



Prince Rupert Public Library Board Meeting Minutes

Wednesday, April 15, 2026

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

Wap Liitsx - House of Reading

Chair: N. Purewal

Members: R. Braun, Vice Chair (zoom)
N. Adey, City Council
R. Butler
K. Lyon (zoom)
D. Smith
B. Turner

Regrets: G. De Lucca

Staff: M. Taylor, Library Director, Secretary of the Board

1. Call to Order/ Introductions

1.1 *The Prince Rupert Library Board acknowledges the traditional and unceded territory of the Ts'msyen and Sm'algyax Speaking Peoples on which this meeting takes place.*

1.2 Call to Order at 7:00 pm

2. Consent Agenda (Additions/ Deletions)

2.1 Adoption of Meeting Minutes

That the Prince Rupert Library Board resolves to adopt the February 18, 2026 Prince Rupert Library Board Meeting minutes as presented.

Adey/ Butler

Carried

2.2 Adoption of Financial Report

That the Prince Rupert Library Board resolves to adopt the March 2026 Financial Report as presented.

Smith/ Adey

Carried

2.3 Adoption of Circulation Report

That the Prince Rupert Library Board resolves to adopt the March 2026 Circulation report as presented.

Smith/Adey

Carried

2.4 Additional agenda item: Anti-harassment signage

3. Board Chair Update

3.1 N. Purewal updated board members on recent Executive Committee meeting. The former board chair will be invited to attend meetings going forward to ensure continuity. Process for Director Evaluation is underway.

Request to have the Trustee Timeline spreadsheet disbursed to board members.

4. Director Update

4.1 The 2025 SOFI is complete and signed. It will be submitted before the May 15th deadline.

4.2 Mural for the teen area is complete. Furniture has been ordered and is anticipated to arrive this summer.

4.3 M. Taylor gave a summary of a number of author readings happening in April and May, as well as some in-house events and outreach the library will be participating in. This includes Canada Reads Watch Party, BC & Yukon Book Prize author tour, Seed Exchange, Earth Day Event, and Dyslexia Canada guest speaker.

4.4 A burst faucet in the janitor's closet caused water damage throughout the room and adjacent electrical room. Repairs are underway, and the faucet will be replaced. The incident caused the Library to be closed for one evening and one morning, as there was no water and therefore no bathroom facilities for staff.

4.5 M. Taylor is to attend the BCLA conference in Richmond from April 22 – 24. One other full time staff member will attend as well.

The NWLF bi-annual conference will take place in Terrace this year on September 25th and 26th. Board and staff members are encouraged to attend. Transportation arrangements will be made.

5. City Update

5.1 N. Adey reviewed his thoughts and positive impressions of the Strategic Planning weekend. He provided an overview of the weekend at the City Council meeting that was held on April 13th.

N. Adey also discussed the City's Reconciliation Committee and its recently completed report. M. Taylor will review it as the Library is included in some of its recommendations.

6. Sub-Committee Updates

6.1 *Policy Committee*: Motion was put forward to accept the recently updated Collections Policy as presented with two amendments. 1) Replace "Library Science" with "Library and Information Studies", and 2) Correct sentence in item #6 to read "Criminal Code of Canada" and correct some other minor punctuation errors.

Smith/Butler

Carried

The policy committee will hold their next meeting on May 20th. The next policy to be reviewed and updated is to be determined. They will also work on a statement to clarify that

the Library Director is the working title for Chief Librarian.

- 6.2 *Strategic Planning Committee*: N. Purewal provided recap of the most recent strategic planning committee meeting. B. Turner summarized results from the survey that was distributed prior to strategic planning weekend. The next Strategic Planning committee meeting will take place on May 5, at which time it will review M. Angus' report. The committee also made a recommendation to the Board to hold a 1st Annual Library "Open House" in October, where the annual report will be presented (June 2025-June 2026).

7. Additional Items

- 7.1 Further discussion of Director Review process and timeline.
- 7.2 Discussion on workplace safety and conduct. New signage will be placed around the library to iterate that there is zero tolerance for harassment or inappropriate behaviour towards staff or other patrons at any time.
- 7.3 The July meeting has been changed to June 24th.

8. Next Meeting Date

- 8.1 The Prince Rupert Library Board will hold their next meeting on May 27, 2026, at 7:00pm.

9. Adjournment

- 9.1 The Prince Rupert Library Board adjourns their meeting held on April 15, 2026, the time being 7:54pm.

Purewal/ Smith

Carried