

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday April 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 March 14th 2024
- 202 Correspondence
- 203 Chairs Report
- 204 Directors Report
- 205 Committee Reports
 - Finance Committee
 - InterLINK
 - Nominations Committee
 - Events Committee

300 ONGOING BUSINESS

- 301 Schedule of Governance
 - 301.1 Director's Evaluation
 - 301.2 Strategic Plan review
 - 301.3 Contact information & code of conduct review/signing
- 302 FOIPPA requirements and privacy compliance update
- 303 Accessible British Columbia Act compliance update
- 304 Provincial Enhancement Grant funding 2023-2025
- 305 Letter to Pemberton & District Community Centre re: noise levels

400 NEW BUSINESS

- 401 Potential scheduled closures in May
- 402 Review of juvenile library card policy

500 Date of next meeting

Thursday May 16th 2024

600 Adjournment

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday March 14th at 7pm**

Location: Pemberton & District Public Library

Carmen Praine (Chair), Cindy Filipenko, Tina Buchan, Natalie Perreault, Dee Da Silva, Tricia Zant, Katrina Nightingale, Jan Kennett (Alternate for Russell Mack), Emma Gillis (Library Director), Katie Painchaud (7:08pm), Michelle Headley (7:11pm)

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 7:03pm by Chair C. Praine.

100 APPROVAL OF AGENDA

C. Praine requested addition of new business item 403 Letter to Pemberton & District Community Centre re: noise levels

Motion: to approve the agenda as amended.

T. Buchan moved. T. Zant seconded.

200 Approval of Consent Agenda

201 Minutes of February 15th 2024

Received as submitted.

202 Correspondence

Previously reviewed letter circulated to PVUS committee that was addressed at March 14th PVUS committee regarding accessibility issues for Sunday operating when PCC is closed. Verbal review of PVUS discussion provided by J. Kennett – staff recommended to investigate feasibility of making washroom accessible and encouraged PCC to align opening hours with PDPL. May be SLRD funds available for the work.

203 Chair's Report

Nothing to report

204 Director's Report

Received as submitted.

205 Committee Reports

Finance

No meeting yet, but January financials were circulated. Budget was approved at March PVUS meeting. Financial summaries will be circulated quarterly.

InterLINK

Verbal summary by C. Praine.

Nominations Committee

Nothing to report

Motion: To approve the consent agenda.

C. Filipenko moved. N. Perreault seconded.

300 Ongoing business

301 Schedule of governance

301.1 Provincial Library Grant Report (PLGR) submission
Verbal update from E. Gillis to confirm report submitted and received.

301.2 Director's Evaluation
Discussion held on potential formats for director's evaluation. Discussed allocating funds to fund coach to support director's professional development.

302 FOIPPA requirements and privacy compliance update

All staff have completed the in-house training

303 Accessible British Columbia Act compliance update

Update provided on ramp project as a priority item for 2024/25. Working with PCC to move the project to the next stage.

304 Provincial Enhancement Grant funding 2023-2025

An OWL meeting camera has been purchased to support hybrid meeting options and improve accessibility for board meeting attendance.

Discussed other potential projects including a space needs analysis/ facilities masterplan and re-brand/website overhaul.

400 New business

401 Meeting schedule review

Discussed changing meeting dates so as not to conflict with the noise from upstairs exercise class. Decided to leave on Thursdays for now and move to children's library if noise issues persist.

402 Community engagement event

D. Da Silva presented idea for Halloween themed art event at the Library as a community engagement initiative. Event Committee formed with C. Filipenko, M. Headley, N. Perreault, D. Da Silva. Committee to meet and bring proposal and budget to April meeting.

403 Letter to Pemberton & District Community Centre re: noise levels

Discussion held on impact of noise from upstairs exercise classes on the AGM and other library operations. A draft letter was circulated with final edits to be made and brought for final approval at next meeting

