



Minutes of the VPL Board Services, Finance & Human Resources Committee Regular Meeting held on Wednesday, February 17, 2016 at 5:30 p.m. in the Morris J. Wosk Board Room at 350 West Georgia Street, Vancouver, B.C.

Present: Carellin Brooks – Chair
Mary Lynn Baum
Jennifer Chan
Gordon Ross
John Schaub
Rhonda Sherwood

Management

Present: Sandra Singh – Chief Librarian
Shelagh Flaherty – Director, Library Experience
Samantha Pillay – Acting Director, Human Resources
Amanda Pitre-Hayes – Director, Planning & Projects
Eric Smith – Director, Corporate Services & Facilities
Ingrid VanKemenade – Director, Human Resources

Absent: Diana Guinn – Director, Neighbourhood & Youth Services

Staff: Wing Wong – Manager, Policy & Planning

Guest: Aliza Nevarie – President, CUPE 391

Recording

Secretary: Chrysalyn Tolentino – Executive Assistant

ADMINISTRATION:

1. Minutes

The Chief Librarian presented the draft minutes of the Regular Meeting held November 17, 2015 for approval by the Committee.

Moved by John Schaub

THAT the draft minutes of Regular Meeting held November 17, 2015 be approved as received.

CARRIED UNANIMOUSLY

ITEMS FOR INFORMATION

2. Reserve for Library Gifts and Grants Summary 2015

Eric Smith, Director, Corporate Services & Facilities presented to the Committee the summary of reserve funds as at December 31, 2015. Reserves are used by staff to cover relatively modest project funding shortfalls and used to support one time Board strategic priorities to allow for a responsive and innovative library service.

Moved Gordon Ross

THAT the Services, Finance & Human Resources Committee receive the report for information.

CARRIED UNANIMOUSLY

ITEMS FOR DECISION

3. Transfer from Reserves for Collections

Eric Smith, Director, Corporate Services & Facilities, presented for Committee discussion and approval the report requesting the Board's approval to allocate funding from reserves for the purchase of both print and digital format collection. The Library submitted, as part of the 2016 operating budget submission, a business case for an additional \$465,000 for collections. This ongoing funding was not provided; however a one time, \$200,000, will be provided in 2016. The library also received a one-time increase in 2015 of \$350,000 funded from the library's 2014 surplus. While the planned one-time contribution of \$200,000 is helpful, it still does not allow the library to maintain adequate collections purchases. An additional \$300,000 transferred from Library reserves will help bolster collections in Branches and Central. Trustees noted that they hope to see that the increase to the collections budget be included in the operating budget in the future.

Moved by Jennifer Chan and seconded Gordon Ross

THAT the Services, Finance & Human Resources Committee recommend that the Board approve the transfer of \$300,000 from Reserves for the purchase of Collections.

CARRIED UNANIMOUSLY

4. SFHR Terms of Reference

Chief Librarian Sandra Singh presented the Services, Finance & Human Resources Committee Terms of Reference for Committee review and approval. The Terms of Reference details the roles and responsibilities of the Committee.

Moved by Rhonda Sherwood and seconded by Jennifer Chan

THAT the Services, Finance & Human Resources Committee receive the 2016 SFHR Terms of References as presented.

CARRIED UNANIMOUSLY

5. Board Policy Revisions: AIDS | Executive Recruitment

Amanda Pitre-Hayes, Director, Planning & Projects, presented the following two policies for Committee review and approval:

- *AIDS Policy*: this policy was created in 1987 and it is now obsolete. We have existing policies that covers AIDS.
- *Executive Recruitment*: staff modified the policy to clarify that the Board is responsible for hiring the Chief Librarian and the Chief Librarian is responsible for the recruitment and hiring of directors.

The Committee agreed that people with AIDS are now protected under other policies such as the Human Rights and Harassment Policy and the AIDS Policy is accordingly obsolete.

Concerning the Executive Recruitment Policy, Trustee Chan noted that she thought there was compelling reason why the Board should maintain a right to veto the hiring decision regarding Directors and there might be compelling reasons why it was inserted in 2012. The Chief Librarian noted that the Board meeting minutes were vague and thought that Trustees who were present for the meeting may recall why ratification was added in 2012. The Committee asked staff to further investigate the history of the policy. Trustee Chan noted her reservations about making a recommendation without the 2012 rationale. The Committee agreed to refer the discussion to the full Board.

Moved by John Schaub and seconded by Jennifer Chan

THAT the Services, Finance & Human Resources Committee rescind the AIDS Policy.

CARRIED UNANIMOUSLY

ITEMS FOR INFORMATION

6. December 31, 2015 and January 31, 2016 Operating Report

Eric Smith, Director, Corporate Services & Facilities summarized and gave an overview of the financial statements for month-ending December 31, 2015 and January 31, 2016, highlighting and clarifying specific items and answering questions from the Committee members.

Moved Rhonda Sherwood and seconded by Gordon Ross

THAT the Services, Finance & Human Resources Committee receive the December 31, 2015 Operating Report for information.

CARRIED UNANIMOUSLY

Moved Jennifer Chan and seconded by Rhonda Sherwood

THAT the Services, Finance & Human Resources Committee receive the January 31, 2016 Operating Report for information.

CARRIED UNANIMOUSLY

ADJOURN

There being no further business, the Chair declared the meeting adjourned at 6:25 p.m.

Carellin Brooks, Chair

Sandra Singh, Secretary