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## FORT ST JAMES PUBLIC LIBRARY

### Minutes for Regular Meeting

28 June 2023, 4:45-6:38pm

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ATTENDEES: Mark McCutcheon, Judy Greenaway, Marilynne Teegee, Maxime Evans, David Nutbrown, Jacqueline Soles, Jim Burck, Judith Friese, Jay Dahlgren, Valerie Crowley

#### REGRETS:

#### 1.0 LAND ACKNOWLEDGEMENT

We would like to respectfully recognize we are fortunate to be situated on the unceded ancestral territories of the Nak'azdli Whut'en, on lands long connected with Binche Whut'en, Tl'azt'en Nation, Takla Lake Nation and Yekooche Nation.

#### 2.0 CONSENT AGENDA

- 2.1 Approval of minutes of the Regular Meeting of the Board, 17 May 2023
- 2.2 Beyond Hope Conference was attended by: Trustees Evans-Salt, Evans, and Soles, in addition to the LD and ALD.
- 2.3 Northern Health held two mental health and two social work drop-in sessions at the library in the last month.
- 2.4 The Fort St. James Farmers' Market is being held on the library's lawn starting June 2 and every subsequent Friday (11am-3pm) for the remainder of the 2023 season. They held a planning session at the library on June 6, from 5-6pm.
- 2.5 Greening Up Fort held their AGM at the library on May 24.
- 2.6 ALD attended the Early Years Fairs at Nak'albun Elementary on May 30 and June 10.
- 2.7 Two Resource Reconsideration Requests were submitted in May. The titles were: *Calvin*, by JR and Vanessa Ford and *Pink, Blue and You*, by Elsie Gravel. After review, both titles will be retained in the juvenile section of the library.
- 2.8 Registration for youth summer programs began on June 20.
- 2.9 The circulation desk has been lowered on one side for accessibility purposes.
- 2.10 Our website has been updated for accessibility, mobile navigation, link repairs and ease of use. This was done with support from the BCLC LibPress Overhaul Project, which provided 10 hours of support in the areas of: visual design, page and menu hierarchy, web accessibility, and statistical review.
- 2.11 Free menstrual products are now available for patrons. These have been provided by the United Way of BC's Period Promise program and Connexus.

- 2.12 Public Works installed replacement/new signage on all interior doors.
- 2.13 Connexus and Carrier Sekani will be offering summer Child and Youth Mental Health Drop-ins at the library. For the months of July and August, these will be held in the staff office every Wednesday (11am-1pm).
- 2.14 The Library's General Liability Insurance coverage for June 2023-June 2024 has been renewed and paid.
- 2.15 The Library's Annual Inventory has been completed and submitted to the District of Fort St. James.
- 2.17 LD attended the following meetings in the last month:
  - 2.17.1 Decoda Community Adult Literacy Program
  - 2.17.2 National Historic Site – August library passes
  - 2.17.3 District Public Works Tour
  - 2.17.4 BCLTA AGM
  - 2.17.5 NWLF Emergency Preparedness and Business Continuity
  - 2.17.6 CUPE Management
  - 2.17.7 Two LibPress website overhaul sessions
  - 2.17.8 Stuart Lake Hospital Community Advisory Working Group
  - 2.17.9 Niche – Book Bans: How Do We Move Forward?
  - 2.17.10 ABCPLD June
  - 2.17.11 BCLA AGM
  - 2.17.12 District of Fort St. James Public Works – mezzanine improvements
  - 2.17.13 Lean Management for Libraries (BCLA)
  - 2.17.14 Sitka LibPress Carousel session
  - 2.17.15 Untapped Accessibility Q & A (Accessible BC Act)

*MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 28 June 2023. Trustee Friesen/Trustee Evans. Carried unanimously.*

### 3.0 AGENDA

*MOTION: to approve the agenda as amended, with the addition of item 8.8, for our Regular Meeting of the Board, 28 June 2023. Trustee Evans/Trustee Friesen. Carried unanimously.*

### 4.0 **LIBRARIAN'S REPORT**

- 4.1 April 2023 Library Statistics (appendix A)
 

Question regarding Gale Course statistics and a recommendation to inform local businesses of the free courses provided through this service.
- 4.2 May 2023 Reconciliation (appendix B)
 

Discussion around MasterCard reconciliation detail.
- 4.3 District Variance Report

No variance report was provided.

