

Present:

Lyndsay De Jonge
Derek McKeever

Debra Mikaelson
Sarah Sloan

Regrets:

City of Penticton Councillor
David Folstad
Jennifer Rohloff

Attending:

Heather Buzzell, Chief Librarian & Secretary to the Library Board
Julia Cox, Youth Services Librarian
Dan Lerch, Systems Librarian
Stephanie James, Adult Services Librarian (Recording Secretary)

Guests:

Anthony Haddad, GM Community Services – City of Penticton
Kelsey Johnson, Manager of Recreation, Arts, and Culture – City of Penticton

CALL TO ORDER: Immediately following Statutory meeting.

QUORUM AND CONFLICT OF INTEREST:

Quorum established and there are no stated conflicts of interest.

ITEMS FOR ADOPTION

1. Adoption of Agenda

There are two amendments from the posted agenda:

1. Confirming electronic vote to close at 3 pm on February 6th and on February 7th for installation of the new circulation desk. (Items for Decision: 7).
2. Addition of the “items pulled from the consent agenda section.” (Immediately following Items for Adoption).

McKeever /
de Jonge
PPL2023-06

IT WAS MOVED AND SECONDED

THAT the Library Board adopts agenda for the Regular Meeting of 25 January 2023 as amended.

Carried.

2. Consent Agenda

- 2.1. Minutes 23 November 2022 regular meeting
- 2.2. Financial Statements 31 December 2022 – unadjusted

Mikaelson /
Sloan
PPL2023-07

IT WAS MOVED AND SECONDED

THAT the Library Board adopts consent agenda for the Regular Meeting of 25 January 2023 as presented.

Carried.

ITEMS PULLED FROM THE CONSENT AGENDA

No items were pulled from the consent agenda.

ITEMS FOR INFORMATION

3. Delegation

3.1. Anthony Haddad, General Manager of Community Services, City of Penticton

Anthony Haddad (GM Community Services – City of Penticton) and Kelsey Johnson (Manager of Recreation, Arts and Culture) introduced themselves and discussed the Community Services department and their work with the Library.

4. Staff Reports

4.1. 2022 in review

Key points:

- Finding qualified staff to fill vacancies has been challenging and has required some restructuring of roles within the library.
- Staff have been taking advantage of training opportunities presented; this has been largely the professional librarians and library technicians, but increasingly the clerical level staff have also been seeking opportunities. It's been helped quite a bit by the increase in distance learning opportunities.
- The restoration following the flooding on December 24th has been largely completed.
- Frustration with the impact of that labour load miscommunication with the City of Penticton's Finance Department's former staff and it's ongoing impact on the library's budget.
- Very successful year regarding outreach and programing in the community.
- Programing is re-establishing itself and continues to be a priority.
- Remote holds locker and book drop will be an upcoming priority for promotion.

Board member questions:

- Request for details regarding service agreements:
 - o Service agreements are with PIB and the ORL. They are both "per user" agreements bound by the previous calendar year. We budget based on the average received of three previous years and round to the nearest whole number. There was no violation or with-holding in the amount received in 2022, there were just fewer users.

There were no further questions.

The Library Board received this report.

4.2. 2022 YE Statistics

Key points:

- Visitors and registrations down. Uncertain in this is due to ongoing concerns regarding public spaces, a change in the way the ILS counts individuals, the gate counter being only on one of the two doors, or a combination of all.
- Circulation in general is higher than 2019 statistics. Digitally, we're significantly higher than 2019, but not as high as anticipated back in 2020 or 2021.
- Database use is not great – we continue to review and assess.
- Reference and Readers Advisory services are improved over 2021 but not back up to pre-pandemic rates. As are public computer and Wi-Fi use likely due to changing consumer needs.
- Programs and participation fluctuate depending on the delivery format and audience comfort. We are beginning to see similar attendance numbers to prior to the pandemic. Additionally, we have added or improved several passive programs. Outreach programming also has become more of a focus in the past few years.

There were no further questions.

The Library Board received this report.

4.3. 2023 staff work plan

Key points:

- Website launch
- Emergency response planning (to contactor)
- Communication planning
- Business continuity planning
- Managed closure due to electrical upgrade
- Service development – Out and About Penticton Pass – in early development & will depend on grant funding
- Ongoing collection management
- Partnership agreement template development
- Meet requirements for the new Accessible BC Act
- Revision and implementation of required changes under new FOIPPA legislation
- And what ever comes up under new strategic framework.

There were no further questions.

The Library Board received this report.

ITEMS FOR DISCUSSION

5. New Business

5.1 2021-2022 Strategic Framework assessment & recommendation

Key points:

- Plan was ambitious and aspirational
- Proud of:
 - o achievements in database trials, and increase digital content
 - o Increase community partnerships and visibility

- Great strides in areas around EDI
- Customer service training and expectations documents
- However there are still areas that need more work.
- Recommendation is to engage a consultant to refresh the Strategic Framework for 2023 to 2026

Board member request: shared the full strategic framework document

There were no further questions.

Sloan /
McKeever
PPL2023-08

It was **MOVED** and **SECONDED**

THAT the Library Board direct staff to develop a proposal for engaging a consultant to work with the board, staff, and stakeholders to create a 2023-2026 strategic framework.

Carried

ITEMS FOR DECISION

6. Board workplan for 2023

McKeever /
Mikaelsen
PPL2023-09

It was **MOVED** and **SECONDED**

THAT the Library Board approves the Board work plan for 2023.

Carried

7. Closure for building new desk – confirming electronic vote of 18 January 2023

On the 19th of January the library was notified that new circulation desk would be arriving and it was decided it would be best for the library to be closed the day of installation (February 7th). This was approved by the board via email.

Mikaelsen /
McKeever
PPL2023-10

It was **MOVED** and **SECONDED**

To confirm the email vote THAT the Library will be closed at 3 pm on February 6th and all day on February 7th for construction of the circulation desk.

Carried

OTHER BUSINESS

8. In camera

Mikaelsen /
de Jonge
PPL2023-11

It was **MOVED** and **SECONDED**

THAT the board move in camera.

Carried.

Mikaelsen /
McKeever
PPL2023-12

It was **MOVED** and **SECONDED**

THAT the board return to the regular meeting

Carried.

9. Adjournment

McKeever
PPL2023-13

It was MOVED
THAT the board adjourn our regular meeting at 6:35 pm.

Carried.

Certified Correct:



Heather Buzzell, Chief Librarian &
Secretary to the Library Board

Lyndsay de Jonge, Vice Chair
Penticton Public Library Board