

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday January 18th 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 December 18th 2023
- 202 Correspondence
- 203 Chairs Report
- 204 Directors Report
- 205 Committee Reports
 - Finance Committee
 - AGM Nominations Committee

300 ONGOING BUSINESS

- 301 Schedule of Governance
 - 301.1 AGM - trustee terms expiring
 - 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

Annual General Meeting – Monday February 5th 2024
Next Regular Meeting – Thursday February 15th 2024

600 Adjournment

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday December 18th 2023 at 7pm**

Location: Pemberton & District Public Library

Minutes

Members present:

Carmen Praine (Chair), Cindy Filipenko, Tina Buchan, Emma Gillis (Library Director), Katrina Nightingale, Natalie Perreault, Dee Da Silva, Hanneke Snijder, Tricia Zant, Michelle Headley

Members not present:

Russell Mack, Katie Painchaud,

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 7:23pm by Chair C. Praine.

100 Approval of Agenda

Motion: to approve the agenda.

T. Buchan moved. C. Filipenko seconded.

200 Approval of Consent Agenda

201 Minutes of November 16th 2023

Received as submitted.

202 Correspondence

C. Praine received email communication confirming Village of Pemberton and SLRD appointed officials for 2024.

203 Chair's Report

Nothing to report

204 Director's Report

Received as submitted.

205 Committee Reports

Finance

Verbal report by E.Gillis summarising financial position to date.

AGM Nominations Committee

The committee have communicated via email and will meet in January.

Motion: To approve the consent agenda.

N. Perreault moved. C. Filipenko seconded.

300 Ongoing business

301 Schedule of governance

301.1 Policy Review: Social Media Policy

Motion: to approve Social Media policy

M. Headley moved. C. Filipenko seconded.

301.2 AGM – trustee terms expiry

Four terms are expiring in 2024: Natalie Perreault, Katie Painchaud, Michelle Headley, Hanneke Snijder. C. Praine requested those with terms expiring notify of their intention to run again or resign prior to the January board meeting.

302 FOIPPA requirements and privacy compliance update

Verbal update by E. Gillis. Staff training module had been created and will be circulated to staff in January. Privacy Management Program and supporting documentation has been created.

303 Accessible British Columbia Act compliance update

Next meeting of the committee scheduled for January

304 Provincial Enhancement Grant Funding 2023-2025

RFID conversion project is now underway.