## 5.0 COMMITTEE REPORTS

### 5.1 Finance Committee

Call for Treasurer. This position remains vacant.

Finance Committee invites Trustees to participate in oversight of bank reconciliation, MasterCard reconciliation, GIC purchases and redemptions, and District variance reports.

Trustee McCutcheon volunteers to oversee MasterCard reconciliation.

Trustee Greenaway volunteers to oversee District variance reports.

*MOTION: to direct Royal Bank of Canada and Integris Credit Union to apply GIC interest to capital for all investment accounts. Trustee Greenaway/Trustee Soles. Carried unanimously.*

*MOTION: to confirm our current signatories as:*

1. Louise Evans-Salt  
310 Dogwood St., PO Box 1725  
Fort St. James, BC V0J 1P0
2. Mark McCutcheon  
292 Simon Fraser Ave., PO Box 842  
Fort St. James, BC V0J 1P0
3. Valerie Crowley  
475 Elm St., PO Box 1709  
Fort St. James, BC V0J 1P0

Trustee Soles/Trustee Teegee. *Carried unanimously.*

*MOTION: to approve up to \$20,000 of Enhancement Grant funding for developing multipurpose spaces in the staff office and mezzanine and renovating the dvd collection space. Trustee Greenaway/Trustee Nutbrown. Carried unanimously.*

## 6.0 BUSINESS ARISING

### 6.1 BC Library Conference reports (appendix C)

## 7.0 STRATEGIC GOALS

### 7.1 Advancing Truth and Reconciliation

BC Library conference reports

- 7.2 Promoting Sustainability  
Farmers Market
- 7.3 Providing Equitable Access for All  
Accessible circulation desk and RDBN Joint Committee
- 7.4 Increasing Community Engagement  
Farmers Market

## 8.0 NEW BUSINESS

### 8.1 Guy Prince Drum Donation

The Board expressed gratitude to Guy and would like to ask patrons for their input on the design to be painted on the drum. Themes of Dakelh language, learning, and trees were discussed.

### 8.2 Beyond Hope Conference reports - tabled

### 8.3 Building Committee Delegation to Mayor and Council

The Building Committee will meet over summer to prepare a delegation to Mayor and Council regarding renovations to the mezzanine.

### 8.4 Work from home policy

As a small library, the primary duties of every position involve patron interactions (e.g. reference interviews, circulation, IT support, programming). Therefore, we will not be introducing work from home policies, procedures or accommodations at this time.

### 8.5 Tree care

Discussion regarding trees on site which are dead, damaged or struggling.

The Board would like to preserve and clearly identify the tree which was planted during the Bicentennial Fort St. James Public Library opening.

Living trees will be protected from future mowing and winter damage, but not provided with supplemental watering.

Future landscaping plans should consider climate change and prioritize native species.

LD will contact the District of Fort St. James to communicate landscaping plans.

*MOTION: to approve up to \$1200 for the pruning and protection of trees by MXV. Trustee Teegee/Trustee Friesen. Carried unanimously.*

### 8.7 Ministry Thank You (appendix D)

### 8.8 Next Meeting

Our next Board meeting will be on September 20, 2023.

LD will reach out to the HR Committee to support staff performance reviews in August.

9.0 QUESTION AND ANSWER PERIOD

Questions and discussion regarding on-site tree species and site planning.

