



Minutes of the VPL Board Governance Committee Regular Meeting held at 6:00 p.m. on Wednesday, September 19, 2018 in the HR Training Room at 350 West Georgia Street, Vancouver, B.C.

**Present:** Amanda Card  
Jennifer Chan  
Kyla Epstein  
John Schaub - Chair  
Raji Mangat  
Harlan Pruden

**Recording Secretary:** Christina de Castell - Chief Librarian

**ADMINISTRATION:**

**1. Approval of the Agenda**

Moved by Amanda Card and seconded by Raji Mangat

*THAT the Committee approved the Governance Committee meeting agenda.*

**CARRIED UNANIMOUSLY**

**2. Minutes**

The Chief Librarian presented the draft minutes of the meeting held April 16, 2018 for approval by the Committee.

Moved by Amanda Card and seconded by Jennifer Chan

*THAT the draft minutes of the meeting held April 16, 2018 be approved as received.*

**CARRIED UNANIMOUSLY**

## ITEMS FOR DISCUSSION

### 3. Board Communications Protocol

Trustees discussed specifying VPL email accounts need to be used for non-transitory records and that personal accounts can be used for transitory messages such as arranging branch visits or availability for meetings. They noted the need to identify that other communication mechanisms are also used, such as phone calls, and that the use and obligations associated with VPL-provided devices need to be described. The committee requested that the Chief Librarian bring amendments to a future meeting.

### 4. Policy on Policy Development

Trustees discussed the objectives of a guideline or policy on policy development, including describing when VPL would adopt a City of Vancouver policy with job/organization title changes only, when it would be customized for the Library environment, and when VPL would adopt a separate policy. They identified that when a City of Vancouver policy comes to the Board for consideration, it should include a cover report that identifies the key provisions that are relevant to VPL. Trustees also discussed drafting considerations, such as ensuring policies are plain language/accessible, considering the audience, using gender-neutral language, identifying areas of concern for Indigenous peoples if applicable, and including that VPL will maintain a review calendar for policies.

### 5. Governance and Reconciliation

Trustees discussed how to respond to the Truth and Reconciliation calls to action at the Governance level, and how to ensure that all trustees are prepared for conversations so that discussions are productive, given Board membership changes annually. Trustees agreed that online training on the history of Indigenous peoples in Canada and the Truth & Reconciliation calls to action would be valuable and directed management to identify an online course for new trustees. They discussed holding approximately two workshops or discussions annually associated with Board meetings, which could include external presentations or facilitators, and providing a summary of VPL's strategic and operational activities associated with Truth & Reconciliation for trustees in the Board orientation binder, which would also be sent to existing trustees.

### 6. Board Training Plan

Trustees discussed the draft Board training plan, including the areas of interest for additional training such as audiences that benefit from library services and areas associated with the strategic plan, scheduling and specifying time outside Board meetings. They noted the value of the BCLTA Trustee Orientation Program and that trustees should attend as early as possible in their first term. Trustees noted that the orientation binder is regularly updated, and that all trustees should receive an electronic copy of updates.

**7. Board Recruitment Policy**

Trustees received the Board Recruitment Policy and agreed that it should be provided to the Board at the September meeting to review in advance of the Board appointment process.

**8. Information Package for Prospective Trustees**

Trustee received a draft information package and commented on the value this would provide for prospective trustees. They requested the addition of acknowledgement that VPL operates on the unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səlilwətaʔɫ (Tseil-Waututh) Nations, and updates to the application process. Trustees requested that the Chief Librarian distribute a digital copy by email and that it be posted in the Board section of the VPL website.

ADJOURN

There being no further business, the Chair declared the meeting adjourned at 8:00 p.m.

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John Schaub, Chair

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Christina de Castell, Secretary