
Present	Lyndsay de Jonge, Chair Derek McKeever, Vice-chair David Folstad, past Chair	Teri McKnight James Miller, City Council Representative Wes Nickels Sarah Sloan
Regrets:	Debra Mikaelson Sheila Hamilton	
Staff:	Heather Buzzell, Chief Librarian & Secretary to the Library Board	
Guest(s):	Kelsey Johnson, Manager of Recreation, arts, and culture – City of Penticton	

Call to order: 7:00 pm

CONFLICT OF INTEREST

None

TERRITORIAL ACKNOWLEDGEMENT

We would like to acknowledge that the land on which we gather is the ancestral, traditional, and unceded territory of the Syilx People of the Okanagan Nation.

QUORUM ESTABLISHED

ITEMS FOR ADOPTION

1. Adoption of Agenda

Amendment – Other Business: item 6 - vote process for closure of the library during electrical upgrade.

McKeever / Nickels
PPL2023-052 *It was MOVED and SECONDED
THAT the Library Board approve the agenda for the 25 October 2023 regular meeting as amended.*

Carried

2. Consent Agenda

- 2.1. Minutes of 27 September 2023 regular meeting
- 2.2. Financial Statements to 30 September 2023 – unadjusted
- 2.3. Committee Meeting Minutes – October 16 Finance Committee

McKeever / Folstad
PPL2023-053 *It was MOVED and SECONDED
THAT the Library Board approve the consent agenda for the 27 September 2023 as presented/amended.*

Carried

ITEMS PULLED FROM CONSENT AGENDA

None.

ITEMS FOR INFORMATION

3 Staff Reports

Buzzell

3.1. Chief Librarian's Report

- Key points:
 - o Environmental scan research report in development. K. Catherwood, former board member will be attending the meeting. We hope to engage her to do strategic planning with the board – most likely in the new year, maybe in December.
 - o Work continues on both privacy management program and emergency response plan development.

3.2. Library performance statistics to the end of Q3

- Key points:
 - o Traffic is showing about 10% lower than 2022 – likely due old gate counter malfunctioning. September is traditionally a slow month at the Library for traffic but there was a burst of use virtually.
 - o New registrations are up by nearly 30% over 2022.
 - o Database use is down, but some of our vendors have been having difficulties with statistic counts.
 - o Connectivity stats are incomplete for September – showing only part of the picture.
 - o Reference questions answered are way up, demonstrating increasing public engagement with staff.
 - o Circulation is up overall, by 12%, but we are showing a decline that doesn't make any sense – through PressReader – normally a very popular database.
 - o Program attendance statistics are down, but this is largely the effect of returning to mostly in person programming. (Until September 2022 the library staff were programming online as well as in person.)

ITEMS FOR DECISION

4 Budget Amendments 2024

Folstad

The senior leadership team has amended our budget to take \$17,500 from the provincial one-time grant prior to presentation to city council. Typically, per the Library Act the board's request to go to council for approval or amendment. To accommodate this change, the finance committee requests a budget amendment.

David has requested a meeting to discuss how this was handled with our City Councillor representative and Anthony Haddad (CAO).

Nickels / McKeever
PPL2023-054

*It was MOVED and SECONDED
THAT the Library Board approves amending the 2024 library operations budget as presented.*

Carried

OTHER BUSINESS

5 Term Renewal for Library Board members

Buzzell will email board members whose terms are ending on November 30th copying the City of Penticton's Corporate officer to either express their interest in renewing their term for two years or their intention to step down.

6 Closure of Library to accommodate electrical upgrade.

The Library / Museum building will be having its electrical system upgraded and but due to supply chain issues the earliest that everything will likely arrive is mid to late November.

Buzzell is requesting that the motion to close the library be made and voted on by email when she has a better sense of when that will be if there is a gap of more than a few days prior to our next board meeting.

Folstad / Sloan
PPL2023-055

*It was MOVED and SECONDED
THAT the Library Board will approve the closure dates for electrical upgrade via email if
needed.*

Carried

7 Adjournment

In camera meeting to follow.

Folstad
PPL2023-056

It was MOVED
THAT the 25 October 2023 regular meeting of the Library Board be adjourned at 7:18 pm.

Certified correct:

HLB

Heather Buzzell, Chief Librarian & Secretary to the Board

LdJ

Lyndsay de Jonge, Chair of the Library Board