



Prince Rupert Public Library Board Meeting Minutes

Wednesday, Jan. 15, 2025

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

Wap Liitsx - House of Reading

Chair: B. Turner

Members: J. Amante
R. Braun, Vice Chair
R. Butler (Zoom)
C. de Ryk
T. Forster, City Council
N. Purewal (Zoom)

Regrets: K. Lyon

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

City Council:
B. Cunningham

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 7:00 p.m.

2. CONSENT AGENDA (ADDITIONS/DELETIONS)

2.1 Adoption of Meeting Minutes

That the Prince Rupert Library Board resolves to adopt the Dec. 18, 2024 Prince Rupert Library Board Meeting minutes as presented.

Braun/de Ryk
Carried

2.2 Adoption of Financial Report

That the Prince Rupert Library Board resolves to adopt the December 2024 Financial Report as presented.

Braun/de Ryk
Carried

2.3 Adoption of Circulation Report

That the Prince Rupert Library Board resolves to adopt the December 2024 Circulation report as presented.

Braun/de Ryk
Carried

3. Trustee Appointments

3.1 The Board elected B. Turner as their Chair for 2025

Nomination by J. Amante
C. de Ryk seconded
Carried

R. Braun was elected Vice Chair for 2025

Nomination by C. de Ryk
J. Amante seconded
Carried

3.2 Trustees at the end of their 2 year term were asked to contact the City's director of Corporate & Legislative Services to request a renewal for another 2 year term. M.Taylor will keep record of trustee terms and provide renewal reminders.

3.3 The PRL Board still requires a new trustee, M. Taylor will follow up with City on posting for the position.

4. Strategic Planning Committee

- 4.1
- Members confirmed for this committee are J. Amante, R. Butler, C. de Ryk, N. Purewal and M. Taylor. K. Lyon yet to confirm.
 - Discussion around approaching strategic plan as a "framework" which allows for annual tweaking and no set timeline but a more continuous annual assessment.

5. **Policy Sub-Committee**

- 5.1 The policy sub-committee will have their next meeting on Jan. 16 2025

6. **New Facility Committee**

- 6.1
- New Facility Committee met on Jan. 7 2025 and will develop a comprehensive plan of building needs.
 - The committee will be exploring grant options and considering other community partners (Fire Hall, Archives) who may also be in need of a new building.
 - Motion put forward for M. Taylor on behalf of the committee to contact City Facilities and Maintenance Manager Kristin Ziebart and request information on the Library's current building - primarily how viable it is to continue to operate here. The committee requires data driven information on the building in order to move forward. If no such data exists, the committee will consider commissioning an assessment (granted this is allowable as a renter of a City owned facility).

Braun/ Forster
Carried

- 6.2 The Board received another letter from the PRDTU on Jan. 14, 2025 offering their support for working towards a new facility and maintaining a locally appointed board. They requested a meeting with the Board to discuss ways to aid in the initiative. No date set at this time.

7. Additional Items

- 7.1 Follow up on motion from last meeting. B. Turner to draft letter on behalf of Library and Board to address growing concern and comments around the future of the library.
- 7.2 M. Taylor gave update on some outreach initiatives happening this month. The Library will have info. table set up at the Civic Centre during Unplug & Play week. Family Literacy Day event is Jan. 25th.
- 7.3 Discussion of current phone system and options for replacement/ improvement. J. Amante suggested a few different grant ideas. M. Taylor discussed the need for a better understanding of the condition of the building in order to decide on a phone replacement plan. The current phone system is in dire need of replacement.
- 7.4 R. Braun provided an update on the SharePoint site for Board members and its use.

8. Motion for In-Camera session

- 8.1 Motion put forward citing policy **1.3.7 b) *personal information of an individual, including an employee of the library,*** and **c) *the Chief Librarian's performance and pay review.***

Turner/Forster

9. Next Meeting Date

8.1 The Prince Rupert Library Board will meet on Wednesday, February 19, 2025.

10. ADJOURNMENT

10.1 Adjournment

That the Prince Rupert Library Board adjourns their meeting meeting held on Jan. 15, 2025 the time being 8:45 p.m.