

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday June 20th 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 May 16th 2024
- 202 Correspondence
- 203 Chairs Report
- 204 Directors Report
- 205 Committee Reports
 - Finance Committee
 - InterLINK
 - Nominations Committee
 - Events Committee

300 ONGOING BUSINESS

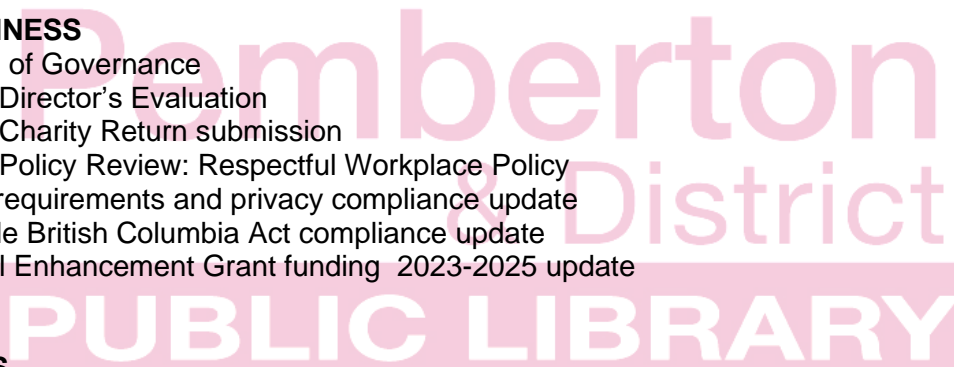
- 301 Schedule of Governance
 - 301.1 Director's Evaluation
 - 301.2 Charity Return submission
 - 301.3 Policy Review: Respectful Workplace Policy
- 302 FOIPPA requirements and privacy compliance update
- 303 Accessible British Columbia Act compliance update
- 304 Provincial Enhancement Grant funding 2023-2025 update

400 NEW BUSINESS

500 Date of next meeting

To be confirmed

600 Adjournment





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May 23, 2024

Carmen Praine
Chair, Board of Trustees
Pemberton and District Public Library

Re: CSR 2024-059 – Noise Complaint

Dear Ms. Praine,

In response to your letter dated April 23, 2024, we thank you for advising the Village of your concerns regarding noise at Pemberton and District Community Centre (PDCC). Where noise is excessive and not harmonious with the intended use of the space, we would be pleased to consider suggestions to reduce noise. Please note, however, that this is a purpose-built facility intended as a space for active indoor activity, which necessarily brings some noise to the facility.

With respect to PDCC operations, we would like to draw your attention to the development history of this land. Lot 15, as it was known, was crown granted to the Village by the Province in the early 1980's specifically for recreational use. For many years, the lot sat vacant, except for a small library building which is now the Youth/Seniors Centre, as various planning exercises were undertaken with respect to recreation needs of the community and development of the lot to meet those needs.

In 2006, before the community centre was built, a master plan for the lot was developed and supported by the Council of the time which included space for a community centre, youth centre, day care, library, outdoor amphitheatre, skateboard park, and water park. The PDCC was planned to encourage mixed use of the space including a Library.

Despite many changes and challenges along the way, use of the space conforms to the original plans. In the years since the master plan was formulated and since the community centre building was completed in 2008, the community has grown up and a wide variety of users now call the PDCC home for their services and programming which adds value to the vibrancy and life of the community.

We continue to work proactively with the Pemberton and District Public Library to attempt to move community programs and services around the facility to lessen any noise impact on the Library. And as suggested we are open to discussing any other alternatives that you may have for collaboration for ultimate success in both operations operating as intended. We greatly appreciate our excellent working relationship and collaboration between the library and recreation teams.

In closing, it is also worth noting that the Squamish Lillooet Regional District (SLRD) is the owner of the building and as such receives the Library's yearly payment in their budget and Recreation Services in the process of being transferred to the Village of Pemberton from the SLRD manages the whole of the building on their behalf. Therefore, it may be prudent for the Library Board of Trustees to bring these concerns to the attention of the Pemberton and Valley Utility Services (PVUS) Committee and begin advocating for a stand-alone Library in our Community.

Thank you again for bringing your concerns to our attention and we will continue to work proactively with the needs of the Library through our relationship with the Librarian.

