



Minutes of the VPL Board Regular Meeting held on Wednesday, June 27, 2018 at 5:30 p.m. in the Alma VanDusen/Peter Kaye Rooms at 350 West Georgia Street, Vancouver, B.C.

Present:	Amanda Card		
	Jennifer Chan	—	Vice Chair
	Kyla Epstein	—	Chair
	Suki Grewal		
	Kurt Heinrich		
	Julia Lin		
	John Schaub	—	Vice Chair
	Rhonda Sherwood		
	Clr. Tim Stevenson	—	City Council Representative (arrived at 6:03 pm)
Absent:	Raji Mangat		
	Sarah Kirby-Yung	—	Vancouver Park Board Representative
	Harlan Pruden		
	Judy Zaichkowsky	—	Vancouver School Board Representative
Management			
Present:	Christina de Castell	—	Chief Librarian
	Kay Cahill	—	Acting Director, Collections & Technology
	Diana Guinn	—	Director, Neighbourhood & Youth Services
	Dawn Ibey	—	Director, Library Experience
	Julia Morrison	—	Acting Director, Corporate Services & Facilities
	Carol Nelson	—	Director, Planning & Communications
	Balwinder Rai	—	Director, Human Resources
	Eric Smith	—	Director, Corporate Services & Facilities
Staff:	Patricia Chong	—	Manager, Policy & Planning
	Julie Iannacone	—	Assoc Director, Neighbourhood & Youth Services
Guests:	Ann True	—	President, Friends of VPL
	Jenny Marsh	—	Director of Development, VPL Foundation
	Sally Warren	—	Director, VPL Foundation
	Aliza Nevarie	—	President, CUPE Local 391
	Julian Key	—	Member-at-Large, CUPE Local 391
Recording			
Secretary:	Chrysalyn Tolentino	—	Executive Assistant

PRESENTATION

1. Cheque Presentation – Friends of VPL

The Friends of VPL Board members Anne True and Rebecca Jackson-Harrop presented the Library Board with a cheque for the amount of \$67,650 which will be used to fund a wide range of activities and programs across the system. The Board Chair, on behalf of the Board, thanked the Friends of VPL for their support.

ADMINISTRATION

2. Removal of Items from Consent Agenda

Trustees agreed to pull the Monthly Outcomes report from the consent agenda.

3. Approval of the Agenda

Moved by John Schaub and seconded by Amanda Card

THAT the Board approve the regular meeting agenda as received.

CARRIED UNANIMOUSLY

4. Approval of the items for Consent

Moved by John Schaub and seconded by Julia Lin

THAT the following Board reports be approved on consent:

- BCLTA Liaison Report
THAT the Library Board receive the report for information.
- Vancouver Park Board Liaison Report
THAT the Library Board receive the report for information.
- InterLINK Liaison Report
THAT the Library Board receive the report for information.
- Draft Minutes – June CRPD Committee Regular Meeting
THAT the Library Board receive the draft minutes for information.
- Communications/Brand Strategy
THAT the Library Board receive the report for information.
- Planning for Civic Election Candidates
THAT the Library Board receive the verbal report for information.
- Capital Plan
THAT the Library Board receive the verbal report for information.

- Draft Minutes – June SFHR Committee Regular Meeting
THAT the Library Board receive the draft minutes for information.
- May 31, 2018 Operating Results
THAT the Library Board receive the report for information.
- Living Wage
THAT the Library Board receive the report for information.

CARRIED UNANIMOUSLY

5. Minutes

The draft minutes of the Regular Meeting held May 23, 2018 were presented to the Board for approval.

Moved by Julia Lin and seconded by Rhonda Sherwood

THAT the draft minutes of the Regular Meeting held May 23, 2018 be approved as received.

CARRIED UNANIMOUSLY

REQUEST FOR INFORMATION

➤ **CUPE Local 391**

Aliza Nevarie, President, CUPE 391 introduced Julian Key as a new member of the CUPE 391 Executive Committee. Aliza attended a Vancouver & District Labour Council meeting to endorse Council, School Board and Park Board candidates and commented on other activities.

