



Prince Rupert Public Library Board Meeting MINUTES

Wednesday, April 16, 2025

101 6th Ave. West, Prince Rupert, BC V8J 1Y9

Wap Liitsx - House of Reading

Chair: B. Turner

Members: N. Adey, City Council
R. Braun, Vice Chair
R. Butler
G. De Lucca
K. Lyon
N. Purewal
D. Smith

Regrets:

J. Amante

Staff: M. Taylor, Acting Chief Librarian, Secretary of the Board
W. McDuff

1. CALL TO ORDER / INTRODUCTIONS

1.1. *The Prince Rupert Library Board acknowledges the traditional and unceded territory of the Ts'msyen on which this meeting takes place.*

1.2 Call to Order at 7:02 p.m.

2. CONSENT AGENDA (ADDITIONS/DELETIONS)

2.1 Adoption of Meeting Minutes

That the Prince Rupert Library Board resolves to adopt the March 12, 2025 Prince Rupert Library Board Meeting minutes as presented.

Adey/De Lucca
Carried

2.2 Adoption of Financial Report

That the Prince Rupert Library Board resolves to adopt the March 2025 Financial Report as presented.

Adey/De Lucca
Carried

2.3 Adoption of Circulation Report

That the Prince Rupert Library Board resolves to adopt the March 2025 Circulation report as presented.

Adey/De Lucca
Carried

3. **STAFF HIGHLIGHT**

Cataloguing Library Assistant W. McDuff gave a short presentation on his role at the Library. Provided some examples of how cataloguing is done.

4. **CHIEF LIBRARIAN UPDATE**

4.1 Truth and Reconciliation Goals – Currently working with Ts'msyen Sm'algyax Language Authority on developing new signs for the Library. Timeline is anticipated to be approx. 6 months. Discussion of staff/ patron/ and board learning opportunities to correspond with this project.

4.2 Strategic Plan Highlight – *Mutual Goals and Relationships*
M. Taylor summarized a number of initiatives currently underway that enhance community relationships and foster goal setting that aligns with a community-led approach. These include outreach at Earth Day and Salmon Festival, partnerships with Rec Centre and Enhanced Mobility kits,

with more in-house mobility sessions planned for May. Partnerships with CBC and Shames Mountain earlier this year enhanced Library offerings and encouraged more Library engagement by those who may not have been members previously.

M. Taylor also highlighted the first Tenant Advocacy session held at the end of March, and successful Spring Break programming for children.

- 4.3 M. Taylor provided update on reporting, including 2024 SOFI which is ready for submission and Charitable Tax return due by the end of June. Discussion on 2024 Annual Report and when it is to be disbursed. Proposed AGM to be held in October 2025.
- 4.4 Update on summer job postings. There will be a posting going up for a Summer Tech Assistant to aid with TTP, Website, and other related tech work. Summer Reading Club Coordinator job will also be advertised soon.
- 4.5 Phone upgrade led to upgrade in Library's security system. These upgrades fit within current operating budget, with some one time costs coming from Enhancement Grant. This work is now complete.

3. ONGOING ACTION ITEMS

- 3.1 Discussion on statement from Board addressing community concerns on the future of the library. Final draft will be ratified and disbursed through Library's social media and website by end of April.

4. SUB-COMMITTEE UPDATES

- 4.1 Policy – Review of Policy Committee meeting on April 9th. Work will progress with Collections Policy,

Challenge Policy tabled in the meantime. D. Smith has been added to this committee.

- 4.2 New Facilities – Priorities have been developed, which include comprehensive list of needs, potential fundraising opportunities, and plan to keep topic of new facility in City Council and Board focus going forward.
- 4.3 Strategic Planning – Focus will be on developing a framework/ living document. Committee will now be co-chaired by N. Purewal and K. Lyon. Other members are R. Butler and G. De Lucca. Discussion on timeline and seeking consultation. M. Taylor will inquire with NWLF.

5. ADDITIONAL ITEMS

- 5.1 K. Lyon provided some information on literacy initiatives in the school district and provincially. M. Taylor will work with her on discussing opportunities to collaborate with the Library.

6. IN-CAMERA SESSIONS (BOARD ONLY)

- 6.1 Motion put forward citing policy **1.3.7 b) *personal information of an individual, including an employee of the library***

Turner/ Smith
Carried

7. NEXT MEETING DATE

- 7.1 The Prince Rupert Library Board will meet on Wednesday, May 21, 2025.

8. ADJOURNMENT

- 8.1 That the Prince Rupert Library Board adjourns their meeting held on April 16, 2025 the time being 8:35 p.m.