



Minutes of the VPL Board Regular Meeting held on Wednesday, February 24, 2016 at 6:05 p.m. in the Morris J. Wosk Boardroom at 350 West Georgia Street, Vancouver, B.C.

Present:	Mary Lynn Baum	—	Chair
	Carellin Brooks		
	Amanda Card		
	Jennifer Chan	—	Vice Chair
	Kyla Epstein		
	Catherine Evans	—	Vancouver Park Board Representative
	Suki Grewal		
	Karen Hoffmann		
	Gordon Ross		
	John Schaub	—	Vice Chair
	Rhonda Sherwood		
	Allan Wong	—	Vancouver School Board Representative
Absent:	Clr. Tim Stevenson	—	City Council Representative
Management Present:	Sandra Singh	—	Chief Librarian
	Kay Cahill	—	Acting Director, Digital Services
	Shelagh Flaherty	—	Director, Library Experience
	Diana Guinn	—	Director, Neighbourhood & Youth Services
	Samantha Pillay	—	Acting Director, Human Resources
	Amanda Pitre-Hayes	—	Director, Planning & Projects
	Eric Smith	—	Director, Corporate Services & Facilities
	Ingrid VanKemenade	—	Director, Human Resources
Guests:	Judith Neamtan	—	President, Friends of VPL
	Aliza Nevarie	—	President, CUPE Local 391
	Jane Curry	—	1 st Vice President, CUPE Local 391
	Gloria Hershorne	—	Member at Large, CUPE Local 391
	Dawn Ibey	—	Manager, Circulation Services
	Heidi Schiller	—	Manager, InfoAction
	Wing Wong	—	Manager, Policy & Planning
Recording Secretary:	Chrysalyn Tolentino	—	Executive Assistant

PRESENTATIONS

1. InfoAction

Heidi Schiller, InfoAction Manager, presented some background information on InfoAction including goals, staffing complement, and revenues streams. Services provided by InfoAction include city directory searches, due diligence, business, and economic research. InfoAction, together with ISV, helps deliver employment guides for the Skilled Immigrant Info Centre (SIIC).

2. Levels 8 & 9 Development Update: Functional Program

Circulation Services Manager Dawn Ibey presented for Trustee information the functional program for the redevelopment of Central Library's Levels 8 & 9. A 3D floor plan model was also shown to Trustees.

3. Retiree: Ingrid VanKemenade

On behalf of the Board, Chair Mary Lynn Baum congratulated Ingrid VanKemenade, Director, Human Resources, and presented her retirement gift and certificate in recognition of her years of service at VPL. The Board wishes her the very best and thanked her for her years of service at VPL.

ADMINISTRATION

4. Minutes

The draft minutes of the Regular Meeting held January 20, 2016 were presented to the Chair for approval.

Moved by John Schaub and seconded by Rhonda Sherwood

THAT the draft minutes of the Regular Meeting held January 20, 2016 be approved as amended.

CARRIED UNANIMOUSLY

Moved by Catherine Evans and seconded by Kyla Epstein

THAT the draft minutes of the Special Meeting held from January 23-27, 2016 be approved as received.

CARRIED UNANIMOUSLY

REQUEST FOR INFORMATION

➤ **CUPE Local 391**

Aliza Nevarie, President, CUPE 391 reported that the general membership met last week and voted in the executive team. She added that the CUPE BC Convention will be held in Victoria in April and six members will attend as delegates. Aliza congratulated Ingrid VanKemenade for her retirement and welcomed incoming Human Resources Director Samantha Pillay to VPL. Aliza is looking forward to a respectful and productive working relationship with the new HR director.

➤ **Friends**

Judith Neamtan, President, Friends of VPL thanked Library Board Chair Mary Lynn Baum and Trustee Amanda Card for attending their volunteer brunch held on January 30th. Chief Librarian Sandra Singh also spoke during this event for over 60 volunteers. Judith reported that they have started a new volunteer recruitment process that includes working and collaborating with other organizations regarding volunteer exchange program. Judith added that the request for funding proposals was posted in the Hub and noted that the Friends are currently preparing for their big book sale in May.

➤ **VPL Foundation**

No report.

➤ **British Columbia Library Trustees Association**

Commissioner Catherine Evans reported that the BCLTA Board will meet next week. The keynote speaker has been selected for the BCLTA Annual Conference, which will be held on May 22-23 at the Richmond Public Library and at the Sheraton Vancouver Airport Hotel.

➤ **InterLINK**

Vice Chair John Schaub reported that the InterLINK Board met last night and approved the governance manual and the 2016 budget. The next meeting is scheduled on March 29.