10.0 ADJOURNMENT

*MOTION: to adjourn FSJPL Regular Meeting of the Board, 17 May 2023 at 6:38pm. Trustee Evans/Trustee Greenaway. Carried unanimously.*

### FSJPL 2023 Board Meeting Dates

January 19, 4:45pm	May 17, 4:45pm	September 20, 4:45pm
February 15, 4:45pm	June 28, 4:45pm	October 18, 4:45pm
March 15, 4:45pm	No July meeting	November 15, 4:45pm
April 19, 4:45pm	No August meeting	December 20, 4:45pm

### Fort St. James Public Library Board Committees

Finance: Elizabeth Hoy  
Chair Evans-Salt  
Trustee Teegee

Human Resource: Trustee Evans, Chair  
Chair Evans-Salt  
Trustee Greenaway

Policy: Trustee Hoy, Chair  
Chair Evans-Salt  
Trustee McCutcheon

Bargaining: Trustee Evans  
Trustee Greenaway  
LD Crowley

Building: Jacqueline Soles  
Mark McCutcheon

NCLF Representative: Trustee Evans

NCLF Alternate Representative: vacant

District of Fort St. James Representative: Councillor Judith Friesen

District of Fort St. James Alternate: Mayor Martin Elphee

Appendix A – Library Statistics

**June 2023 Librarian's Report**

May 2023 Patrons	
PL Adult	1826
PL BC OneCard	97
PL Circ +Copy Edit	2
PL General Staff	1
PL ILL	114
PL Juvenile	329
PL Local System Admin	1
PL New User	507
PL No-fines	6
PL Non Resident	812
PL Print Disabled	2
PL Temporary	37
SIP-Client	1

Total **3736**

New Patrons			
	2021	2022	2023
January	11	3	7
February	3	3	4
March	9	21	17
April	3	16	12
May	11	7	11
June	8	11	
July	11	11	
August	7	10	
September	10	12	
October	11	10	
November	7	14	
December	3	6	
Total	94	124	40

General Activity			
May	2021	2022	2023
Foot Traffic	719	842	1585
Public Computers	57	66	114
Wireless	1008	1295	1659
Hours Open	129	125.5	132
Circulation	853	851	955

Circulation Details			
May	2021	2022	2023
Adult Fiction	375	314	314
Adult Non-Fiction	106	95	102
Audiobooks	-	4	7
DVD AF	109	113	157
DVD ANF	-	-	1
DVD JF	15	41	30
DVD JNF	-	-	1
Easy Readers	125	101	<b>170</b>
GN	3	2	2
ILL	97	72	6
JGN	16	20	35
Juvenile Fiction	29	36	43
Juvenile Non-Fiction	36	16	28
LP AF	15	20	10
Magazines	7	2	11
TGN	-	9	24
Young Adult	7	6	14
Stacks	10	-	0
Totals	853	851	955

Programs				
May 2023	Programs	Attendance	YTD Programs	YTD Attendance
KIDS/FAMILIES	9	103	44	443
ADULT	0	0	0	0
OUTSIDE LIBRARY	7	<b>224</b>	29	<b>526</b>
MEZZANINE/MEETINGS	3	20	15	113
Totals	19	327	88	1082

### June 2023 Librarian's Report (cont.)

Interlibrary Circulation			
May	2021	2022	2023
ILL outgoing	38	46	73
ILL incoming	4	14	7
ILL total	42	60	80
ILC outgoing	66	66	88
ILC incoming	86	73	76
ILC total	152	139	164
BC ONE total	6	10	16
TOTAL	200	209	260

May 2023 Collection by Modifier		
	Titles	Items
Audiobook	80	80
Book	8839	9075
CD and book	1	1
DVD	2432	2603
Graphic novel	676	701
Interlibrary loan	50	50
Juvenile audio	1	1
Juvenile collection	4049	4131
Juvenile serial	1	1
Large print	320	321
Literacy Kit	112	113
Magazine	9	60
Non-circulating	12	18
Other	1	1
Oversize	42	42
Paperback	1053	1068
Sitka book	1	3
Sitka precat	1	53
Totals	17,574	18,240