Kind regards,
VILLAGE OF PEMBERTON

Christine Burns

Christine Burns
Manager of Recreation Services

Cc: Elizabeth Tracy, CAO Village of Pemberton
Gwendolyn Kennedy, Manager of Corporate & Legislative Services

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday May 16th at 7pm**

Location: via Zoom

Members present:

Carmen Praine (Chair), Tina Buchan, Katie Painchaud, Michelle Headley Tricia Zant, Cindy Filipenko (via Zoom), Emma Gillis (Library Director), Natalie Perreault (arrived 7:24pm).

Members not present:

Dee Da Silva, Katrina Nightingale, Jan Kennett (Alternate for Russell Mack)

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 7:08pm by Chair C. Praine.

100 APPROVAL OF AGENDA

Motion: to approve the agenda.

C. Filipenko moved. T. Buchan seconded.

200 Approval of Consent Agenda

201 Minutes of April 18th 2024

Received as submitted.

202 Correspondence

Received as submitted.

203 Chair's Report

Letter submitted to Recreation Services Manager re: noise levels

204 Director's Report

Received as submitted.

Verbal summary of BCLA conference.

Update on patron suspension

205 Committee Reports

Finance

Financial statements circulated to treasurer

InterLINK

Verbal report by T. Zant on recent meeting. Next meeting in September.

Nominations Committee

Nothing to report.

Events Committee

D. Da Silva met with E. Gillis to discuss budget and logistics. Verbal update from C. Filipenko & N. Perreault.

Motion: To approve the consent agenda.

K. Painchaud moved. N. Perreault seconded.

300 Ongoing business

301 Schedule of governance

301.1 Director's Evaluation

Draft operational plan was presented to the board for review and project prioritization.

301.2 Annual Survey Submission

E. Gillis confirmed that Annual Survey has been submitted

301.3 Statement of Financial Information submission

E. Gillis confirmed that the SOFI was reviewed by Chair and Treasurer and has been submitted

301.4 Charity Return submission

E. Gillis confirmed this is in progress and will be submitted before the June 30 deadline.

302 FOIPPA requirements and privacy compliance update

E. Gillis provided an update on the recent BC Libraries CoOperative privacy breach.

303 Accessible British Columbia Act compliance update

Committee meeting was postponed until the draft plan is ready (delayed due to health issues).

304 Provincial Enhancement Grant funding 2023-2025

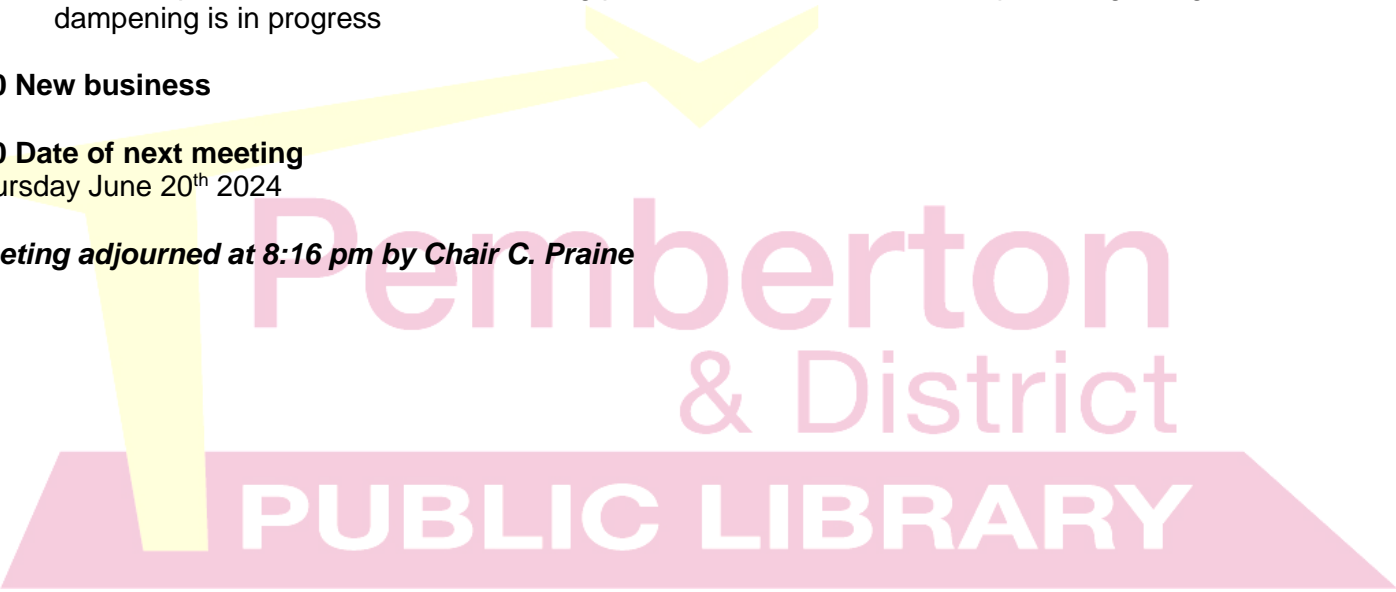
E. Gillis updated the Inbox Booth meeting pod has been ordered and enquiries regarding sound dampening is in progress