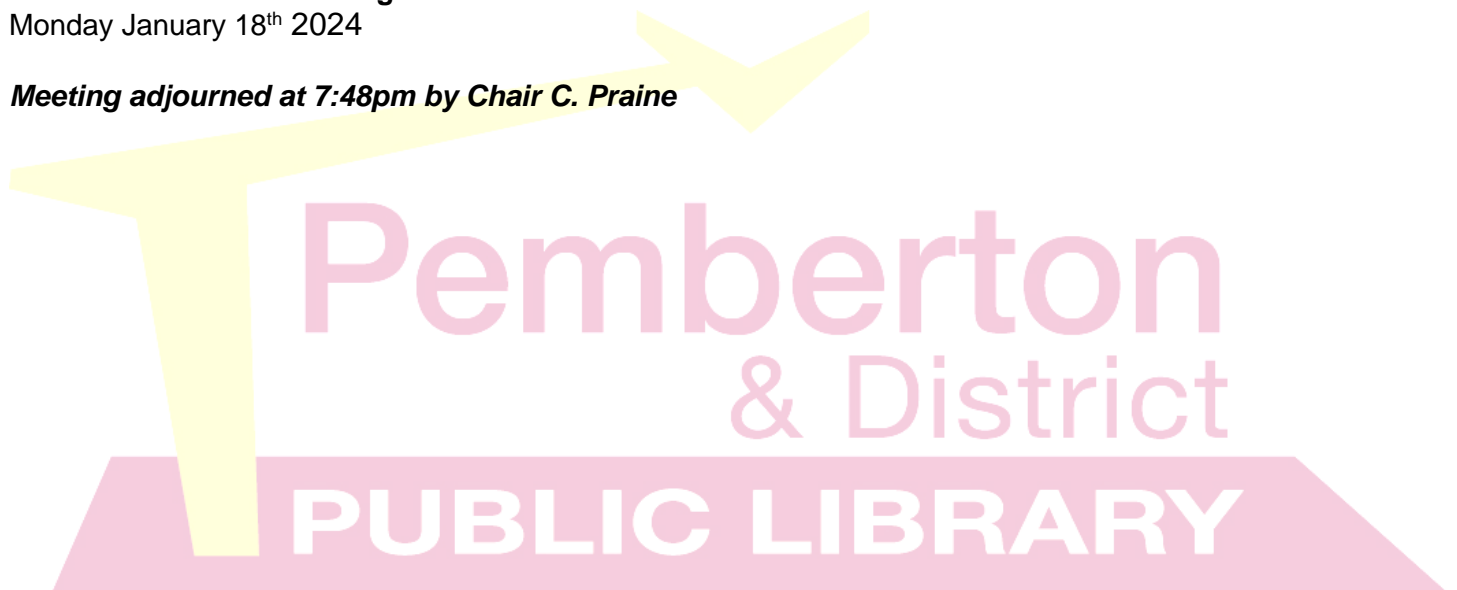
400 New business

None

500 Date of next meeting

Monday January 18th 2024

Meeting adjourned at 7:48pm by Chair C. Praine





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December 7, 2023

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

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

Attention: Carmen Praine, Chair

Dear C. Praine:

Re: 2024 SLRD Representative and Alternate Representative

On behalf of the Squamish-Lillooet Regional District (SLRD) Board, I am pleased to advise that at the Board Meeting on November 22, 2023, the SLRD Board made the following appointments to the Pemberton & District Public Library for 2024:

- 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,

A handwritten signature in blue ink, appearing to read "Raylene".

Raylene Rehill
Legislative Coordinator

cc. Director Mack (*by email only*)
Alternate Director Kennett (*by email only*)
Angela Belsham, Corporate Officer (*by email only*)

Members: District of Squamish, Resort Municipality of Whistler, Village of Pemberton, District of Lillooet,
Electoral Areas A, B, C, and D



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December 6, 2023

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 Regular Council Meeting No. 1590, held Tuesday, November 21, 2023, Council confirmed the appointments of the Village of Pemberton representatives to the Pemberton & District Library Board for 2024, as follows:

Moved/Seconded

THAT Councillor Nightingale be appointed to the Pemberton & District Library Board for 2024 with Councillor Ramsden be appointed as the alternate

CARRIED

Please send any board or committee correspondence to our appointed representatives and copy the Village (admin@pemberton.ca) on any correspondence sent to our representatives so that we can ensure our communications are kept up to date.

Councillor Katrina Nightingale - knightingale@pemberton.ca

Councillor Laura Ramsden - lramsdn@epmberton.ca

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

Kind regards,

VILLAGE OF PEMBERTON

Gwendolyn Keendy,
Manager of Corporate & Legislative Services

Director's Report December 2023

	December 2023	December 2022	% +/-
Number of visits to the Library	4,502	3,266	+38%
Average visits per hour open	21.96	17.75	+24%
Number of physical items borrowed	4,336	4,112	+5.5%
Number of digital items borrowed	1,274	979	+30%
Total items borrowed	5,610	5,091	+10%
Number of borrowing patrons	1,104	1,060	+4.2%
Number of computer sessions	164	132	+24%
Number of WiFi sessions	870	746	+17%

December was slightly quieter than November which enabled staff to make significant progress with the RFID conversion project. By the end of December, total visits for 2023 had increased by 37% compared to 2022 and items borrowed increased by 9% indicating another steady year of recovery for the Library.

Inspire Minds Through Literacy & Learning

We hosted an evening with Michael Allen, a local independent researcher on bears in the Sea to Sky. This was an incredibly popular event that was at capacity and we hope to welcome back Michael again in 2024.

Create Welcoming Spaces

The RFID conversion project is well underway, with the Children's Library being completed before the end of 2023. Kudos to Gen, Haru and Brennan for working consistently on it during quieter periods.

After previously being notified of delays with receiving the new deck furniture, it was delivered over the holiday period. This furniture addition was made possible by grant funding from the Province of British Columbia through the Ministry of Municipal Affairs to support local library needs.

An extension was granted for the ESDC Enabling Accessibility Fund, extending the ramp project deadline to June 2025. This will be a priority project for 2024.

Build Community and Connections

Denisa hosted a storytime for the Beetlebugs group from the Pemberton Children's Centre. We partnered with the Pemberton Multicultural Network (PMN) for the annual holiday storytime and tree decorating event. Nathalie from PMN also generously donated a new Christmas tree to the Library.

Live Our Values

I completed the Advanced Coaching Course offered through InterLINK.

I met with a consultant from Jonathan Morgan & Co to discuss our needs for renovating the staff area. Jonathan Morgan have completed all of the previous upgrade work and have done a large number of library renovation projects in the lower Mainland including Whistler and Squamish libraries.

We are currently recruiting for another casual staff member with a focus on supporting programming and Sunday operations.

Emma Gillis, Library Director