➤ **VPL Trustees**

Vice Chair Jennifer Chan introduced the “Volunteering in Canada” event on February 3 and attended the BC Achievement Award for Canadian Non-Fiction on February 4.

Trustee Kyla Epstein is involved in the 2017-2019 Strategic Plan Steering Committee wherein they have shortlisted the vendor for the new strategic plan. Kyla also attended the Black History Month event at City Hall, and was in touch with her MLA liaison as well

as with her Council liaison. Meetings with liaison branch heads are underway.

Trustee Suki Grewal attended the launch of Reading Lights on January 27.

Trustee Amanda Card is also a member of the Strategic Plan Steering Committee. Amanda attended the Friends of VPL volunteer brunch on January 30.

Trustee Carellin Brooks met with former Library Board member Debbie Millward. Carellin was given a tour of the Joe Fortes Branch and gave a welcome to the Aboriginal Storyteller-in-Residence. She will participate in the roundtable discussion with new citizens during the Citizenship and Immigration Canada's enhanced citizenship ceremony on March 1st.

VSB Trustee Allan Wong reported that VSB's strategic plan is currently undergoing consultation process, and the five year plan will be presented to the VSB Board in June. VSB submitted a long-term lease plan interim report to the Province that includes a recommendation to have all schools seismically updated by 2025. VSB will conduct a public consultation on the budget, with the final budget anticipated to be presented in April. VSB will also conduct Human Library in selected schools.

Trustee Karen Hoffman shared that the strategic planning consultant selection process was very interesting and she appreciates that she is part of the steering committee. Karen attended the Alzheimer event, attended the Black History Month event at City Hall and participated in the Trustee Orientation Program training held at the North Vancouver City Library.

Trustee Gordon Ross congratulated Chief Librarian Sandra Singh for a successful Canadian Library Association (CLA) Special Meeting. Gordon visited Britannia Branch where he and his son attended the Man in the Moon event. Gordon is looking forward to visiting his liaison branches.

Trustee Rhonda Sherwood attended the BCLTA Trustee Orientation Program (TOP) training and found it valuable. She also attended a professional development session entitled "Practical Tips to Women Directors" with VPL Foundation's Jenny Marsh. Rhonda is looking forward to visit her liaison branches.

Commissioner Catherine Evans attended the Reading Lights launch and completed her last visit to the Singapore Public Library. Catherine also noted that the Vancouver Park Board will hold their strategic planning session on February 27.

Vice Chair John Schaub attended the BC Achievement Award for Canadian Non-Fiction on February 4.

Board Chair Mary Lynn Baum also attended the BC Achievement Award for Canadian Non-Fiction. Along with Trustee Brooks, she attended the City's 25 Year Recognition Award where two VPL staff was honored: Yukiko Tosa and Maureen Bubis. Mary Lynn is also a member of the Strategic Plan Steering Committee involved in the vendor selection. She also organized the liaison roles for the Board and thanked Trustees for their responsiveness

ITEMS FOR DECISION

5. CRPD & SFHR Terms of Reference

Moved by Carellin Brooks and seconded Amanda Card

THAT the Board receive the Community Relations, Planning & Development and Services, Finance & Human Resources Committees Terms of References for 2016.

CARRIED UNANIMOUSLY

6. Transfer from Reserves for Collections

Eric Smith, Director, Corporate Services & Facilities, presented the report requesting the Board's approval to allocate funding from reserves for the purchase of both print and digital format collection. An additional \$300,000 transferred from Library reserves will help bolster collections in Branches and Central. Trustees noted of the need to liaise with City Council regarding an increase to the collection budget.

Moved by John Schaub and seconded Karen Hoffmann

THAT the Board approve the transfer of \$300,000 from Reserves for the purchase of Collections.

CARRIED UNANIMOUSLY

7. Board Policy Revisions: AIDS | Executive Recruitment

Staff recommends that the AIDS policy be rescinded as this policy was created in 1987 and it is now obsolete. The SFHR Committee agreed that people with AIDS are now protected under other policies such as the Human Rights and Harassment Policy.

Moved by Kyla Epstein and seconded Suki Grewal

THAT the Board rescind the AIDS Policy.

CARRIED UNANIMOUSLY

The language of the Executive Recruitment Policy was amended 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 2012 revision to the Policy saw two changes: the addition of the Board's opportunity to meet with candidates and offer feedback to the Chief Librarian regarding the selection of the incumbent and a revision that sees the Board ratify the appointment of Directors. The Chief Librarian also noted that the practice of Board ratification of new director hire had been inconsistent in the past.