400 New business

500 Date of next meeting

Thursday June 20th 2024

Meeting adjourned at 8:16 pm by Chair C. Praine

The logo for Pemberton & District Public Library features a large, stylized yellow arrow pointing downwards. The text "Pemberton & District" is written in a large, pink, sans-serif font, with "PUBLIC LIBRARY" in a smaller, white, sans-serif font on a pink rectangular background below it.

Pemberton
& District
PUBLIC LIBRARY

Director's Report May 2024

	May 2024	May 2023	% +/-
Number of visits to the Library	4721	4384	+7.7
Average visits per hour open	21.66	20.88	+3.7
Number of physical items borrowed	4771	4275	+11.6
Number of digital items borrowed	1027	987	+4.1
Total items borrowed	5798	5262	+10.2
Number of borrowing patrons	1191	1097	+8.6
Number of computer sessions	210	173	+21.4
Number of WiFi sessions	843	920	-8.37

Inspire Minds Through Literacy & Learning

Following the popularity of the Dogman Scavenger Hunt, Gen installed a Pokemon Scavenger Hunt in the Children's Library for the month of May. This passive program was another success with over 120 children participating throughout the month.

Denisa's after-school program remains focused on creating space for children ages 8-12. May's *Movers and Makers* incorporated maker projects with yoga and movement. Two separate sessions will be offered in June with a STEAM focus.

Registration for Summer Reading Club opens June 14th. Staff have worked to re-imagine the program to boost engagement in 2024. Gen has also created a Pre-K offering and an adult Summer Reading activity is in development. I will be visiting classes at Signal Hill to promote the program and we have been liaising with teaching staff at Xet'olacw and Ecole La Vallee to promote the program.

Create Welcoming Spaces

The RFID conversion project was completed on May 13th with close to 20,000 items tagged and converted over a 5 month period. Kudos to the team for completing this project alongside daily operations. Already patrons are experiencing a more streamlined, faster checkout experience and we anticipate seeing a reduction in items being missed on check out/check in.

The new Inbox Booth meeting pod was installed on May 27th. This 2-person booth will provide a quiet space for meetings and Zoom calls, something that had become challenging to accommodate in our small open concept space.

We had optimistically launched independent Sunday opening during the Community Centre's seasonal Sunday closure but staffing constraints have necessitated the difficult decision to suspend this offering until we can consistently and reliably fill this shift with the required two staff. Recruitment for permanent staff is underway that will hopefully facilitate us being able to offer Sunday opening ahead of the scheduled October return to service for the Community Centre.

Build Community and Connections

The three Sea To Sky libraries are collaborating with SD48 on a Welcome to Kindergarten information sheet for parents of children entering Kindergarten.

Live Our Values

On May 1st we scheduled a late opening to have a staff team building session following our regular monthly staff meeting. Staff competed in two teams on a scavenger hunt activity followed by lunch at Town Square.

Recruitment for an additional permanent library assistant with weekend availability continues and additional advertising locations have been included to increase the scope of applicants. With limited staffing capacity over the summer months focus will be on sustaining core operations and patron experience.

Emma Gillis, Library Director