



Minutes of the VPL Board Services, Finance & Human Resources Committee Regular Meeting held on Wednesday, April 17, 2019 at 5:30 p.m. in the Morris J Wosk Boardroom at 350 West Georgia Street, Vancouver, B.C.

**Present:** Rhonda Sherwood – Chair  
Zahra Hussein  
Kevin Lowe  
Raji Mangat  
John Schaub

**Management**

**Present:** Christina de Castell – Chief Librarian  
Kay Cahill – Director, Collections & Technology  
Julia Morrison – Director, Corporate Service & Facilities  
Balwinder Rai – Director, Human Resources

**Guest:** Kari Scott-Whyte – President, CUPE 391

**Recording**

**Secretary:** Chrysalyn Tolentino – Executive Assistant

**ADMINISTRATION:**

**1. Approval and Additions to the Agenda**

Moved by Raji Mangat

*THAT the Committee approve the regular meeting agenda as received.*

**CARRIED UNANIMOUSLY**

**2. Minutes**

The Chief Librarian presented the draft minutes of the Regular Meeting held March 20, 2019 for approval by the Committee.

Moved by Zahra Hussein

*THAT the draft minutes of Regular Meeting held March 20, 2019 be approved as received.*

**CARRIED UNANIMOUSLY**

## FINANCIALS

### 3. 2018 Statement of Financial Information

Julia Morrison, Director, Corporate Services & Facilities presented to the Committee the 2018 Statement of Financial Information for the year ending December 31, 2018 and its accompanying schedules. Director Morrison noted that we are required to file a Statement of Financial Information (under the Financial Information Act) each year because the library operates under the Library Act and we receive Provincial grants. The library's financial numbers are in the City financial accounting system and these numbers are included in the City's financial numbers. The Chief Librarian added that Trustees expenses are listed in this document as part of our public disclosure.

Moved by John Schaub and Kevin Lowe

*THAT the Services, Finance & Human Resources Committee recommend that the 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**

### 4. March 31, 2019 Operating Results

Julia Morrison, Director of Corporate Services & Facilities, summarized and gave an overview of the financial statements for the month-ending March 31, 2019 highlighting and clarifying specific items and answering questions from the Committee members. Julia noted that as of March 31, the library is under budget for the year by \$792,000 due to expenditures and transfers that are lower than budget by \$849,000 (mainly collections and salaries and benefits), partially offset by revenues which are under budget by \$57,000. Committee Chair Sherwood suggested some editorial changes to the report.

Moved by Raji Mangat

*THAT the Committee recommend that the Board receive the unaudited Statement of Revenues and Expenditures for the month ended March 31, 2019 for information.*

**CARRIED UNANIMOUSLY**

### 5. Quarterly Financial Reporting

The Chief Librarian sought the Committee's feedback on bringing the financial reports on a quarterly basis rather than monthly. The financial variations tends to be dependent on timing, and these variations would be better absorbed by quarterly reporting and would

continue to provide information for financial oversight by the Board. After discussion, the Committee raised the following motion:

Moved by John Schaub

*THAT the Committee recommend that the Board approve the move to quarterly financial reporting beginning with Q2 April – June 2019.*

**CARRIED UNANIMOUSLY**

**6. Provincial Grant**

The Chief Librarian reported that the Library received the Provincial Library Grant, however, the funding received is lower than anticipated. This year, we are planning to use the operating surplus or reserves to address the funding gap. She added that the Province has not increased Provincial library funding for the past 10 years, and that there is an immediate need to strengthen our advocacy at the provincial level by proposing a resolution for the Union of BC Municipalities. InterLINK libraries will also discuss a concerted effort. Trustees could reach out to their MLA liaisons once the resolutions has been considered by City Council.

Moved by John Schaub

*THAT the Committee receive the report for information.*

**CARRIED UNANIMOUSLY**

**ADJOURN**

Moved by John Schaub

There being no further business, the Chair declared the Regular meeting adjourned at 6:15 p.m. and move to In Camera meeting pursuant to Section 5(n)(4) *to discuss the security of the property of the Library* and Section 5(n)(8) *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

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Rhonda Sherwood, Chair

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Christina de Castell, Secretary