Moved by Karen Hoffmann and seconded John Schaub

THAT the Board approve the amended Executive Recruitment Policy.

THE MOTION WAS DEFEATED

After ensuing discussion among the Trustees about the possibility of other approaches, including the concept of ratification versus being apprised of, the following referral motion was introduced:

Moved by Catherine Evans and seconded by Karen Hoffmann

THAT the Executive Recruitment Policy be referred to the Services, Finance & Human Resources Committee for further review including clarification of the ratification language.

CARRIED UNANIMOUSLY

8. VPL Trustee Appointments

Moved by Carellin Brookes and seconded by Karen Hoffmann

THAT the Board appoint Gordon Ross as representative to the VPL Trust for a term of two years; and

THAT the Board appoint Amanda Card as liaison to the Friends of VPL Board for a term of one year.

CARRIED UNANIMOUSLY

ITEMS FOR CONSENT

Moved by Amanda Card and seconded by Catherine Evans

THAT the following Board reports be approved on consent:

- Chief Librarian Performance Review Summary
THAT the Library Board receive the report for information.
- 2016 Operating Plan
THAT the Library Board receive the report for information.
- CoV Disaster Response Hub at Fraserview
THAT the Library Board receive the verbal report for information.
- 2017-2109 Strategic Plan Contract Award Update
THAT the Library Board receive the report for information.
- VPL Endorsement of OLA Intervention CRTC 2015-421
THAT the Library Board receive the correspondence for information.

CARRIED UNANIMOUSLY

ITEMS PULLED OUT OF CONSENT

9. Activity Reports: Central and Branches – January

The Board Chair noted their appreciation of the Accessible Services report and commended staff for the work they have done. VSB Trustee Allan Wong sought more information on the CELA meeting that included 18 VSB administrators, resource staff and teacher librarians, as well as inquired about how branches exchanges information.

Moved by Rhonda Sherwood and seconded by Karen Hoffmann

THAT the Board receive the report for information.

CARRIED UNANIMOUSLY

10. 2015 Q4 Strategic Plan Report

Trustee asked why One Book One Vancouver was deferred. Staff responded that the project was deferred for consideration in the next strategic plan due to limited staff capacity this year. Trustees also asked if there are plans for the one year anniversary of the Inspiration Lab and also inquired about employee enablement.

Moved by Amanda Card and seconded Catherine Evans

THAT the Board receive the report for information.

CARRIED UNANIMOUSLY

11. 2015 Q4 Quarterly Statistics

VSU Trustee Allan Wong asked about class visits and staff replied that visits are usually arranged in advance by teachers and teacher librarians. Trustee Karen Hoffmann requested that each data should include descriptions and annotations. Staff noted that this is usually the case and will modify the report and redistribute this back to the Board. Trustee Carellin Brooks noted that there seem to be a discrepancy under the eBook circulation data. Staff will confirm if the data is correct. Trustee Gordon Ross inquired about the WiFi usage and staff noted that the Systems Department is working on replacing the wired internet tracking software. This resulted from the implementation of new equipment that counts differently.

12. Draft Minutes – February CRPD Committee Regular Meeting

Trustees provided some correction to the minutes.

Moved by Kyla Epstein and seconded by Amanda Card

THAT the Board receive the report for information.

CARRIED UNANIMOUSLY

13. Draft Minutes – February SFHR Committee Regular Meeting

Trustees provided some correction to the minutes.

Moved by John Schaub and seconded by Amanda Card

THAT the Board receive the report for information.

CARRIED UNANIMOUSLY

14. December 31, 2015 & January 31, 2016 Financial Reports

Trustees sought clarification regarding the budget for legal fees.

Moved by Kyla Epstein and seconded by Rhonda Sherwood

THAT the Board receive the report for information.

CARRIED UNANIMOUSLY

15. Reserve for Library Gifts and Grants Summary 2015

Trustees sought clarification on some item in the report.

Moved by John Schaub seconded by Rhonda Sherwood

THAT the Board receive the report for information.

CARRIED UNANIMOUSLY

NEW BUSINESS

16. Strategic Plan Update

Amanda Pitre-Hayes, Director, Planning & Projects, detailed for Trustee information the key dates and deliverables for the 2017-2019 Strategic Plan. Trustees thanked staff for providing a concise and easy to understand timeline.

ADJOURN

There being no further business, the Chair declared the meeting adjourned at 8:50 p.m. and moved to in-camera.

Mary Lynn Baum, Chair

Sandra Singh, Secretary