



MANAGEMENT REPORT

Date: September 10, 2018
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VanRIMS #: DOC/2018/193354
Meeting Date: September 19, 2018
TO: Board Governance Committee
FROM: Christina de Castell, Chief Librarian
SUBJECT: Board Training Plan

SUMMARY

This report proposes a Board Training Plan covering key areas related to governance and inclusion.

PURPOSE

This report is for decision.

RECOMMENDATION

That the Governance Committee recommend that the Board adopt the proposed training plan and direct staff to arrange training for trustees based on this schedule.

BACKGROUND

VPL Board members are expected to participate in the Trustee Orientation Program (TOP) delivered through BC Library Trustees Association. TOP covers the role of public libraries in British Columbia, the types of libraries, legislation and funding, as well as the core responsibilities of the Library Board. These include: selecting, supporting and evaluating the library director; strategic planning; policy development; approving and monitoring programs and services; maintaining fiscal oversight; advocacy; fund development and managing risk.

In addition to the Trustee Orientation Program delivered by the BCLTA, the VPL Board has periodically identified areas for development and undertaken training for trustees, such as budget orientation for VPL, media relations, understanding the collective trauma that has affected Indigenous Peoples in Canada, and obligations under the BC Freedom of Information and Protection of Privacy Act.

The Trustee Orientation Program and the budget orientation training have been offered annually.

The VPL Board undertakes a Board Self Evaluation process at the end of each calendar year through a web survey. Board members assess themselves individually and the Board as a whole. This process may identify additional areas for development.

DISCUSSION

Following discussion of training at the April 16, 2018 Governance Committee meeting, the Board requested that staff create a core training plan, identifying training recommended for trustees and a proposed schedule.

Proposed Training Plan

Topic	Provider	Frequency	Attendance
Trustee Orientation Program	BCLTA	Annual	New trustees*
BCLTA conference	BCLTA	Annual	All trustees
Chairing the Board	BCLTA	Annual	New or prospective Board/committee chairs
Budget Orientation	Director, Corporate Services & Facilities	Annual	All trustees
Obligations under BC FOIPPA	VPL Privacy Officer	Annual	All trustees
Trans, Gender-Variant and Two-Spirit Inclusion	External	2 years	All trustees
Truth & Reconciliation/ Indigenous understanding	External	2 years	All trustees
Storytelling for Advocacy	External	3-4 years	All trustees

Sessions for all trustees will normally be delivered as pre-Board workshops and would result in 3-4 training sessions per year.

A draft schedule for 2019/2020 is provided in Appendix A.

FINANCIAL IMPLICATIONS

The VPL operating budget supports training for trustees on an annual basis, including TOP, BCLTA conference attendance, and 1-2 external trainers for other topics delivered at a VPL location.

FINAL REMARKS

Training is a critical aspect of preparing VPL trustees to successfully fulfill their roles. The BCLTA Trustee Orientation Program provides a strong foundation that VPL supplements with training that supports the local environment and strategic priorities.

APPENDIX A

If the training plan is approved, the following draft schedule would be implemented for 2019/2020.

Topic	Next date	Last date
Trans, Gender-Variant and Two-Spirit Inclusion	November/December 2018	n/a
Budget Orientation	February 2019	February 2018
Obligations under BC FOIPPA	March/April 2019	April 2018
Trustee Orientation Program*	April/May 2019	April/May 2018
Chairing the Board**	April/May 2019	May 2018
Indigenous issues/Reconciliation	November 2019	November 2017
Storytelling for Advocacy	June/July 2019	2014?

*new trustees only

**new or prospective chairs only