

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday January 19th 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 November 17th 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: 6.2 Library Services
 - 301.3 Expiring trustee terms and AGM elections
- 302 Strategic Planning preparations
 - 302.1 Public consultation questionnaire

400 NEW BUSINESS

500 Date of next meeting

AGM Tuesday January 31st 2023

Next regular meeting: Thursday February 16th 2023

600 Adjournment

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday November 17th 2022 at 7pm**

Location: Pemberton & District Public Library

Minutes

Members present:

Carmen Praine (Chair), Cindy Filipenko, Tina Buchan (left at 7:50pm), Tricia Zant, Natalie Perreault, Katrina Nightingale, Emma Gillis (Library Director) Katie Painchaud (via Zoom),

Members not present:

Russell Mack, Hanneke Snijder, Michelle Headley,

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 7:07pm by Chair C. Praine.

100 Approval of Agenda

Motion: to approve the agenda as submitted.

T. Buchan moved. C. Filipenko seconded.

200 Approval of Consent Agenda

201 Minutes of October 20th 2022

Received as submitted.

202 Correspondence

Received as submitted.

203 Chair's Report

Nothing to report

204 Director's Report

Received as submitted.

Verbal update on survey responses.

Discussion on staff health and wellness supports. Draft budget was circulated to board members via email with revised salary scales and approved via email October 24-26 2022.

205 Committee Reports

Finance Committee

Verbal update by C. Painchaud.

Motion: To approve the consent agenda.

T. Buchan moved. N. Perreault seconded.

300 Ongoing business

301 Schedule of governance

301.1 Director's Evaluation

Discussion held on director's evaluation process and a 360 feedback survey in preparation for January

301.2 Policy review: 6.1 Library Membership

Reviewed and discussed. Amendments discussed and approved.

302 Strategic Planning Preparations

302.1 Public consultation questionnaire review

Lower than anticipated response rate so far. Decision made to extend survey to December 15th and explore additional promotional channels.

400 New Business

None

500 Date of next meeting

Survey to be sent to board members regarding December meeting date due to scheduling conflicts for some trustees.

Meeting adjourned at 8:06pm by Chair C. Praine





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December 6, 2022

BY EMAIL ONLY (chair@pemberton.bclibrary.ca)

Pemberton & District Public Library
7390A Cottonwood Street
Pemberton, BC
V0N 2L1

Attention: Carmen Praine, Chair

Dear Ms. Praine:

Re: 2023 SLRD Representative & Alternate Representative

On behalf of the Squamish-Lillooet Regional District (SLRD) Board, I am pleased to advise that at the Board Meeting on November 23, 2022, the SLRD Board made the following appointments to the Pemberton & District Public Library for 2023:

- Director Russell Mack; and
- Alternate Director Jan Kennett (Alternate).

Please forward all correspondence, agendas and minutes directly to the following email addresses (there is no need to send duplicate copies to the SLRD):

Russell Mack
Email: russellmack3@icloud.com

Jan Kennett (Alternate)
Email: jan@coppercayuseoutfitters.ca

Yours truly,

Iveta Jelinek
Administrative Clerk

cc. Director Mack (*by email only*)
Alternate Director Kennett (*by email only*)
Kristen Clark, Corporate Officer (*by email only*)

Director's Report November/December 2022

| | Jan-Dec 2022 | Jan-Dec 2021 | <i>Difference</i> |
|--|-----------------|-----------------|-------------------|
| Number of visits to the Library | 39,913 | 20,323 | +96.4% |
| Average visits per hour open | 17.4 | 10.0 | +73.7% |
| Number of physical items borrowed | 53,317 | 44,024 | +21.1% |
| Number of digital items borrowed | 11,637 | 12,294 | -5% |
| Total items borrowed | 64,954 | 56,318 | +15.3% |
| Number of borrowing patrons | 12,078 | 9,283 | +30.1% |
| Number of computer sessions | 1,649 | 1,164 | +41.7% |
| Number of WiFi sessions | 8,043 | 6,223 | +29.2% |

November proved to be the busiest month of the year with a total 4,667 visits (averaging 24.3 visits per hour). Visits slowed down again in December which is typical for this time of year. As can be seen in the table above, apart from digital borrowing, all areas of library usage increased significantly in 2022 when compared with 2021. While we have not yet fully returned to our 2019 pre-pandemic levels, it is encouraging to see a year of strong recovery.

