

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday October 20th 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 September 15th 2022
- 202 Correspondence
- 203 Chairs Report
- 204 Directors Report
- 205 Committee Reports
 - Finance Committee
 - InterLINK

300 ONGOING BUSINESS

- 301 Schedule of Governance
 - 301.1 Review of draft budget
 - 301.2 Policy Review: Emergency Procedures and Disaster Response Plan
- 302 Strategic Planning preparations
 - 302.1 Public consultation questionnaire review

400 NEW BUSINESS

500 Date of next meeting

600 Adjournment

Pemberton
& District
PUBLIC LIBRARY

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday September 15th 2022 at 7pm**

Location: Pemberton & District Public Library

Minutes

Members present:

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

Members not present:

Ryan Zant, Natalie Perreault, Ursula Carus, Michelle Headley, Russell Mack

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 7:12pm by Chair C. Praine.

100 Approval of Agenda

C. Praine added new business item 401: National Day of Mourning – September 19, 2022

Motion: to approve the agenda as amended.

T. Buchan moved. K. Painchaud seconded.

200 Approval of Consent Agenda

201 Minutes of June 2nd 2022

Received as submitted.

202 Correspondence

Received as submitted.

203 Chair's Report

Verbal report by C. Praine. Met with the Library Director over the summer break. Blueshore signing documents have been completed.

204 Director's Report

Received as submitted.

Discussion held regarding some of the post Covid-19 workplace challenges being faced.

205 Committee Reports

Finance Committee

Verbal by K. Painchaud. Monthly financials continued to be reviewed over the summer months. Q3 financials to be presented at the October meeting.

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 will be circulated to the group for review prior to the October meeting. Discussion held on considerations regarding CPI increases.

301.2 Policy review 6.3 Library Collections and 6.4 Library Facilities

Suggested edits to the existing policies were circulated, reviewed and discussed by the group.

Motion: *To amend and update policies 6.3 and 6.4 as presented and discussed.*

T. Buchan moved. T. Zant seconded.

302 Strategic Planning Preparations

302.1 Public consultation questionnaire review

A draft survey for community consultation has been created and will be circulated to the group via email for testing, review and feedback.

303 September 30th Stat Closure

As per previous discussion, the decision to close was to be dependent on the operations of the Community Centre. The Library will therefore be closed on September 30th and will be honoured as a statutory day. This will be reviewed again in 2023. The Library will be doing a book giveaway again the week of September 26th

400 New Business

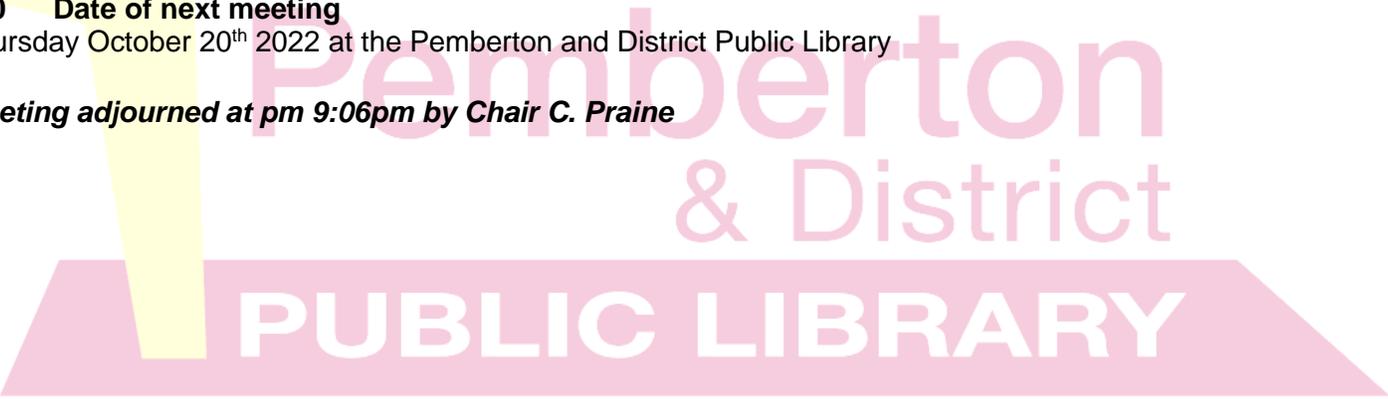
401 National Day of Mourning September 19th 2022

The group had previously voted by email regarding Library operations on Monday September 16th 2022 after it was declared a federal holiday. As it was recognised, but not declared a statutory day in British Columbia, to provide consistency in service to the community the decision was made to remain open in line with the Pemberton and District Community Centre but to honour it as a statutory day.