May 2023 Collection by Shelving Location		
	Titles	Items
Adult Fiction	5724	5784
Adult Non-Fiction	3559	3748
Audiobook	81	81
DVD AF	1937	2061
DVD ANF	58	60
DVD JF	437	483
DVD JNF	6	6
Easy Readers	1882	1938
First Nations	1	2
GN	220	225
ILL	50	50
JGN	297	315
Juvenile Fiction	1438	1462
Juvenile Non-Fiction	886	898
LP AF	318	319
LPANF	7	7
LPNCLF	2	2
Magazines	10	84
North Central Block	5	5
Stacks	2	2
TGN	167	170
Young Adult	618	645
Totals	17,705	18,347

2023	Overdrive Circ	Niche Acad	GALE Logins	GALE Minutes	Total E-format	Facebook Visits	Website Visits	Website Page Views	Website Total	Total Activity
JAN	242	0	0	0	242	160	459	880	1499	1741
FEB	211	4	1	0	215	125	436	840	1401	1616
MAR	308	11	2	0	312	365	508	887	1760	2072
APR	276	0	0	0	276	272	399	703	1374	1650
MAY	268	5	8	936	1217	255	411	769	1435	2652

Appendix B – Bank Reconciliation





## Appendix C – BC Library Conference Reports (Jenny Vogelsang)

### **BCLA Conference 2023 – Jenny Vogelsang**

I am grateful for the opportunity to attend the BCLA Conference virtually this year. I was able to attend seven of the eleven virtual sessions (Opening Keynote Dr. June Francis, Indigenous Library Practices, Digital Content – What's Next, Update on Public Library's and the Accessible BC Act, Balancing Intellectual Freedom and Medical Misinformation in Canadian Libraries, Traditional Knowledge in the Public Library, and the Closing Keynote Len Pierre).

I feel that the conference has given me a better understanding of some of the challenges Public Libraries are facing as well as some of the changes that are taking place throughout British Columbia.

In the session 'Indigenous Library Practices: Shattering Mirrors and Expanding Landscapes', two university libraries shared the work that they have done in honoring their Indigenous collections and spaces. The materials for their shelving, furniture selected, colours used, art, and layout were all chosen through consultation with their Indigenous communities. Both libraries have created 'special collections' and have used a modified version of the Brian Deer Classification System. One of the things that they are doing is honoring Indigenous voices and stories by only adding books written by Indigenous authors in their collections.

**“The ɣwəɣwéyəm Indigenous Collection features Indigenous material by Indigenous authors emphasizing the importance of Indigenous Peoples telling their own stories.”**

This session got me thinking about how we have been labelling Indigenous materials in our library. Up to now we have been putting our Aboriginal stickers on everything with any Indigenous content. I am realizing that we need to make changes as many of the books we have labelled are written from a non-Indigenous point of view and are very likely to do more harm than good when we are working towards reconciliation. As a small public library, it may not make a lot of sense for us to adopt the Brian Deer Classification System, but they did mention ways to reduce the harm of the current classification system (change the classification of books and move them to areas that honor them rather than relegate them to history).

I am looking forward to working more closely with Elders and Knowledge Holders in our community so that we can continue to learn and change in meaningful ways. In the meantime, I plan on removing Aboriginal stickers from all books that do not honor Indigenous People telling their own stories, reclassify books that are not in a respectful location, and ensure that subject headings in Sitka are appropriate.

Thank you for this wonderful opportunity to learn and grow.

Thank you to the Fort St. James Public Library's Board of Trustees for supporting staff attendance at the 2023 BC Library Conference. I was able to attend 11 virtual sessions: Opening Keynote (Dr. June Francis), An IT Update for the Rest of Us, Indigenous Library Practices, Digital Content –What's Next?, Update on Public Libraries and the Accessible BC Act, Striving to Become an Anti-racist Organization, Be the Change: Think Deeply, Act Boldly on Climate Change, The Hidden Pool: Hiring Inclusively from the Community Living Field, Balancing Intellectual Freedom and Medical Misinformation in Canadian Libraries, Traditional Knowledge in the Public Library: Incorporating Hands-on Indigenous-led Programs, and the Closing Keynote (Len Pierre).

