



Minutes of the VPL Board Services, Finance & Human Resources Committee Regular Meeting held on Wednesday, September 20, 2017 at 5:30 p.m. in the Peter Kaye Room at 350 West Georgia Street, Vancouver, B.C.

**Present:** Gordon Ross – Via conference call  
Raji Mangat  
John Schaub – Acting Chair  
Rhonda Sherwood  
Kyla Epstein – Via conference call

**Absent:** Karen Hoffmann – Chair

**Management**

**Present:** Sandra Singh – Chief Librarian  
Christina de Castell – Director, Collections & Technology  
Diana Guinn – Director, Neighbourhood & Youth Services  
Dawn Ibey – Director, Library Experience  
Samantha Pillay – Director, Human Resources

**Recording**

**Secretary:** Chrysalyn Tolentino – Executive Assistant

**ADMINISTRATION:**

**1. Approval of the Agenda**

Moved by Rhonda Sherwood

*THAT the Committee approve the regular meeting agenda as received.*

**CARRIED UNANIMOUSLY**

**2. Minutes**

The Chief Librarian presented the draft minutes of the Regular Meeting held June 21, 2017 for approval by the Committee.

Moved by Rhonda Sherwood

*THAT the draft minutes of Regular Meeting held June 21, 2017 be approved as received.*

**CARRIED UNANIMOUSLY**

## **DELIVERY OF LIBRARY SERVICE**

### **3. Transfer from Reserves for Project Manager**

Chief Librarian Sandra Singh presented a request for approval for a transfer from reserves to fund a project manager for 15 months to oversee the pre-move activities needed to make way for the City of Vancouver Archives move to the Central Library.

Moved by Raji Mangat and seconded by Rhonda Sherwood

*THAT the Committee recommend that the Board authorize a transfer from reserves of up to \$180,000 to fund a Manager for fifteen (15) months to plan and project manage VPL's pre-move activities for the Archives relocation project.*

**CARRIED UNANIMOUSLY**

### **4. Library & Archives Update**

Library Experience Director Dawn Ibey reported that we have finalized our operating agreement with Library & Archives Canada and are moving on to the training phase. The LAC service point will be temporarily located on Level 6 near the genealogy area. The soft launch is scheduled on October 23<sup>rd</sup>, with the official launch on November 8. The November 8<sup>th</sup> launch will be held from 11:30 to 2:30 pm, which will include lunch, a signature series program and hosting a casual meet and greet with staff.

## **FINANCIALS**

### **5. July 31, 2017 Operating Results**

Chief Librarian Sandra Singh summarized and gave an overview of the financial statements for the month-ending July 31, 2017 highlighting and clarifying specific items and answering questions from the Committee members.

Moved by Rhonda Sherwood and seconded by Gordon Ross

*THAT the Committee receive the report for information.*

**CARRIED UNANIMOUSLY**

## **HUMAN RESOURCES**

### **6. Living Wage Certification**

Human Resources Director Samantha Pillay reported that VPL applied for Living Wage certification and had a positive conversation with the Living Wage Committee that reviews the application. It is anticipated that we will hear back on the status of our application in the next few months.

## **ADJOURN**

There being no further business, the Acting Chair declared the meeting adjourned at 5:50 p.m. and moved to in camera.

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John Schaub, Acting Chair

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Sandra Singh, Secretary

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