



Minutes of the VPL Board Services, Finance & Human Resources Committee Regular Meeting held on Wednesday, April 20, 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
Jennifer Chan
Gordon Ross
John Schaub
Rhonda Sherwood

Management

Present: Sandra Singh – Chief Librarian
Christina de Castell – Director, Collections & Technology
Shelagh Flaherty – Director, Library Experience
Diana Guinn – Director, Community Engagement & Partnerships
Eric Smith – Director, Corporate Services & Facilities

Absent: Amanda Pitre-Hayes – Director, Planning & Projects
Samantha Pillay – Director, Human Resources

Staff: Dawn Ibey – Manager, Circulation Services

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 February 17, 2016 for approval by the Committee.

Moved by John Schaub

THAT the draft minutes of Regular Meeting held February 17, 2016 be approved as amended.

CARRIED UNANIMOUSLY

ITEMS FOR DECISION

2. Statement of Financial Information (SOFI)

Eric Smith, Director, Corporate Services & Facilities presented to the Committee the 2015 Statement of Financial Information for year ending December 31, 2015. The Library's financial numbers are included in the City's financial accounting system and these numbers are audited as part of the City's financial numbers. The Committee reviewed and provided some comments including noting the need for correction on the Trustee expenses.

Moved by Gordon Ross and seconded Rhonda Sherwood

THAT the Services, Finance & Human Resources Committee recommend that the Vancouver Public Library Board approve the financial statements and schedules included in the Statement of Financial Information, produced under the Financial Information Act, and that the Chair of the Library Board sign the approval on behalf of the Board.

CARRIED UNANIMOUSLY

3. Access to Services without Fear

Shelagh Flaherty, Director, Library Experience, reported that City Council passed the "Access to City Services Without Fear for Residents with Uncertain or No Immigration Status (ACSWF)" Policy on April 6, 2016 with a recommendation that the Park Board, Vancouver Police and VPL adopt a policy which supports the spirit and objectives of the ACSWF policy. Shelagh added that the adoption of the proposed policy further ensures that the Library is inclusive and welcoming to all. We will send a letter to city council once the board adopts this policy. Trustee Chan suggested that some wording be reframed in the policy regarding partner agencies conducting programming in library spaces.

Moved by Jennifer Chan and seconded by Rhonda Sherwood

THAT the Services, Finance & Human Resources Committee recommend that the Board approve the proposed draft Access to Vancouver Public Library Services Without Fear Policy subject to amendments.

CARRIED UNANIMOUSLY

4. Public Website Redesign Award of Contract

Christina de Castell, Director, Collection & Technology, reported that VPL is currently redesigning the public website and Digital Services staff is responsible for the design and information architecture. The selected vendor will create public templates based on the VPL design, assist with the selection of Drupal modules to support the design, and to configure the staff interface for content creation and management. The value of the contract is approximately \$75,000 and funding was secured from the City of Vancouver through IT Capital funding. It is anticipated that the redesigned website will be launched in September.

Moved by John Schaub and seconded by Gordon Ross

THAT the Services, Finance & Human Resources Committee recommend that the Board award a consulting contract to Opin Software Inc. to assist with the development of the redesigned public website; source of funds to be IT Capital funds allocated for this purpose by the City of Vancouver.

CARRIED UNANIMOUSLY

ITEMS FOR INFORMATION

5. March 31, 2016 Operating Report

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

Moved Rhonda Sherwood and seconded by John Schaub

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

CARRIED UNANIMOUSLY

6. 2016-2019 InterLINK Strategic Plan

Public Library InterLINK shared their 2016-2019 Strategic Plan to all member libraries. The plan outlines the path InterLINK will take in the next three years and includes strategic directions such as enhancing patron experience, building member library capacity, and increasing awareness of the impact of public libraries.

Moved Jennifer Chan and seconded by Rhonda Sherwood

THAT the Services, Finance & Human Resources Committee receive the 2016-2019 InterLINK Strategic Plan for information.

CARRIED UNANIMOUSLY

ADJOURN

There being no further business, the Chair declared the meeting adjourned at 7:15 p.m.

Carellin Brooks, Chair

Sandra Singh, Secretary