Six insightful takeaways for me were:

- “Libraries are more than libraries. They play a key role in community, affordability, mental health, and housing supports.” –Premier David Ely
- “It is your responsibility as the listener to deepen your understanding through listening and translate that listening into action... inviting people in is one thing – welcoming them is another.” –Dr. June Francis.
- “Statistics will illuminate gaps , so you can eliminate gaps.” –Dr. June Francis
- “Take computer hygiene seriously. We aren’t just a bunch of guys in a windowless basement, trying to think of ways to make your life harder.” –Devan Mitchell
- “Library collections should be fully integrated. Don’t create reserves within your library.” –Ashley Edwards
- “Perfectionism is a trait of white supremacy. It creates fear, upholds the status quo, and ensures those in power remain in power.” –Adeline Huynh

Translating this learning into action, we will work on the following three action items in the next year:

1. We will review our collection to identify problematic subject headings, classifications, and labelling. This will ensure Indigenous materials are respectfully located to areas of the collection which reflect and honour the content within. “Pretendian” titles will not receive Indigenous headings, classifications, or labelling.
2. All staff will be fully trained on digital services and collections, including: computer hygiene, navigating digital collections from a variety of devices, and including digital resources in reference interviews.
3. The library will work with the Regional District of Bulkley-Nechako’s Joint Committee on the Accessible BC Act, to ensure full compliance with the Act by September.

On a system level, we can also work towards governance and human resource practices which ensure we are not just inviting –but welcoming –diverse candidates as part of succession planning.

In gratitude,  
Valerie Crowley

Appendix C – BC Library Conference Reports (Jacqueline Soles)

Windows, Mirrors & Sliding Glass Doors  
2023 BC Library Conference  
April 12 - 14, 2023

The conference title and many of the sessions made me think about *Alice in Wonderland* which continually brought me back to the idea that Alice was a middle class child of European descent, however, she did not know who she was or how she fit into the world around her or within the books she was reading. If Alice, as a middle-class European child, couldn't find herself represented in the books she was reading, we need to ask ourselves Why and look at how we change our collection and presentation of library materials and resources so that all children can find themselves in the library. Also, like *Alice in Wonderland* my summary of the conference is very loosely connected ideas because there were so many valuable connections I made with the presentations.

The focus of the conference was on Indigenous and British Columbia, however, it included presenters mainly from the Lower Mainland and Island which poses some restrictions on how transferable the examples are but the concepts and ideas presented can be utilised, adapted, and adjusted to fit within our communities. One of the main takeaways for me was how many of the librarians are struggling to make the necessary connections to build relationships with the local Indigenous communities and people but they continue to make small steps on the path to reconciliation. I realised how fortunate I am, and many of our staff are, to have built strong and trusting relationships with the people of our communities because it has had a positive impact on our reconciliation journey.

As I listened to presentations, discussions, and questions it became clearer to me just why an entire two and a half day conference could be, and needed to be focused on Indigenous. I value the importance of the topic and I now recognise I stand in a very different place than many British Columbians, because I was fortunate to grow up in Fort St James with access to experiences that were "traditional First Nations" learning integrated into my eurocentric education. In elementary school Carrier class (although not the correct term for today, that was what it was called) was part of our curriculum and I didn't know that it was not taught in all schools. We learned skills, language, and games from Mrs. Dionne that I valued as much as, sometimes more than, the rest of the subjects taught.

I look back on my experiences growing up in Fort St James and I can see that there was not equity, in many situations there was the opposite and children of non-european descent were at a disadvantage. As a child I did not know that many of my peers and friends lived on the reserve (I rode the bus that picked up the kids from Nak'azdli but didn't know it was not Fort St James), about their home lives, or about the intergenerational trauma that was and would continue to impact their lives. I didn't notice that as we progressed through high school many of my peers were dropping out, and that the majority of those were First Nations. I look now at our schools being close to 70% Indigenous and I know that this change took time, effort, and education/learning. I was present, and likely involved in at least some of that, but it took attending this BC Library Conference for me to fully realise we have come a long way and our communities are ahead in many ways on the journey toward reconciliation. We have more work to do and more to learn but this is not a process that we can tick a box on a list, it is a journey that is going to require us to continue to reflect upon ourselves and the world around us. I do not remember which one of the presenters said,

