new accessible doors. Prior to their installation we had to have the solid wooden entrance doors propped open at all times however, now being able to have our entrance doors closed has resulted in a significant improvement in temperature regulation, noise regulation and traffic control, particular during the busy after-school programming hours in the facility.

Inspire Minds Through Literacy & Learning

Attendance at weekly storytimes continues to grow and Denisa had another full after-school yoga program in October. So as not to negatively impact on the use of the Children's Library in the busier after-school hours we continue to rent a room in the Community Centre for these programs during the colder months. Chess Club with Mr Los will be returning in November and will also take place in a room in the Community Centre. Moving forward, after-school offerings will be limited according to room availability and budget outside of the summer months when they can be held outdoors. We partnered with the Pemberton Multicultural Network to offer another "Mental Gym" session and the weekly English classes for newcomers also started in October. This program is in partnership with the Whistler Welcome Centre and Pemberton Multicultural Network and will be facilitated by a qualified ESL tutor. Attendance has been modest but consistent which is encouraging for a new program. Requests for English language support have been frequent over the years so this is an important and vital program for us to be able to offer our community. We hosted our first drop-in games night. Attendance was lower than hoped for but we will look to offer it or something similar in the new year, based on feedback of the absence of evening activities for adults in the community. Staff continue to provide ad-hoc support for patrons requiring assistance with technology in lieu of the more formal "Book A Librarian" service - we continue to keep a record of the type of assistance provided so we can better understand the types of support being requested and to help us plan services accordingly in the coming year. We continue to work on updating the IT infrastructure and the transition of our server to Sharepoint is now complete. We now have an updated email and website address and will be updating marketing materials over the coming months.

Create Welcoming Spaces

In partnership with the Community Centre, the Library has a new gender neutral bathroom sign. This is the only designated gender neutral facility in the building.

Live Our Values

Staff health and wellness remains a priority over the coming months as we navigate cold/flu season and maintain service levels for the community.

Build Connections

Gen and I hosted our first "pop-up library" visits at Ts'zil Learning Centre since early 2020. It was wonderful to be back in the space and were able to assist a number of patrons with library cards and access to online resources. Visits will continue on the first Tuesday of the month. We also paid a visit to the Little Free Library at Tsi'pun market and gave it a much needed restock.

Service Canada and CRA offered their first outreach visit after a two-year hiatus and we are working towards making these regularly scheduled visits again.

Emma Gillis, Library Director