➤ **Friends of VPL**

Ann True, President, Friends of VPL, reported that the Friends had their Annual General Meeting on June 9 and members have elected a new Board. Ann added that she recently attended the 2nd Annual Library Fundraising Conference.

➤ **VPL Foundation**

Board Chair Kyla Epstein introduced Sally Warren, VPL Foundation Board member for the past 18 years and also a former Library Board Trustee.

Jenny Marsh, Executive Director of the VPL Foundation, reported that she attended the Library Fundraising Conference. She noted that the Foundation has created new

fundraising materials for the second phase of the Capital Campaign focused on Children's Library. Jenny will mail out the campaign materials to Library Board Trustees who would like to receive them.

➤ **VPL Trustees**

Vice Chair John Schaub reported that he recently travelled to Ottawa, Ontario and noted that Ottawa libraries will be closed on Sundays during the summer.

Vice Chair Jennifer Chan reviewed the financial policies during the weekend and provided her edits to Eric Smith and Julia Morrison.

Trustee Amanda Card attended the announcement of Indigenous names for the Vancouver Art Gallery Plaza and the Queen Elizabeth Theatre Plaza

Trustee Rhonda Sherwood spent time reading BCLTA and CFLA materials in preparation for her new appointment as VPL liaison to the BCLTA Board.

Trustee Julia Lin attended the Trustee Orientation Program delivered by VPL Board Chair Kyla Epstein on June 26th. Julia introduced a program at the náč̓a?mat ct Strathcona Branch on May 22 and connected Marpole Branch Head with the Chinese Cultural Centre for a meeting place.

Trustee Suki Grewal visited the VPL booth at the Science and Maker Jamboree on Granville Island on June 17 and attended a family storytime at Oakridge branch. She commended Children's Librarian Lindsey Krabbenhoft's work with children at Oakridge.

Trustee Kurt Heinrich attended the Trustee Orientation Program with Trustee Lin on July 26.

Library Board Chair Kyla Epstein attended the VPL Foundation Board Workshop on May 27 as well as the VPL Foundation Board meeting on May 30. Kyla attended the City Service Awards on May 31 and congratulated staff for their work especially in collaboration with the City. She attended the Friends of VPL Annual General Meeting on June 9 and congratulated the new directors and thanked them for their work. She met with HR Director Balwinder Rai and Odlin Berndston consultant to debrief on the Chief Librarian hiring process. Kyla plans to write up the process for VPL records and to support BCLTA. She attended the Indigenous naming announcement at the the Vancouver Art Gallery and distributed some pamphlets to Trustees for information about the new names. She met with Jewish Federation of Greater Vancouver CEO discussed areas of mutual interest. She also attended the closing event of the Indigenous Storyteller-in-

Residence on June 20 and shared her appreciation of T'uy't'tanat-Cease Wyss and the staff who supported this program. Kyla shared that she met with two people who are interested in submitting applications for the Library Board. Kyla also delivered the Trustee Orientation Program for VPL Trustees Heinrich and Lin and thanked them for their time. Lastly, she also met with Mayor Gregor Robertson on June 25th.

<Break at 5:49 pm and returned to the meeting at 6:02 pm>

ITEMS FOR DECISION

6. Facilities Master Plan

Community Relations, Planning & Development Committee Chair Amanda Card informed Trustees that the report was discussed at the June 18 meeting and the Committee recommends that the Board approve the Facilities Master Plan. Trustees provided some feedback such as including a reference to the VPL Vision, Mission and Values under the guiding principles section, as well as provided several editorial changes to the report. At the conclusion of the discussion, the following motion was raised:

Moved by Rhonda Sherwood and seconded by Jennifer Chan

THAT the Board approve the Facilities Master Plan as amended.