Appendix D - BC Library Conference Reports (Jacqueline Soles cont.)

they were once told that we should always walk with the idea that one hand is reaching forward to the future generations and one hand is reaching back to past generations. This is powerful, especially as a teacher-librarian, because having the connection between the past, present, and future allows for us to learn from those who came before us while also learning from those who will follow after us. Teacher-librarians hold an essential position in the control and transfer of that information, especially in high trauma communities. This resonates with me daily because I know we cannot do better unless we know better. We cannot know better if we do not recognise where mistakes were made, what the mistakes were, and find ways to heal. Without a connection to our past, we cannot learn from it. Without a connection to our future, we cannot begin the process of change.

**Specific Sessions attended** (if you would like more detail on any of these please let me know and I will happily share my notes or discuss the topics):

**April 12, 2023 -**

Opening Keynote - Dr. June Francis (5:30pm-7:00pm)

Welcome Reception (7:00pm-9:15pm)

\*there was a wide range of "vendors" set up which allowed me to locate new sources of content and I obtained two new books signed by the authors for the FSJSS library; there were no free children's books.

**April 13, 2023 -**

Controlled Digital Lending in Canada's Libraries (9:00-10:15 am)

Indigenous Library Practices: Shattering mirrors and expanding landscapes (11:00am-12:15pm)

Welcoming Community Back (1:45pm-2:30pm)

Racial Identity and the Right to Claim Space as Library Workers: Examples from the Academic Libraries (3:15pm-4:00pm)

Striving to Become an Anti-racist Organization (5:00pm-6:15pm)

**April 14, 2023 -**

Debriefing Library Emergencies from the Past 3 years (9:00am-10:15am)

\*I attended this session after my scheduled session was cancelled due to a family emergency

Youth 1UP - Giving Voice to Youth Through Gaming (10:45am-12:00pm)

Validating Diverse Experiences in the Library: Developing a toolkit for Inclusive and Culturally Responsive Teaching (1:30pm-2:15pm)

Traditional Knowledge of the Public Library: Incorporating Hands-On Indigenous-led Programs as non-Indigenous Librarians (2:45pm-3:30pm)

Closing Keynote - Len Pierre (3:45pm-4:45pm)





**Fort St. James  
Public Library**

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<http://fortstjames.bc.libraries.coop/>

**Board Chair**

Louise Evans-Salt

**Vice-Chair**

Mark McCutcheon

**Trustees**

Judy Greenaway

Maxime Evans

Jacqueline Soles

Marilyne Teegee

David Nutbrown

Jim Burck

Judith Friesen

30 June 2023

Dear Mr. Rustad,

On behalf of the Fort St. James Public Library, I would like to express our gratitude for your support through the one-time funding of \$45 million dollars to public libraries across British Columbia. Your commitment to ensuring all communities across the province have access to quality library services is truly appreciated.

As you are aware, BC's 71 public libraries, with 250 locations, serve as critical social infrastructure. These free and inclusive hubs provide safe and healthy public spaces – improving affordability, education, employment and community building.

While this one-time funding increase will enhance our ability to keep the doors open and help to meet our community's immediate needs, we continue to struggle without continued core funding. Without an increase to the existing core annual provincial grant for public libraries in BC, we remain at risk for having to reduce or eliminate services in future.

We are delighted that you share our vision of building strong, vibrant and inclusive communities through public libraries. We anticipate that you will continue to work in collaboration with local public library branches and BC library partners to develop a sustainable core funding framework.

Thank you for your time and for your support. The impact of this Enhancement Grant is already being felt and appreciated by our staff, patrons and community partners. We look forward to maintaining this strong partnership with the Government of British Columbia and continuing our work together to address the ongoing challenges facing public libraries across the province.

In gratitude,

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Louise Evans-Salt  
Board Chair