

**Pemberton and District Public Library  
Board of Trustees Meeting  
Thursday November 21<sup>st</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 October 17<sup>th</sup> 2024

202 Correspondence

203 Chairs Report

204 Directors Report

205 Committee Reports

Finance Committee

InterLINK

Nominations Committee

Events Committee

Benefits Review Committee

**300 ONGOING BUSINESS**

301 Schedule of Governance

301.1 Director's Evaluation

301.2 Draft Budget

301.3 Board Self Evaluation & AGM preparations

302 FOIPPA requirements and privacy compliance update

303 Accessible British Columbia Act compliance update

304 Provincial Enhancement Grant funding 2023-2025 update

305 Succession Planning

306 Review of situation re: noise levels in facility

**400 NEW BUSINESS**

None

**500 Date of next meeting**

Thursday December 19<sup>th</sup> 2024

**600 Adjournment**

**Pemberton and District Public Library  
Board of Trustees Meeting  
Thursday October 17<sup>th</sup> at 7pm**

**Location: Pemberton & District Public Library**

**Members present:**

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

**Members not present:**

Jan Kennett/ Russell Mack

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 as amended.

D. DaSilva moved. K. Painchaud seconded.

**200 Approval of Consent Agenda**

**201 Minutes of September 19th 2024**

Received as submitted.

**202 Correspondence**

None received.

**203 Chair's Report**

Registered for Succession Planning workshop through InterLINK

**204 Director's Report**

Received as submitted.

Attended recent Friends Of the Library AGM. T. Buchan now Treasurer/Secretary. T. Buchan provided a verbal report – FOPL have allocated \$2.5k for programming outside of budget. Book sale and 50/50 scheduled for 2025.

Update provided on current staffing levels, internal restructuring and new recruitment.

**205 Committee Reports**

*Finance*

Verbal report by K. Painchaud. Q3 financial statements were circulated and reviewed.

*InterLINK*

Verbal report by T. Zant summarising key points from recent meeting.

*Nominations Committee*

Nothing to report. Meeting to be scheduled ahead of AGM.

*Events Committee*

Verbal update from D. Da Silva. Creatures are being created. Setup in Library scheduled for October 27<sup>th</sup>. C. Filipenko working on roundabout sign and scavenger hunt.

*Benefits Review Committee*

Verbal report by T. Zant

Met and reviewed wages and benefits. Reviewed libraries of similar sizes for comparison. Revised wage scale presented for inclusion in the draft budget.

Recommended changes to benefits coverage – Library will cover 80% instead of current model of 6% payment in lieu of benefits. Retain access to Community Centre gym pass. Temporary \$350

health & wellness subsidy for 2024/25. Changes to sick leave entitlement for casuals and removing carry over for all staff.

**Motion:** *to adopt the changes recommended by the Benefits Review Committee*

T. Buchan moved. D. DaSilva seconded.

**Motion:** *To approve the consent agenda.*

T. Buchan moved. K. Painchaud seconded.

### **300 Ongoing business**

#### **301 Schedule of governance**

301.1 Director's Evaluation

To be scheduled for November. Discussion held on best format. Directors report to include quarterly markers and discussion points.

301.2 Draft Budget

Draft budget presented

**Motion:** *To approve the budget with inclusion of revised salary scale*

N. Perreault moved. T. Zant seconded.

K. Nightingale and M. Headley left the meeting at 8:19pm

#### **302 FOIPPA requirements and privacy compliance update**

Nothing to report.

#### **303 Accessible British Columbia Act compliance update**

E. Gillis provided a verbal update on SPARC audits being offered through InterLINK.

Update provided on accessible ramp project with projected Spring 2025 date.

#### **304 Provincial Enhancement Grant funding 2023-2025**

Updates provided on sound dampening and staff zone upgrades.

Discussed possibility of funding staff training for library certifications.

