

**Pemberton and District Public Library  
Board of Trustees Meeting  
Thursday March 14<sup>th</sup> 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 February 15<sup>th</sup> 2024
- 202 Correspondence
- 203 Chairs Report
- 204 Directors Report
- 205 Committee Reports
  - Finance Committee
  - InterLINK
  - Nominations Committee

**300 ONGOING BUSINESS**

- 301 Schedule of Governance
  - 301.1 Provincial Library Grant Report (PLGR) submission
  - 301.2 Director's 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**

- 401 Meeting schedule review
- 402 Community engagement event proposal

**500 Date of next meeting**

Thursday April 18<sup>th</sup> 2024

**600 Adjournment**

**Pemberton and District Public Library  
Board of Trustees Meeting  
Thursday February 15<sup>th</sup> 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, Jan Kennett (Alternate for Russell Mack), Emma Gillis (Library Director), Michelle Headley (via Zoom)

**Members not present:**

Katrina Nightingale

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.*

D. Da Silva moved. T. Buchan seconded.

**200 Approval of Consent Agenda**

**201 Minutes of January 18<sup>th</sup> 2024**

Received as submitted.

**202 Correspondence**

None

**203 Chair's Report**

Nothing to report

**204 Director's Report**

Received as submitted.

E. Gillis also updated on the budget presentation to PVUS committee and provided an update on recent recruitment.

**205 Committee Reports**

*Finance*

A time audit is being conducted to determine the time commitment involved with the Director also acting as bookkeeper.

*InterLINK*

Nothing to report – next meeting February 27<sup>th</sup> 2024

*Motion: To approve the consent agenda.*

N. Perreault moved. D. Da Silva seconded.

**300 Ongoing business**

**301 Schedule of governance**

**301.1 Board committees**

The following committees were established for 2024:

Finance – K. Painchaud, N. Perreault, E. Gillis  
InterLINK – T. Zant with C. Praine as alternate  
Nominations – C. Praine, D. Da Silva, C. Filipenko, N. Perreault, E. Gillis

**301.2 Board self-evaluation**

Nomination committee to review skills matrix and to investigate alternative self-evaluation processes and succession planning

**302 FOIPPA requirements and privacy compliance update**

No updates

**303 Accessible British Columbia Act compliance update**

No updates.

Discussion was held on the concerns around accessibility issues that will present on Sundays once the Community Centre pauses Sunday operations from May – October. E. Gillis to confirm dates impacted and bring back for further discussion.

**304 Provincial Enhancement Grant Funding 2023-2025**

E. Gillis provided an update on the RFID project and discussed other potential projects. The purchase of technology to support hybrid meetings and programs was approved. Noise dampening/ reduction was highlighted as a priority for the space with both internal and external factors impacting operations and programming. E.Gillis to monitor and document specific challenges being faced for further review.

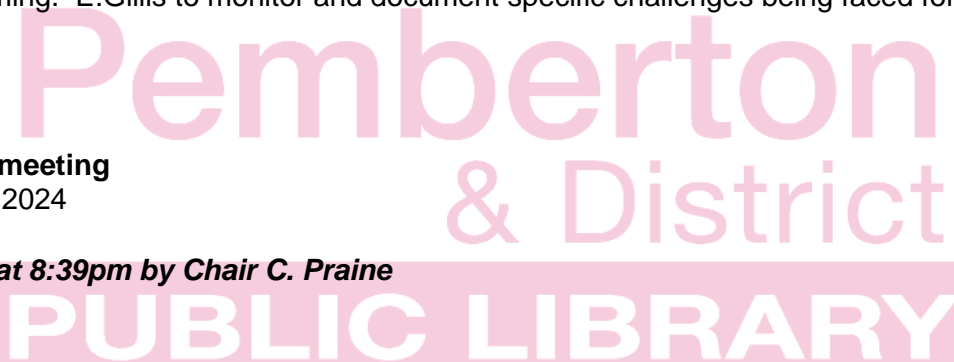
**400 New business**

None

**500 Date of next meeting**

Thursday March 14<sup>th</sup> 2024

***Meeting adjourned at 8:39pm by Chair C. Praine***



## Director's Report February 2024

	February 2024	February 2023	% +/-
<b>Number of visits to the Library</b>	<b>5,238</b>	<b>4,338</b>	<b>+20.7%</b>
<b>Average visits per hour open</b>	24.7	24.1	+2.5%
Number of physical items borrowed	4,907	4,904	+0.1%
Number of digital items borrowed	1,229	950	+29.3%
<b>Total items borrowed</b>	<b>6,136</b>	<b>5,854</b>	<b>+4.8%</b>
<b>Number of borrowing patrons</b>	1,284	1,188	+8.1%
<b>Number of computer sessions</b>	236	135	+74.%
<b>Number of WiFi sessions</b>	863	881	-2.0%

The 2024 budget presentation was made to the PVUS committee on February 8<sup>th</sup>.

### ***Inspire Minds Through Literacy & Learning***

I met with Whistler and Squamish library program coordinators to discuss collaboration opportunities for the year ahead. Staff availability and capacity continues to limit the number of programs the Library can offer right now but we have a number of events planned for the coming months including Barbed Choir and a Mt Meager presentation with Veronica Woodruff.

We celebrated Freedom To Read Week with book displays and other promotional materials.

Chess Club with Mr Los will be wrapping up for the season just before Spring Break. Denisa will be offering after-school "Crafternoons" in April for Grades 3-7.

The new YOTO cards have been added to the collection and are already proving very popular with young families.

### ***Create Welcoming Spaces***

We have purchased an additional Search iPad to accommodate growing demand. The existing one will be relocated to the Children's Library.

The RFID conversion continues to progress steadily. We are nearly halfway through the non-fiction collection, leaving just audiovisual materials and non-traditional items such as puzzles and games to complete the project.

Our fourth Sea to Sky ILC meeting was held via Zoom. Discussions were held on potential for increased deliveries and moving all InterLINK courier deliveries to the same courier. Future opportunities for service enhancements such as automatic renewals and patron initiated ILC holds were discussed.

### ***Build Community and Connections***

The Library has been offering free tax filing for eligible patrons through the Community Volunteer Income Tax Program, with Brennan taking appointments during his scheduled shifts. The service will continue through to the end of April and is by appointment only.

Denisa hosted a pop-up storytime at North Arm Farm which was well attended. The goal will be to offer outreach storytimes such as these on a quarterly basis.

### ***Live Our Values***

We are delighted to welcome Megan to the team as our new casual library assistant. Recruitment efforts continue for a permanent part-time library assistant position to ensure staffing continuity and increased capacity for programming.

**Emma Gillis, Library Director**