



MANAGEMENT REPORT

Date: July 17, 2020
Author: Patricia Chong, Manager, Policy & Planning
VanDocs#: DOC/2020/168356
Meeting Date: July 22, 2020

TO: Library Board
FROM: Kurt Heinrich, Chair, Community Relations, Planning & Development
SUBJECT: Board Policy Review

SUMMARY

This report provides draft prioritization of Board policies for review in 2020 and recommends that staff develop a new policy around staff diversity.

PURPOSE

This report is for decision.

RECOMMENDATIONS

THAT the Board direct staff to develop a policy around diversity hiring, promotion, and mentorship with a view to increasing representation among VPL staff of Indigenous and other People of Colour.

THAT the Board receive the report for information.

COMMITTEE DISCUSSION

Policy prioritization was discussed by both the Community Relations, Planning and Development Committee and the Services, Finance and Human Resources Committee. The Community Relations, Planning and Development Committee discussed the need for policy to address the Strategic Plan goal of “Fostering an inclusive workplace that reflects the diversity of our community” and suggested the creation of a new Board level policy on staff diversity addressing Black, Indigenous and People of Colour. Board Chair Chan noted that staff have

identified the need for an equity audit. Internships have been previously identified as a means to raise interest in libraries as a career and increase the diversity of applicants, and are being implemented by staff. The Services, Finance and Human Resources Committee also discussed the process for determining priorities and how COVID-19 may affect the timing.

BACKGROUND

Policies and their accompanying procedures are key documents in any organization. At VPL, they set out the principles that we will follow in delivering service to our patrons in alignment with the library's vision, mission and values.

In November 2018, staff presented a recommended approach for the Board Policy Review for discussion. The objective of the Board Policy Review is to deliver an updated set of policies that are clear, consistent, relevant and appropriate for Board governance. Over the years, the Board policies have grown to encompass a diverse range of topics from direction on Board member activities to day-to-day library operations.

Of the existing 53 Board policies, 21 were reviewed or created in the last four years but many have remained unchanged for more than ten years.

The first component of the Board Policy Review is the development of a Policy Management Framework, which was provided to the Governance Committee and Board for review in June 2020. The second component is conducting the review of existing Board policies – undertaking the work of identifying, prioritizing, and updating the current set of Board policies, and ensuring the highest priority policies are addressed earlier in the process. The third component will be review of administrative policies.

DISCUSSION

Policies at VPL have been reviewed by one of the three Board committees based on their content and the committee's terms of reference, while the Governance Committee oversees the process. In June 2020, the Governance Committee reviewed the process for the Board Policy Review. This report was subsequently provided to the Community Relations, Planning and Development Committee and the Services, Finance and Human Resources Committee to review the policies that it respectively oversees, along with the prioritization and timing of review.

Staff have completed the initial phase of the review and prioritized the 53 existing Board policies. As a result of the current COVID-19 pandemic, review of existing policies has been suspended since March. Development of a new emergency response policy, outlining delegation of authority for emergency system-wide closure and expenditure from Library

reserves, has taken priority over review of existing policies, and this policy was considered by the Services, Finance and Human Resources Committee. Following amendments recommended by the SFHR Committee, it will be provided to the Board at a future meeting.

The review of existing Board policies is intended to begin in the fall of 2020, as follows:

Category	Recommendation	# of policies
High Priority	Review and update Q4 2020 to mid-2021	5
Medium Priority	Review and update mid-2021 to mid-2023	13
Low Priority	Review and update mid-2023 to mid-2026	28
Low Priority - For Rescission	Consider for rescission in Q4 2020 to mid-2021	7
TOTAL		53

The following table lists the five policies staff identify as high priority for review, as well as one to be created to complement an existing policy. Staff have ranked these as high priority because they relate to a significant change in City of Vancouver policy, or because they are linked to another policy that has changed recently. All five high priority policies are within the scope of the Community Relations, Planning and Development Committee.

Recommended High Priority Policies

Policy Name	Rationale
Sponsorship	VPL should consider alignment with the City's Sponsorship policy approved by Council in 2019
Donor Recognition	Related to Sponsorship; need to ensure alignment between policies and separate out information on naming
Naming (new policy)	Create a new Naming policy that considers hənq̓əmin̓əm and Skwxwú7mesh languages as well as donor and commemorative naming.
Public Space	Refers to Public Meeting Room & Facilities Use policy updated in 2019; provides general guidelines on demonstrations
Posters and Newspapers	Provisions should be aligned with the Political Use of Library Space policy updated in 2017
Petitions, In-Person Solicitation of Donations and Leafleting	Provisions should be aligned with the Political Use of Library Space policy updated in 2017

A list of all Board policies identifying the priority staff have recommended for review is provided in **Appendix A**. Please note that policies recommended for rescission are denoted with an asterisk (*); The Governance Committee has indicated that operational policies recommended

for rescission should be brought forward as a group at an upcoming meeting, and staff plan for this to happen in Q4 2020. During the Governance Committee discussion, trustees also identified that policies related to safety and equity may warrant review with consideration to the experiences of the past several months.

