

**Pemberton and District Public Library
Board of Trustees Meeting
Thursday May 16th 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 April 18th 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 Annual Survey submission

301.3 Statement of Financial Information (SOFI) submission

301.4 Charity Return submission

302 FOIPPA requirements and privacy compliance update

303 Accessible British Columbia Act compliance update

304 Provincial Enhancement Grant funding 2023-2025

400 NEW BUSINESS

500 Date of next meeting

Thursday June 20th 2024

600 Adjournment

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

Location: Pemberton & District Public Library

Members present:

Carmen Praine (Chair), Tina Buchan, Natalie Perreault, Dee Da Silva, Tricia Zant, Katrina Nightingale, Cindy Filipenko (via Zoom), Emma Gillis (Library Director).

Members not present:

Katie Painchaud, Michelle Headley, 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 7:02pm by Chair C. Praine.

100 APPROVAL OF AGENDA

Motion: to approve the agenda.

N. Perreault moved. D. Da Silva seconded.

200 Approval of Consent Agenda

201 Minutes of March 14th 2024

Received as submitted.

202 Correspondence

C. Praine shared an email from Sea to Sky Hospice re: Hike for Hospice fundraiser invite.

203 Chair's Report

Nothing to report.

204 Director's Report

Received as submitted.

205 Committee Reports

Finance

Q1 financial statements received as circulated.

InterLINK

T. Zant to attend next meeting.

Nominations Committee

Nothing to report.

Events Committee

Verbal report by D. Da Silva, C. Filipenko & N. Perreault summarising meeting held. Tentative plans to host event 6-8:30pm on Halloween. Event name still to be decided. Idea to host competition for kids to draw their own creature/monster. 8 will be selected to be made.

Investigating possibility for a laser show instead of fireworks to end evening and to invite Pemberton Fire Dept and SAR.

Motion: To approve the consent agenda.

T. Zant moved. D. Da Silva seconded.

300 Ongoing business

301 Schedule of governance

301.1 Director's Evaluation

E. Gillis to investigate cost for coach. Operational plan to be presented to the board for review and prioritization.

301.2 Strategic Plan Review

Current plan reviewed. No recommendations made for edits.

301.3 Contact information and code of conduct review/signing

Circulated to group to update.

302 FOIPPA requirements and privacy compliance update

No updates

303 Accessible British Columbia Act compliance update

Meeting postponed until draft plan is ready (delayed due to health issues). E.Gillis provided and update on meeting with Murphy Construction re: the ramp project.

304 Provincial Enhancement Grant funding 2023-2025

E. Gillis presented plans and budget for staff zone upgrades and sound dampening and meeting booth

Motion: To approve the proposed work in the staff work area.

T. Zant moved. D. Da Silva seconded.

E. Gillis to Investigate other sound dampening options for comparison and to report back on meeting pods re: spacing/ accessibility and sound dampening

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

Circulated for review and approved. C. Praine to sign and submit.

400 New business

401 Potential scheduled closures in May

The Library will be closed Sunday May 19th due to staff shortages.

Discussed and approved half day closure for staff development May 1st

402 Review of juvenile library card policy

Discussed aligning the juvenile card policy with FOIPPA privacy regulations to reduce age from 14 to 12 to get an adult card.

Motion: To approve changing the minimum age for an adult card to 12 years of age. Library of Things liability waiver to require parent/guardian signature if under 18.

T. Buchan moved. T. Zant seconded.

500 Date of next meeting

Thursday May 16th 2024

Meeting adjourned at 8:13 pm by Chair C. Praine



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File No: 2502

May 7, 2024

Emma Gillis
Pemberton & District Public Library
7390A Cottonwood St
Pemberton, BC V0N 2L1

Dear Emma;

Re: 2024-2028 Financial Plan for Pemberton & District Public Library

I am pleased to advise that the Board has approved \$406,609.00 as the contribution to the Pemberton & District Public Library operations for 2024. In addition, the Board has approved \$2,500.00 for capital in 2024 (or to be transferred to capital reserves). The full Financial Plan can be found on the SLRD website at www.slrd.bc.ca.

This letter has been sent to the latest contact name and address that we have on file.

Please contact me at 604-894-6371 ext. 261, or if you are calling long distance the number is 1-800-298-7753, with any questions regarding this letter.

Yours truly,
SQUAMISH-LILLOOET REGIONAL DISTRICT

Colin Hodgins,
Deputy Director of Finance

Members: District of Squamish, Resort Municipality of Whistler, Village of Pemberton,
District of Lillooet, Electoral Areas A, B, C, and D,
located within School Districts No. 48 and No. 74

Director's Report April 2024

| | April 2024 | April 2023 | % +/- |
|--|--------------|--------------|---------------|
| Number of visits to the Library | 5,080 | 4,286 | +18.5% |
| Average visits per hour open | 23.1 | 23.4 | -1.3% * |
| Number of physical items borrowed | 4,847 | 4,322 | +12.2% |
| Number of digital items borrowed | 1,064 | 998 | +6.6% |
| Total items borrowed | 5,911 | 5,320 | +11.1% |
| Number of borrowing patrons | 1,223 | 1,112 | +9.9% |
| Number of computer sessions | 234 | 172 | +36.1% |
| Number of WiFi sessions | 900 | 901 | / |

Inspire Minds Through Literacy & Learning

Denisa offered a new after-school program for 8-12 years olds. *Crafternoons* ran every Thursday in the Studio Room of the Community Centre with craft-based activities. Themes will change monthly to appeal to a wider range of interests.

We hosted a very popular Mt Meager presentation with Veronica Woodruff with over 70 people in attendance.

We continued our partnership with the Whistler Library's Barbed Choir, hosting another fun pop-up event with an impressive participation of 21 singers. Barbed Choir will return in the summer for another pop-up event.

Planning for the 2024 Summer Reading Club is well underway, with some modifications to the program compared with previous years.

Create Welcoming Spaces

The RFID functionality has been activated on the Self Check and we are close to completion with the last of the audiovisual materials being tagged.

With the Community Centre commencing summer operating hours and closing on Sundays after May 12th, we are working on our signage and communication regarding access to the Library facilities on Sundays for this period of time.

Build Community and Connections

Free tax filing through the Community Volunteer Income Tax Program continued through until the end of April. With another busy tax filing season now behind us, we will be looking at ways to improve the service next year to better meet demand. Canada Revenue Agency and Service Canada also returned for their quarterly drop-in clinic. They will return again in the summer.

Denisa held the semi-final in-school challenges for Reading Link Challenge participants. The winning teams from Signal Hill and Ecole La Vallee met at the end of April for the final challenge, with Ecole La Vallee declared the winners for the 3rd year in a row.

Live Our Values

We upgraded two staff computers that were more than 10 years old and upgraded the monitor at the circulation desk.

In response to some recent challenging patron behaviours, staff have been focusing on refreshing their training on de-escalation techniques and providing backup to team members during challenging interactions. We have also been reviewing our incident reporting and debriefing procedures.

Gen and I attended the BC Library Conference in Vancouver.

Emma Gillis, Library Director