Present: Carolynne Burkholder-James (Chair)  
Mike Gagel – via Skype (Vice-Chair)  
Lynn Bailey  
Alan Idiens  
Dawn Stevens  
Elizabeth MacRitchie  
Myta Blacklaws  
Kirk Walker  

Also Present: Janet Marren (Chief Librarian)  
Lisa Martinson (Recorder)  
Paul Burry (Support & Circulation Services Manager)  

Regrets: Councillor Terri McConnachie  

1. CALL TO ORDER  
   - The meeting was called to order at 7:06 p.m.  

2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES  
   A motion to approve the minutes of the September 28, 2016 meeting as distributed was moved and seconded. The motion was carried.  

3. ACCEPTANCE OF CONSENT AGENDA  
   a) Meeting Agenda  
      - The agenda was accepted as distributed.  
   b) Minutes of Committees and Associated Groups  
      - Minutes for committees and associated groups along with the Media and Library Reports were accepted as distributed.  

   A motion to approve the Consent Agenda as distributed was moved and seconded. The motion was carried.
4. REPORTS/PRESENTATIONS

a) Board Chair

- The Board Chair attended the City Council meeting at which the library’s entrance plans were presented.
- CBC interviewed the Board Chair regarding the library entrance.
- CKPG interviewed the Board Chair, the Chief Librarian and the library’s City Council rep regarding the library’s entrance.
- The Board Chair attended the library’s program “The Vintage Traveller” which was presented by librarian Patricia Gibson.

b) Chief Librarian

- The Library is partnering with EnhancePG to establish two “Little Free Libraries” in the City.
- The Knowledge Garden Donor Tea was attended by about 30 donors. Thank-you to the Board members who were present to acknowledge them.
- The Libraries Branch’s Strategic Plan is now complete and will be available on their website shortly. The Chief Librarian will forward the link to Board members.
- Public Service Manager, Shane Parmar, has left the library to accept a position in Washington. Thank you to Paul Burry for filling in as Acting Public Service Manager until the position is filled.
- Library technical staff have improved service for new cardholders. Access to digital collections is now immediate upon library card registration.
- The two new self-checkouts have arrived in the library and will be operational shortly.
- A Digitization Celebration is planned for December 1st to celebrate the completion of the digitization of 100 years of the Citizen.
- The library will be holding the Food for Fines program throughout the month of December.
- The Chief Librarian shared a letter sent to the Mayor and Council from a Kelowna resident. The letter was complementary of library service and staff but expressed concern re: the safety of the front entrance.

c) Communications and Advocacy Committee

- The committee has been working on various ways to reflect First Nations culture in our Library. The Chief Librarian has approached the Lheidli T'enneh with regard to naming the study rooms. Suggestions for First Nations contact and ideas for First Nations art in the Library were made by several Board members.
- The committee continues to review and update the Library Board’s internal website.
d) Fund Development Committee

- The committee is reviewing past events.
- The next fund raising event will have a “Roaring 20’s (Great Gatsby)” theme and will be held on April 1, 2017
  - The event will appeal to a younger crowd
  - Both floors of the library will be utilized; appetizers, drinks, dancing, a casino, wine and ale samples will be available; costumes are optional
  - The ticket cost will be kept low with the sponsorships and high value auction items providing the main source of revenue
  - Preparations need to begin immediately and sponsor letters will be sent out as soon as possible
- The next Fund Development Committee meeting will be on December 6th.

A motion that the Library Board agree to host a fundraising event on April 1, 2017 was moved and seconded. The motion was carried.

e) Governance Committee

- See discussion items below.

f) Local History Committee

- Jeanne Clarke Awards - The library’s Outreach Librarian will gather the list of books and keep the list updated. Reading members will be alerted when the books are ready.
- Local History Speaker Series – 15 people attended the last event, “Building Ski Culture in Prince George”. The next event is “Introductory to UNBC Archives” on February 16, 2017. The Outreach Librarian is in a discussion with Jonathan Swainger to discuss a date to present his book on UNBC history.
- The Outreach Librarian is following up with Jeff Elder and Rob Bryce about hosting a Heritage Showcase event during Heritage Week.
- The next Local History Committee meeting will be held on November 16, 2016.

5. DISCUSSION/DECISION ITEMS

a) Financial Statements to September 30, 2016

- The Financial Statements to September 30, 2016 were reviewed.
A motion to accept the September 30, 2016 Financial Statements as distributed was moved and seconded. The motion was carried.

b) Select Standing Committee on Finance and Governance Services Letter
   - The letter was sent to the Select Standing Committee as recommended by BCLTA.

c) 2017 Operations Budget
   - The Library Controller reviewed the proposed 2017 Operations Budget.

   The motion to approve the 2017 Operations Budget was moved and seconded. The motion was carried.

d) Applications for 2017 Library Board
   - Current members whose appointments have expired are encouraged to reapply.
   - Promotions for positions are taking place here at the library as well as through City Hall.
   - The library will be sending a letter to the City with recommendations on who they would like returning on the Board and what skill sets they would like to see in new candidates.
   - The following Board members will be reapplying for a position on the Board. Elizabeth MacRitchie, Carolynne Burkholder-James, Kirk Walker and Myta Blacklaws. Lynn Bailey will not be reapplying.
   - The following is a list of skills that will be recommended to the City for new Library Board candidates.
     ‣ Community connections
     ‣ Fundraising experience
     ‣ First Nations connections
     ‣ Diverse backgrounds

   A motion to direct Library Vice Chair, Mike Gagel, to write a letter on behalf of the Board to City Hall to make recommendations on preferred skill sets for potential Board members and to list reapplying Board members was moved and seconded. The motion was carried.

6. OTHER/NEW BUSINESS

a) Committee Meetings for November
   - Local History Committee – November 16, 2016 at 4:45 p.m. in the Chief Librarian’s office
   - Fund Development Committee – December 6, 2016 at 2:30 p.m. in the mini-purpose room at the Bob Harkins Branch
   - Communications and Advocacy Committee – Cancelled for November
b) Board Look Ahead

• American Elections 101 – Tracy Summerville – November 2, 2016

7. ADJOURNMENT

A motion to adjourn the board meeting at 8:07 p.m. was moved and seconded. The motion was carried.

Janet Marren
Chief Librarian

Carolynne Burkholder-James
Board Chair