Inspire Minds Through Literacy & Learning

In addition to our regular weekly programs, the following took place in November/December:

- English Conversation Circle with Whistler Welcome Centre/ Pemberton Multicultural Network
- Chess Club with Mr Los returned with a full class (and a waitlist). We are renting a room within the Community Centre for this program due to the demand already being placed on the Children's Library space after school
- Senior's Movie Night in partnership with The Rec
- We also offered a youth movie night in partnership with The Rec but unfortunately nobody attended.
- Everyday Mindfulness workshop for parents with Susan Reifer (in partnership with the Whistler Library) had already been rescheduled due to low registration, the December session also had to be cancelled due to insufficient registrations.
- Denisa hosted an evening holiday themed pajama storytime and we partnered with the Pemberton Multicultural Network to do a tree decoration craft session. Over 40 people attended the program.
- Holiday ornament making with Molli Reynolds

Create Welcoming Spaces

In November Gen and I returned to Ts'zil Learning Centre for our monthly "pop-up library". We had a number of new patrons visit with us as well as a number of returning visitors from the previous month. This month we brought a sample of items from our "Library of Things" and checkouts includes our new birdwatching kit, Radon detectors and board games. Library card sign up and support with access to eBooks has proven to be the most popular service we have been offering.

We are working with BC Libraries Co-Operative trialing a new event calendar add-on for our website. This new calendar enables simple registration for events directly within the website. Previously, programs requiring registration required navigating to a third party website (such as Eventbrite) or manual registration with library staff – all of which were time consuming to manage. We are also testing a new Community Calendar feature that would enable other non-profits to submit their events to us and have all community events listed in one single location. The Chamber of Commerce are considering a similar offering so I have been in contact with the Executive Director to ensure we are not duplicating services and explore partnership opportunities.

In December we were working on plans to resume Sunday opening but regrettably the Community Centre was not able to also open the facility as hoped. The rest of the facility being open on Sundays is a pre-requisite for us to be able to do the same due to the staffing that would be required to open independently. This remains a priority for 2023 and we are optimistic that it will be achievable by Fall 2023. We have however been able to reintroduce one later evening opening starting January 2023 and will now open until 7pm on Wednesdays. We had just begun trialing an evening opening in late 2019 but had not had enough opportunity to gauge it's feasibility due to the pandemic restrictions that came in March 2020. We will be actively promoting it over the coming months and tracking usage to gauge it's long-term viability.

In December we received the welcome news that our application for a Whistler Blackcomb Foundation grant was successful. We had submitted a request for \$75,000 to cover the additional costs required to complete the final phase of

the accessibility upgrades to the south entrance of the facility. This additional funding now means the ramp installation can proceed in 2023 in partnership with the Pemberton Community Centre.

Live Our Values

With the combination of time off requests and illnesses, November/December staffing levels were very low and subsequently we did not have our monthly staff meetings. With many of the staff unavailable, the decision was also made to delay a staff Christmas social event until the new year. With the majority of the team currently employed on a casual basis, ensuring sufficient staffing has proven challenging at times in recent months. While this temporary structure has worked to an extent over the course of the last two years, it is not sustainable in the long term. A priority for the new year will be to hire a permanent team member seeking a career in the library field, to support us in ensuring service standards and delivery are both maintained and developed.

Build Connections

We partnered with the Pemberton Arts Council in November/December to host a month-long art exhibit “Diving In: The Art of Cleaning Lakes and Oceans”. The exhibit was described as an “environmental art campaign that aims to raise awareness of the waste in our lakes and oceans by transforming collected trash into beautiful art”. It has been wonderful to see artwork on the walls again and have patrons visit the space to view the exhibits. For the rest of December and January, local artist Michaela Ivancova will be exhibiting a sample of their artwork. The goal will be to return to regular exhibits of local artwork for the community to enjoy.

Emma Gillis, Library Director

