

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday February 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 January 18th 2024
- 202 Correspondence
- 203 Chairs Report
- 204 Directors Report
- 205 Committee Reports
 - Finance Committee
 - InterLINK

300 ONGOING BUSINESS

- 301 Schedule of Governance
 - 301.1 Board committees: Finance, InterLINK, Nominations
 - 301.2 Board Self-Evaluation
- 302 FOIPPA requirements and privacy compliance update
- 303 Accessible British Columbia Act compliance update
- 304 Provincial Enhancement Grant funding 2023-2025

400 NEW BUSINESS

None

500 Date of next meeting

Thursday March 21st 2024

600 Adjournment

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday January 18th 2024 at 7pm**

Location: Pemberton & District Public Library

Minutes

Members present:

Carmen Praine (Chair), Cindy Filipenko, Tina Buchan, Natalie Perreault, Dee Da Silva, Tricia Zant, Katie Painchaud, Katrina Nightingale, Jan Kennett (Alternate for Russell Mack), Emma Gillis (Library Director),

Members not present:

Michelle Headley, Hanneke Snijder.

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 7:05pm by Chair C. Praine.

C. Praine added New Business item 401: Director's Evaluation

100 Approval of Agenda

Motion: to approve the agenda as amended.

N. Perreault moved. T. Zant seconded.

200 Approval of Consent Agenda

201 Minutes of December 18th 2023

Received as submitted.

202 Correspondence

Received as submitted.

203 Chair's Report

Nothing to report

204 Director's Report

Received as submitted.

E. Gillis also discussed recent impacts of lack of public transit options on operations and staffing levels. A \$500 donation was received from Edward Jones to support Library programs and will be used towards digital literacy programming.

205 Committee Reports

Finance

Verbal report by K.Painchaud & E.Gillis. Year End reports have been circulated and reviewed by the Finance Committee. Brief summary provided of the financial year ahead of the AGM.

AGM Nominations Committee

The committee had created and circulated a document ahead of the meeting outlining the scope and procedures for the AGM Nominations committee. Reviewed and discussed.

Motion: To approve the Nominations Committee terms of reference documentation.

T. Buchan moved. K. Painchaud seconded.

Motion: To approve the consent agenda.

T. Buchan moved. T. Zant seconded.

300 Ongoing business

301 Schedule of governance

301.1 AGM – Trustee Terms expiring.

Four (4) terms expiring. K. Painchaud and N. Perreault confirmed intent to run again. C. Praine will confirm with H. Snijder and M. Headley ahead of the January 22nd deadline.

301.2 Board self-evaluation

Trustees reviewed and completed the previously circulated skills inventory to identify strengths and weaknesses in current board composition. Future improvements to the document were discussed and agreed upon.

302 FOIPPA requirements and privacy compliance update

Staff training on the responsibilities under FOIPPA has been created internally and will now a mandatory training requirement for all staff.

303 Accessible British Columbia Act compliance update

The committee met January 17th – verbal summary of meeting provided by D. Da Silva and C. Filipenko.

304 Provincial Enhancement Grant Funding 2023-2025

E. Gillis provided an update on the RFID project

400 New business

401 Director's Review

C. Praine proposed that the Director's Evaluation get moved from November/ December to a month with less governance commitments. September was agreed upon as the best month for this work to take place and the Strategic Plan review has been moved to April.

500 Date of next meeting

AGM – February 5th at 7pm

Next regular meeting: February 15th at 7pm

Meeting adjourned at 8:22pm by Chair C. Praine

Director's Report January 2024

	January 2024	January 2023	% +/-
Number of visits to the Library	5,636	4,369	+29%
Average visits per hour open	24.7	21.42	+15%
Number of physical items borrowed	5,577	5,455	+2%
Number of digital items borrowed	1,322	1,137	+16%
Total items borrowed	6,899	6,592	+5%
Number of borrowing patrons	1,355	1,234	+10%
Number of computer sessions	206	170	+21%
Number of WiFi sessions	825	837	-1%

Inspire Minds Through Literacy & Learning

In response to multiple patron requests, we have purchased a YOTO player and a starter collection of YOTO cards. YOTO players are screen-free audio players that can play stories through the use of physical playing cards. With the continued popularity of audiobooks but faced with the decline in CD audiobook circulation, this provides a screen-free option for families outside of the Libby app. The purchase was made possible through SLRD Select Funds awarded to the library by Director Stoner in 2021 for the purchase of children's books.

We have launched a new on-demand streaming video platform called Kanopy+. Unlike other pay-per-use streaming models, Kanopy+ allows unlimited streaming of the available collection. The collection is curated in "themed" packs that can be purchased as required.

Further collection enhancements also includes the new family pass to the Squamish Lil'wat Cultural Centre. This will function similarly to the Britannia Mine Museum pass.

Thanks to the financial support of the Whistler Pemberton Literacy Partnership we hosted a very successful Family Literacy Dance Party with Ira Pettle for Family Literacy Day.

Create Welcoming Spaces

The second meeting of the Pemberton Accessibility and Inclusion Committee took place in January. Work continues on the draft plan which the committee will review and assist in prioritizing areas of greatest need.

The RFID conversion continues with over one third of the collection now tagged. Once we reach 80% we will be able to activate the tag reader on the self checkout to improve the patron checkout experience.

Build Community and Connections

Denisa hosted a storytime for the Beetlebugs group from the Pemberton Children's Centre.

Service Canada and CRA held their first outreach visit of the year in January. They are tentatively scheduled to return in April prior to the end of tax filing season. The Library will also be offering free tax filing for eligible patrons through the Community Volunteer Income Tax Program.

Senior Library Assistant, Gen created a Library Bingo activity sheet for community members in celebration of the Library's 45th birthday. She has also created a display inside the Library featuring highlights from the Library's history. She has been working with founding librarian, Jan Naylor to gather stories on the early days of the Library in the community and will be sharing them in upcoming newsletters.

Live Our Values

Haru completed the Level 1 First Aid course. We will be using Provincial Emergency Preparedness Grant funds to ensure all permanent staff have a current, valid certificate by year end.

Recruitment for an additional casual staff member is in progress.

Emma Gillis, Library Director