CARRIED UNANIMOUSLY

7. Board Programming Policies Revision

Community Relations, Planning & Development Committee Chair Amanda Card noted that Committee reviewed the report that recommends amendments to two policies: the Programming Policy and the Selling Materials at Author Programs. The Committee recommends that the Board approve the revisions. Library Experience Director Dawn Ibey noted that staff would like to both flexibility and limitations on the sale of materials and added that the policy Selling Materials at Author Programs will be renamed Selling Creative Works at Programs once the Board approves the changes. Vice Chair Jennifer Chan suggested adding references to the Meeting Room Policy. At the conclusion of the discussion, the following motions were raised:

Moved by Rhonda Sherwood and seconded by Jennifer Chan

THAT the Board approve the amended Programming, VPL policy and change the name to Programming at Vancouver Public Library; and

CARRIED UNANIMOUSLY

Moved by Julia Lin and seconded by Amanda Card

THAT the Board approve the amended Selling Materials at Author Programs policy and change the name to Selling Creative Works at Programs.

CARRIED UNANIMOUSLY

8. Multilingual Collection Strategy

Services, Finance & Human Resources Committee Chair Jennifer Chan noted that the Committee received recommendation from staff proposing change in the Strategy to improve the visibility and circulation of multilingual collections. She added that the change is a data driven approach that considers where languages are circulating the most. Trustee Grewal sought clarification on the lack of an Urdu language collection at VPL; Chief Librarian Christina de Castell clarified the use of census data to determine language collections.

Moved by Kurt Heinrich and seconded by John Schaub

THAT the Board approve the implementation of a new approach to the development and deployment of multilingual collections that improves the visibility and circulation of these materials, focusing on the consolidation of language materials in branch locations where they perform well to create deeper, richer collections that better serve the needs and interests of patrons.

CARRIED UNANIMOUSLY

9. Women's Equity Strategy at VPL

Services, Finance & Human Resources Committee Chair Jennifer Chan noted that the Committee recommends that the Board endorse the Strategy and approve the actions the Library can take to further advance the Strategy.

Moved by Amanda Card and seconded by Rhonda Sherwood

THAT the Board endorse the City of Vancouver's Women's Equity Strategy.

CARRIED UNANIMOUSLY

Moved by Rhonda Sherwood and seconded by Jennifer Chan

THAT the Board endorse staff's recommendations for action as contained in Appendix A, associated with the City of Vancouver's Women's Equity Strategy as amended;

THAT the Board direct staff to report back annually on progress to date; and

THAT the Board direct the Chair to send a letter to City Council notifying them of the Board's decisions on this matter.

CARRIED UNANIMOUSLY

10. Introduction to Delegated Authorities and Policies for Procurement and Budgets

Chief Librarian Christina de Castell noted that there was a lengthy discussion on the three financial policies presented at the SFHR Committee. Christina thanked Vice Chair Jennifer Chan for reviewing and providing feedback. Vice Chair Chan added that the Board's attention in review should be the threshold amounts for changes in the operating and capital budgets. She noted that the Procurement Policy speaks to how staff contract out services or products and the Board will need to determine what level of contract that would require Board approval. The draft policies will be sent to the Board next week to give time for Trustees to thoroughly review the documents in advance of the July 25th Library Board meeting.

ITEMS PULLED OUT OF CONSENT

11. Monthly Outcomes Report – May 2018

Trustee Heinrich sought clarification on the purpose of alignments of monthly outcomes with VPL 2020, how to determine if the outcome addresses the gaps in the strategic plan, and if there is a more efficient way of reporting. Some Trustees responded that they value the stories outlined in the report that can be used when advocating for the Library. The Chief Librarian noted that the report also helps staff have greater understanding of the alignment of their work with our strategic plan. Staff will bring back reporting options at a future Board meeting.

Moved by Rhonda Sherwood and seconded by Kurt Heinrich

THAT the Board receive the report for information.

CARRIED UNANIMOUSLY

12. Eric Smith's Retirement

On behalf of the Board, Chair Kyla Epstein congratulated Eric Smith, Director of Corporate Services & Facilities, and presented his retirement certificate in recognition of his 33 years of service at VPL. Kyla reminded Trustees that Eric's retirement party will be held on Thursday, June 28 where the Board's retirement gift will be given to Eric. Eric noted he enjoyed working at VPL and appreciates the Board's efforts on behalf of the community.

ADJOURN

There being no further business, the Chair declared the meeting adjourned at 6:43 p.m. and moved to in-camera.

Kyla Epstein, Chair

Christina de Castell, Secretary

DRAFT