NEXT STEPS

Staff will develop a policy review calendar for the Committees' review in Q4 2020 and begin review of the identified high priority policies and development of identified new policies.

FINANCIAL IMPLICATIONS

The review of Board policies will be conducted within the scope of regular operations.

FINAL REMARKS

Current and regularly reviewed policies are critical for the effective governance and operations of VPL.

Appendix A

Current Board Policies Prioritized for Review

Policy Name	Committee	Last review date	Next scheduled review date	Priority level
Donor Recognition	CRPD	2018-09-26	2021-09-26	High
Petitions, In-Person Solicitation of Donations and Leafleting	CRPD	2015-02-25	None	High
Posters and Newspapers	CRPD	2008-08-27	None	High
Public Space	CRPD	2006-07-26	None	High
Sponsorship	CRPD	2004-02-25	None	High
Access to Services without Fear	SFHR	2016-04-27	2021-04-27	Medium
Board Governance Principles	Governance	2012-10-24	None	Medium
Chief Librarian Performance Management Framework	Governance	2014-11-26	None	Medium
Collection Development Policy	SFHR	2008-09-24	None	Medium
Fee for Service	SFHR	1991-05-01	None	Medium
Human Rights and Harassment	SFHR	2016-09-28	2021-01-28	Medium
Library Financial Reserves	SFHR	2010-05-26	None	Medium
Political Use of Library Space	CRPD	2017-02-22	2022-02-22	Medium
Public Internet and Computer Usage	SFHR	2014-07-23	None	Medium
Respectful Workplace	SFHR	2016-02-04	2021-02-04	Medium
Retirement - Board Recognition	SFHR	2016-02-04	2021-02-04	Medium
Travel	SFHR	2005-01-01	None	Medium
Whistleblowing - Reporting, Investigation and Protection	SFHR	2016-01-28	2021-01-28	Medium
Alcohol, Controlled Drugs and Medications	SFHR	2018-07-25	2021-07-25	Low
Art Donations	CRPD	2009-04-22	None	Low
Bed bug*	SFHR	2012-04-25	None	Low
Board Communications Protocol	Governance	2019-06-26	2024-06-26	Low
Board Procedure	Governance	2019-11-27	2024-11-27	Low
Bottled Water in Library Facilities*	CRPD	2009-05-27	None	Low
Capital Budget	SFHR	2018-07-25	2023-07-25	Low
Cards for VPL Staff	SFHR	2019-03-27	2022-03-27	Low
CCTV Systems	SFHR	2019-01-23	2024-01-23	Low
Code of Conduct	SFHR	2016-01-21	2021-01-21	Low
Community Engagement Values Statement*	CRPD	2010-06-23	None	Low

Policy Name	Committee	Last review date	Next scheduled review date	Priority level
Customer Service Statement*	CRPD	2010-06-23	None	Low
Diversity and Inclusion Statement	SFHR	2010-06-23	None	Low
Donation Requests	CRPD	2002-03-27	None	Low
Employees Driving Library (City) Owned or Leased Vehicles	SFHR	1996-06-26	None	Low
Endorsement	CRPD	2015-06-25	None	Low
Executive Recruitment	SFHR	2016-07-27	2021-07-27	Low
Guidelines on the Relationship between Vancouver City Council and the Vancouver Public Library Board	Governance	2008-08-27	None	Low
In-Camera Policy at the Vancouver Public Library*	Governance	1994-01-01	None	Low
Library Square Look-Back Recognition	CRPD	2017-07-26	2020-07-26	Low
Living Wage Employer	SFHR	2017-05-24	2022-05-24	Low
Meeting Rooms and Facilities Use Regulation	CRPD	2019-07-24	2022-07-24	Low
Operating Budget	SFHR	2018-07-25	2023-07-25	Low
Parking Violations	SFHR	2001-10-24	None	Low
Procurement	SFHR	2018-07-25	2023-07-25	Low
Programming at Vancouver Public Library	CRPD	2018-06-20	2021-06-20	Low
Protection of Privacy	SFHR	2016-05-26	2021-05-26	Low
Public Meeting Rooms & Facilities Use	CRPD	2019-09-25	2022-09-25	Low
Records Management*	CRPD	2019-10-17	None	Low
Research Participation	CRPD	2015-02-25	None	Low
Selling Creative Works at Library Programs	CRPD	2018-06-20	2023-06-20	Low
Staff Identification	SFHR	2016-02-04	2021-02-04	Low
Technology and Public Service*	SFHR	2015-10-28	None	Low
Vancouver Public Library Cards	SFHR	2019-11-27	2024-11-27	Low
Vancouver Public Library/Vancouver School Board Policy of Mutual Expectations	Governance	2004-06-23	None	Low

*Policies recommended for rescission are denoted with an asterisk.