Funds to be allocated for 1-year programming position

### **400 New business**

#### **401 Succession Planning**

Nomination committee to look at skills survey for recruitment at AGM

**Motion:** *To move In Camera at 8:34pm.*

T. Zant moved. N. Perreault seconded.

N. Perreault left the meeting at 8:52pm

**Motion:** *To move out of In Camera at 8:53pm.*

T. Zant moved. D. DaSilva seconded.

### **500 Date of next meeting**

Thursday November 21<sup>st</sup> 2024

**Meeting adjourned at 8:53pm by Chair C. Praine**

## Director's Report October 2024

	October 2024	October 2023	% +/-
<b>Number of visits to the Library</b>	<b>5,076</b>	<b>5,082</b>	-
<b>Average visits per hour open</b>	23.5	23.75	-1%
Number of physical items borrowed	5,057	4,700	+8%
Number of digital items borrowed	1,225	1,253	-2%
<b>Total items borrowed</b>	<b>6,282</b>	<b>5,953</b>	<b>+6%</b>
<b>Number of borrowing patrons</b>	1,225	1,164	+5%
<b>Number of computer sessions</b>	245	230	+7%
<b>Number of WiFi sessions</b>	769	1,023	-25%

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

In October we increased our after-school programming to include Mondays, with Denisa launching a trial Dungeons & Dragons program for ages 10+. Thursdays offering was a STEM focused *Ooze into October* and was in very high demand with a waitlist. We will further expand the number of sessions in November with the seasonal return of Chess Club with Mr Los.

The weekly Parent Infant Drop-In program is undergoing a restructuring and rebrand in an effort to attract more engagement. Gen is spearheading the program, and the new weekly format will launch in November and will require registration to help us better monitor performance and outcomes.

We had a presentation scheduled in partnership with the Spel'kumtn Community Forest but regrettably had to postpone due to low registration. We will reschedule for Spring 2025.

The Creature Committee's *Curious Creatures* display was installed by board members the week before Halloween with a self-led scavenger hunt and prize draw for art supplies, donated by Late Night Productions. The initiative has been a huge success, with selected artists and their families delighted to see the 3D re-creations of their Summer Reading Club artwork and keen to take them home at the end of the month. We have received really positive feedback from the community about the project with many requests for a repeat next year, and for children to be able to create their own. Thank you to the creative masterminds on the Library Board for bringing this project to life!

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

Sunday opening resumed October 20<sup>th</sup> and has been seeing steady increase in visits over the last few weeks.

Gen and I attended the quarterly Sea to Sky InterLibrary Connect meeting with Whistler and Squamish libraries to discuss joint service enhancement initiatives. InterLINK are offering a 6-month trial of increasing to two deliveries per week between the three libraries starting November, which will greatly enhance our resource sharing capabilities. Plans are also underway to introduce auto-renewals in early 2025. This will permit a fixed number of automatic renewals for patrons, provided no other holds on the item exist. This will make the borrowing process much easier for patrons while also alerting them when items need to be returned for other patrons to borrow.

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

Following discussions with the FireSmart team, the Library will be participating in the FireSmart BC Library Program. This program is designed as a literacy program to help young children understand wildfires in British Columbia and how they can help create more resilient communities. Activities will include adding age-appropriate literature to the collection and partnered storytime events with the Pemberton FireSmart team.

Working with the Southern St'l'at'imx Health Society we have expanded the reach of the Books for Babies program and have been able to donate several boxes of children's book that had been weeded from the collection to some of the schools serving the communities of N'Quatqua, Samahquam, and Skatin.

The Friends of the Library held their annual AGM at the Library and will be focusing on an annual booksale and 50/50 for their fundraising initiatives in 2025. Funds have been allocated to support library programs/events in 2025 to enable us to bring in a wider range of speakers and other initiatives of interest to the community.

After a brief hiatus due to staffing shortages, Work BC drop-in employment services returned to the Library on Thursdays. We also hosted the CRA, Service Canada and MSDPR for their quarterly outreach visit. The next visit is scheduled for January 2025.

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

Our October staff meeting welcomed members of the VCH Mental Health & Substance Use Team who provided Nalaxone training to all staff. Community Centre staff were also invited to attend. Interviews were conducted for the advertised permanent part-time position and we are pleased to welcome Bess to the team. Other internal restructuring has taken place with all remaining casual staff transferring to new permanent roles and updated job descriptions. Gen's role and job description is also undergoing review to better reflect the responsibilities of the role. Using Enhancement Grant funds, we will be advertising a one-year term position to focus on enhancing library programming for youth and adults.

**Emma Gillis, Library Director**

