

Minutes of the Powell River Public Library Board meeting held remotely via MS Teams at 3:02 pm.

**Trustees Present:**

**R. Wiebe, Chair**  
**C. Brander**  
**C. Smith**  
**S. Smith**  
**R. Southcott**  
**P. Treavor (arrived 3:10)**  
**A. Zaikow**

**Trustees Absent:**

**A. Hunter**  
**J. Jenkins**

**Also Present:**

**R. Burbank, Chief Librarian**

- 1. Adoption of Agenda:** Moved and seconded that the agenda for the December 13<sup>th</sup>, 2021 meeting be adopted.

**CARRIED**

- 2. Consent Agenda:** Moved and seconded that the Board adopt the consent agenda.

**CARRIED**

- a) Minutes of the Board Meeting, November 8<sup>th</sup>, 2021**
- b) Financial Reports**
- c) Performance Measures**
- d) Events and Programs**

- 3. Correspondence - NONE**

- 4. Reports**

- a) Chief Librarian's Report – R. Burbank**

Renewal of the Sirsidynix contract is complete and landed at a limited increase over five years.

Library circulation statistics over four years were presented, showing the change in use of physical materials and digital materials. This period shows use at the old library, during the closure when the library moved and circulation at the new library during the pandemic and flood closures. Noteworthy changes include consistent rise in eBook and eAudio use. The flood closure also demonstrated a more rapid rebound in circulation than we saw at the reopening in 2020. While the library circulation of physical materials is not yet at 2019 levels, it is exceeding 2017 circulation in the old space.

Programming

**b) 2021 Programming - N. Porter, Assistant Chief Librarian 3:15**

Programming summary of the year was presented highlighting the challenges and successes that staff have had. Despite the ongoing challenge of restrictions related to the pandemic and the complications imposed by the flood, there were significant accomplishments. Virtual, distanced and outdoor programs saw us through the majority of the year, in-person programming started up again indoors in September. Highlights included wonderful relationships with external partners like the Museum and Archive, Family Place and JehJeh Media.

**5. New Business**

**a) Legal reserve fund**

**Moved and seconded that the Board direct staff to create a reserve fund for legal expenses, the reserve fund shall be maintained at \$25,000.**

**CARRIED**

Discussion around the amount and the flexibility of a reserve which is not statutory. This amount was deemed to be sufficient given the level of the general reserve funds.

**b) Elections and committee appointments in January 2022.**

Notice that Library Board elections will take place in January as will the Chair's selection of committees. Direction to staff to send out the current committee lists to the Board for reference.

**6. Old Business**

**a) Budget 2022**

**Moved and seconded that the budget be approved as presented including an increase from the budget approved in November 2022 of not more than \$18,000.**

**CARRIED**

Significant changes in the 2022 budget reflect an unanticipated rise in benefits costs, audit fees and licensing.

**b) Trustee Reappointment**

Trustee Selina Smith was reappointed to the Library Board by the qathet Regional Board for a term of two years. Trustees Chloe Smith and Paddy Treavor were reappointed for terms of two years by the City of Powell River. Councilor Rob Southcott was also appointed to the Board for a term of one year by the City of Powell River.

**7. Questions from the Public - NONE**

**3:23**

8. Motion to go In Camera: Moved by Trustee C. Smith, seconded by Trustee R. Southcott that following adjournment of this regular meeting, the Board move in camera and that the meeting is closed to the public on the grounds that the subject matter to be considered relates to matters covered by the Community Charter under Section 90(1)(c) labour relations or other employee relations.

**Meeting Adjourned**

**3:46 pm**

**Date of Next Regular Meeting: Monday, January 10<sup>th</sup>, 2022 at 3:00 pm.**

**Prepared by: Rebecca Burbank, Chief Librarian**