

**Pemberton and District Public Library  
Board of Trustees Meeting  
Thursday October 17<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 September 19th 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
- 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

**400 NEW BUSINESS**

None

**500 Date of next meeting**

Thursday November 21st 2024

**600 Adjournment**

**Pemberton and District Public Library  
Board of Trustees Meeting  
Thursday September 19<sup>th</sup> at 7pm**

**Location: Pemberton & District Public Library**

**Members present:**

Cindy Filipenko (Acting Chair), Dee Da Silva, Natalie Perreault, Tricia Zant, Tina Buchan, Katie Painchaud, Michelle Headley, Emma Gillis (Library Director),

**Members not present:**

Carmen Praine, Katrina Nightingale, Jan Kennett/ Russell Mack

Acting Chair C. Filipenko 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 6:59pm by Acting Chair C. Filipenko.

**100 APPROVAL OF AGENDA**

**Motion:** to approve the agenda as amended.

K. Painchaud moved. N. Perreault seconded.

**200 Approval of Consent Agenda**

**201 Minutes of June 20<sup>th</sup> 2024**

Received as submitted.

**202 Correspondence**

Received as submitted.

**203 Chair's Report**

Nothing to report

**204 Director's Report**

Received as submitted.

E. Gillis updated that Ukuleles added to Library of Things and provided brief update on staffing.

**205 Committee Reports**

*Finance*

Verbal report by K. Painchaud. Financial statements up to end of August have been circulated to treasurer and reviewed. Q3 and draft budget to be presented at October meeting.

*InterLINK*

Nothing to report

*Nominations Committee*

Nothing to report.

*Events Committee*

Verbal update from D. Da Silva. Creatures will be displayed in the library the week of Halloween.

*Benefits Review Committee*

Presented verbally by N. Perreault. Committee met virtually and discussed benefits package restructure and minimising casual staff. Further recommendations to be made at next meeting. A disparity between staff and director maximum vacation entitlements was noted and brought to the group for discussion.

**Motion:** to increase Library Director's vacation entitlement to 6 weeks after 11 years of service, in line with rest of staff entitlement

M. Headley moved. T. Zant seconded.

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

N. Perreault moved. T. Buchan seconded.

### **300 Ongoing business**

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

301.1 Director's Evaluation

Further discussion deferred to next meeting.

301.2 Draft Budget

Benefits committee to review wages/ salary for draft budget to be reviewed at next meeting.

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

Nothing to report.

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

E. Gillis provided a verbal update on the progress with the draft Accessibility Plan and future Accessibility Committee meeting date. An update was provided on the 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.

### **400 New business**

#### **401 BC's Strategic Plan for Public Library Service**

Circulated for information.

#### **402 Succession Planning**

Discussion held on succession planning requirements for staff and board.

**Motion:** To move In Camera at 7:56pm.

T. Buchan moved. N. Perreault seconded.

**Motion:** To move out of In Camera at 8:16pm.

T. Zant moved. D. DaSilva seconded.

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

Thursday October 17th

**Meeting adjourned at 8:18 pm by Acting Chair C. Filipenko**

## Director's Report September 2024

	September 2024	Q1-3 2024	Q1-3 2023	% +/-
<b>Number of visits to the Library</b>	<b>4,005</b>	<b>42,092</b>	<b>39,252</b>	<b>+7.2%</b>
<b>Average visits per hour open</b>	22.25	22.29	22.0	+1.32%
Number of physical items borrowed	4391	42,999	43,590	-1.36%
Number of digital items borrowed	1,186	10,482	9,288	+12.9%
<b>Total items borrowed</b>	<b>5,577</b>	<b>53,481</b>	<b>52,878</b>	<b>+1.44%</b>
<b>Number of borrowing patrons</b>	1,095	10,790	10,570	+2.08%
<b>Number of computer sessions</b>	178	1,939	1,716	+13%
<b>Number of WiFi sessions</b>	726	7,440	8,298	-10.3%

September was unseasonably quiet compared to previous years but somewhat anticipated with the relocation of the gymnastics club to the industrial park, reducing the after-school visits in between programming. Overall, year-on-year comparison with 2023 at the end of quarter three shows continued growth across most areas, with a slight decrease in physical borrowing offset by a larger increase in digital borrowing. WiFi usage has also seen less demand this year but conversely, more usage of the public computers. Responding proactively to increased demand for technology support will be a focus in the coming months as the team grows and develops more capacity.

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

After-School programming resumed in September with the popular “Crafternoons” program. Starting October, we have increased our studio room booking to also include Mondays when Denisa will be trialing offering a Dungeons & Dragons program to gauge interest with the 10+ age group. A further after-school programming day will be offered in November to include the popular Chess with Mr Los. The increase to three days will allow us to expand and diversify the after-school programming we are able to offer.

In recognition of National Day for Truth & Reconciliation we promoted a month-long display in our staff picks section highlighting books in the collection about the history and repercussions of the residential school system.

We had partnered with the community centre to host a cultural walk with Lil'wat Plant Knowledge Holder and author Holly Bikadi that would centre around local indigenous plants and how to use them. We regrettably had to cancel the event due to low registration.

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

Sunday opening is scheduled to resume October 20<sup>th</sup> when the Pemberton & District Community Centre re-opens on Sundays. The Library will also be participating that day in the scheduled “The Pemberton Experience” event being hosted by the community centre – the objective for this event is for the many user groups to have the opportunity to showcase their group and what they have to offer the community.

We have been participating in a Programs and Services Accessibility Audit offered through InterLINK and administered by SPARC BC. A Built Environment Audit is scheduled for 2025.

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

Denisa hosted a final pop-up Storytime in the Park in partnership with Sea to Sky Community Services and hosted a class visit with grade 8 students from Xet'olacw Community School.

We are working with Southern Stl'atl'imx Health Society to explore opportunities to improve access to library services in the Southern Stl'atl'imx communities including the Books for Babies program.

We expanded the artwork on display in the Library with local artist Clea Thomas displaying a selection of her mixed media pieces.

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

After three years on the team, we said farewell to team member Melissa as she moves on to new opportunities. Her departure has resulted in some internal restructuring and schedule changes while we complete the recruitment process for another permanent part-time staff member. Our primary focus at this time remains ensuring the growth of a core team that can ensure reliable and consistent operating hours for the community.

**Emma Gillis, Library Director**