M. Headley left the meeting at 8:25pm

K. Painchaud and T. Buchan left the meeting at 8:40pm

500 Date of next meeting

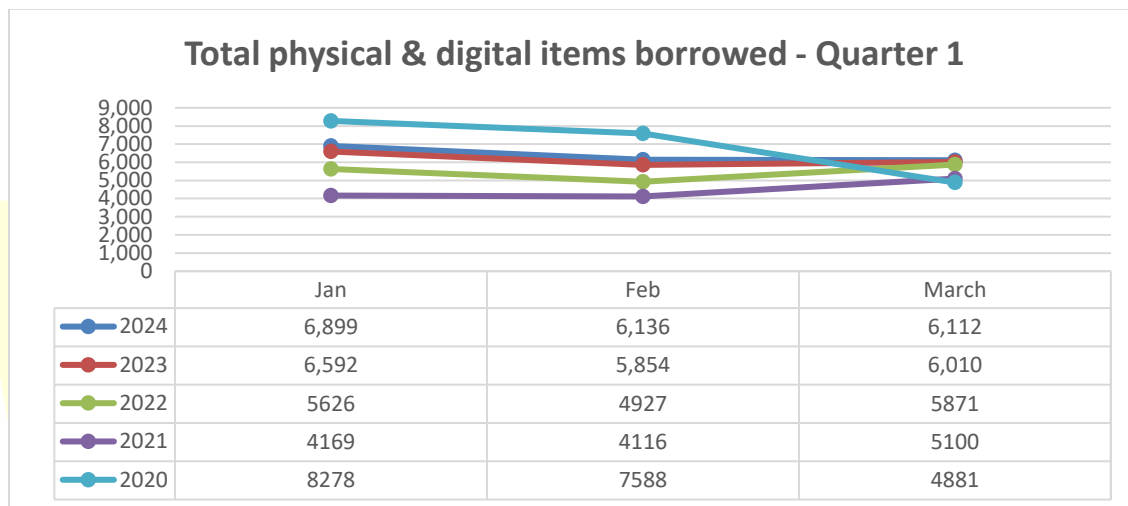
Thursday April 18th 2024

Meeting adjourned at 8:49pm by Chair C. Praine

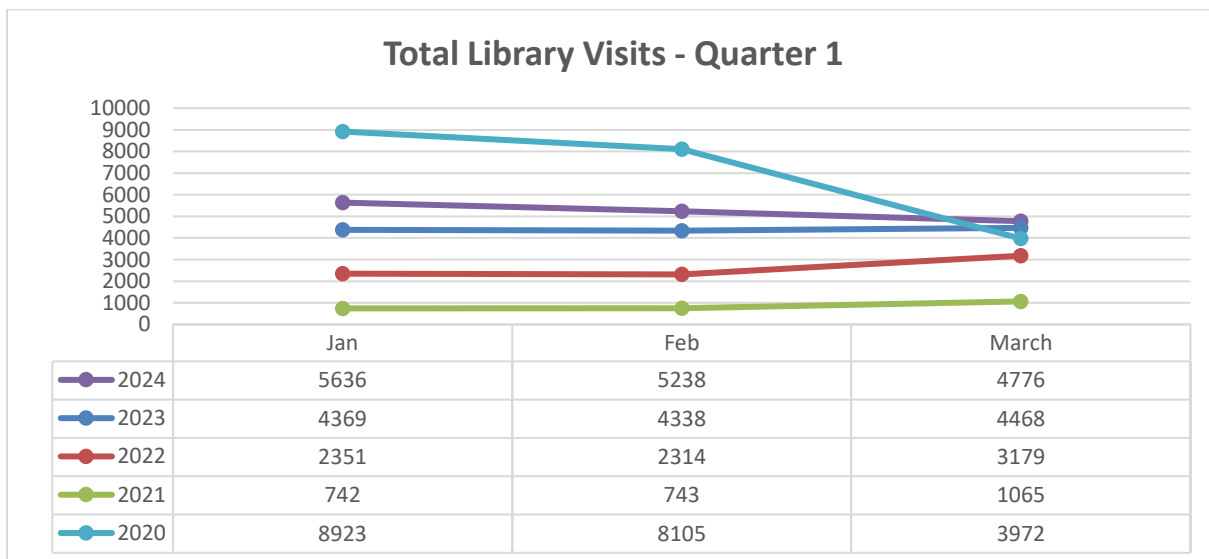
Director's Report March 2024

	March 2024	March 2023	% +/-
Number of visits to the Library	4,776	4,468	+6.9%
Average visits per hour open	21.23	20.98	+1.2%
Number of physical items borrowed	4,778	4989	-4.2%
Number of digital items borrowed	1,334	1,021	+30.6%
Total items borrowed	6,112	6,010	+1.7%
Number of borrowing patrons	1,211	1,256	-3.6%
Number of computer sessions	273	182	+50%
Number of WiFi sessions	898	956	-6.1%

The first quarter of 2024 saw a 0.5% decrease in borrowing in physical materials compared with 2023 but a 25% increase in digital materials borrowing, resulting in an overall 3.7% increase in circulation.



We have seen an 18.8% increase in visits compared with the first quarter of 2023. While this can be partly attributed to an increase in operating hours with the return of Sunday operations, average visits per hour have also increased from 22.2 to 23.5.



Inspire Minds Through Literacy & Learning

Gen put together a fun Spring Break activity that also coincided with Dogman Day (the popular graphic novel series by Dav Pilkey). Consisting of a Dogman Scavenger Hunt and colouring competition, it offered an engaging activity for kids of all ages to complete during their library visit. We do not have exact numbers on how many completed the scavenger hunt but we received 47 entries into the colouring competition. The winners received a Dogman stuffy and a colouring book. Following the success of this program, we will be exploring future opportunities for other passive programs to enhance patron experience when visiting the children's library.

Chess Club with Mr Los wrapped up just before spring break with the tournament winners awarded their medals. Chess Club will return in the fall. Denisa will be offering after-school "Crafternoons" in April for Grades 3-7.

Staff are currently working on plans for the 2024 Summer Reading Club.

Create Welcoming Spaces

Visits to the library on Sundays have decreased significantly with the milder weather so we will be focusing on raising community awareness of Sunday operating and exploring potential activities to encourage visits over the coming months. This will coincide with the raising awareness of the change in access to the facility once the community centre pauses Sunday operations on May 19th.

The RFID project is over 80% complete and the next step is to activate the RFID functionality on the self-check.

Build Community and Connections

The Library continues to offer 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.

The library has been hosting English Conversation classes for newcomers and immigrants in partnership with Whistler Pemberton Newcomer Services on Tuesday evenings since October 2023. Due to very low engagement it has been suspended effective May 2024 and we will be looking at alternative solutions to offer this often requested service to the community.

Due to staffing constraints the weekly Work BC drop-in services have been temporarily suspended effective April 11. Patrons may still access services by appointment directly with Work BC and drop-in access will resume once a replacement has been hired.

We hosted a class visit for Grade 6 students at Xet'olacw. Students had the opportunity to get a library card, complete a library skills based scavenger hunt and check out materials to take home.

Live Our Values

Plans are underway for a team-building activity in May.

Staff training and development continues through monthly 1:1 meetings, monthly staff meetings, individual training sessions and self-led online training opportunities.

Gen and I will be attending the BC Library Conference in Vancouver in April.

Emma Gillis, Library Director