500 Date of next meeting

Thursday October 20th 2022 at the Pemberton and District Public Library

Meeting adjourned at pm 9:06pm by Chair C. Praine

The logo for Pemberton & District Public Library features the name in a large, pink, sans-serif font. Below the name is a pink trapezoidal shape containing the words "PUBLIC LIBRARY" in white, bold, uppercase letters. A yellow vertical bar is positioned to the left of the logo.

**Pemberton
& District
PUBLIC LIBRARY**

Item: 202

Ursula Carus



VON1LO

October 3, 2022

Carmen Praine
Library Chair
Pemberton and District Public Library

Attn: Resignation from Board of Trustees

Dear Carmen and Board Members,

I am writing to inform you that I am resigning my position on the Board of Trustees. This action is effective immediately. I spoke to Emma earlier in September and she said that she understood that this year has been very difficult for me for numerous personal reasons.

I hope to remain connected and invested in various other ways to the library and supporting its mission. Thank you for the opportunities that I received in this position. Please let me know if there is anything else you might need from me. I wish the Library board and staff the very best in the upcoming year.

All my relations,
Ursula Carus

The logo for Pemberton & District Public Library. It features the name "Pemberton & District" in a large, pink, sans-serif font, with "PUBLIC LIBRARY" in a smaller, white, sans-serif font on a pink rectangular background below it. A yellow arrow points from the text above towards the logo.

Director's Report September 2022

	Q1-Q3 2022	Q1-Q3 2021	Q1-Q3 2019 <i>(pre-Covid)</i>
Number of visits to the Library	28,140	13,216	64,497
Average visits per hour open (September)	18.9	13.1	33.8
Number of physical items borrowed	39,820	31,693	61,647
Number of digital items borrowed	8,581	9,574	8,174
Total items borrowed	48,401	41,267	69,821
Number of borrowing patrons	8,835	6,734	12,866
Number of computer sessions	1,184	833	5425
Number of WiFi sessions	5,686	4,632	8,302

September typically sees the start of our busy fall season. This September saw slightly fewer visits than in August but this can likely be attributed to the higher than usual three statutory closure days. As can be seen in the table above, 2022 so far shows substantial increases when compared with the same period in 2021 but is still quite a way off from returning to pre-Covid operational levels.

Inspire Minds Through Literacy & Learning

In addition to weekly storytimes, Denisa offered an outdoor storywalk and yoga program after school in September. The program was full and is running again in October however, we have rented a room in the Community Centre for this due to the changing weather.

We partnered with the other Sea to Sky Libraries for a virtual book club in September which held weekly discussions on the graphic novel *Gender Queer* by Maia Kobabe.

We hosted another pop-up with Whistler Public Library's Barbed Choir

In recognition of the National Day for Truth and Reconciliation, we gave away 50 copies of the Bob Joseph book *21 Things You May Not Know About The Indian Act*. This was approved through funding from the annual Law Matter grant. In addition to staff curated reading lists on the website, we also supported independent education and learning through curated book displays inside the Library.

We have temporarily suspended our Book A Librarian service so that we can reassess how best to meet the digital literacy support needs of the community. Staff will be providing ad-hoc support with technology and keeping a record of the type of assistance provided so we can better inform our decisions going forward about what needs are greatest and how the Library can best meet those needs while helping patrons build their digital literacy skills.

Create Welcoming Spaces

In co-ordination with Recreation Services Manager, Christine Burns I submitted an application to the Whistler Blackcomb Foundation to fund the final phase of the accessibility upgrades – ramp access on the southern side of the building.

Live Our Values

For the next few months, focus is being placed on staff development, customer service and delivery of core services. We will be pausing some services such as exam invigilation and Book A Librarian to facilitate this training period for all staff and build capacity for the continued recovery to pre-Covid operational levels.

Build Connections

In addition to our existing outreach partners Work BC and Pemberton Welcome Centre, monthly legal advocacy outreach services are now available through the Library in partnership with Sea to Sky Community Services.

We are also pleased to be offering weekly English classes for newcomers in the Library starting October. This program is in partnership with the Whistler Welcome Centre and Pemberton Multicultural Network and will be facilitated by a qualified ESL tutor.

Plans are also underway to resume monthly "pop-up library" visits to Ts'zil Learning Centre.

After a two-year hiatus, Service Canada and CRA will be offering outreach visits again in the community starting October. The frequency of these visits is yet to be confirmed.

Emma Gillis, Library Director