



Minutes of the VPL Board Services, Finance & Human Resources Committee Regular Meeting held on Wednesday, June 20, 2018 at 5:30 p.m. in the Peter Kaye Room at 350 West Georgia Street, Vancouver, B.C.

Present: Jennifer Chan – Chair
Kyla Epstein
Kurt Heinrich – Via conference call
Harlan Pruden
John Schaub

Absent: Rhonda Sherwood

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 Service & Facilities
Balwinder Rai – Director, Human Resources
Eric Smith – Director, Corporate Service & Facilities

Staff: Julie Iannacone – Assoc Director, Neighbourhood & Youth Services

Guest: Kari Scott-Whyte – Vice President, CUPE 391

Recording Secretary: Chrysalyn Tolentino – Executive Assistant

ADMINISTRATION:

1. Approval and Additions to the Agenda

Moved by Harlan Pruden

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 May 23, 2018 for approval by the Committee.

Moved by Kyla Epstein

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

CARRIED UNANIMOUSLY

DELIVERY OF LIBRARY SERVICE

3. Multilingual Collection Strategy

Kay Cahill, Acting Director, Collections and Technology, presented a report that proposes a change in strategy to improve the visibility and circulation of multilingual collections. She noted that VPL collects material in sixteen languages other than English; branch locations have language collections that represent the demographics in their neighbourhoods, while Central Library offers materials in the full range of collected languages. This leaves some locations with an inadequate amount of material for browsing. Staff recommend that VPL implement a new approach to the development and deployment of multilingual collections focusing on the consolidation of language materials in branch locations where they perform well. An evaluation process will take place after six months and one year, examining circulation data and patron feedback. Committee members sought clarification on some items in the report including communication plans, inclusion of Indigenous languages and tie in with ESL programming. Trustees suggested adding a section on what is included in the scope for more clarity.

Moved by Harlan Pruden

THAT the Committee recommend 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

FINANCIALS

4. May 31, 2018 Operating Results

Corporate Services & Facilities Director Eric Smith and Julia Morrison, incoming Acting Director of Corporate Services & Facilities, summarized and gave an overview of the financial statement for month-ending May 31, 2018 highlighting and clarifying specific items and answering questions from the Committee members. They noted that overall, the Library is under budget by \$671,000 mostly in salaries and benefits and building occupancy costs.

Moved by John Schaub

THAT the Committee recommend that the Board receive the unaudited Statement of Revenues and Expenditures for the five months ended May 31, 2018 for information.

CARRIED UNANIMOUSLY

POLICIES

5. Women's Equity Strategy at VPL

Julie Iannacone, Associate Director, Neighbourhood & Youth Services, presented a report that identifies each of the five City of Vancouver priority areas and the recommendations for VPL, as well a summary of relevant existing policies and operational activities. Staff will develop an action plan to implement and track the recommendations and will report back to the Board on progress after one year. Trustees reviewed recommendations and provided feedback including changing wording for low visibility areas; broadening language on maternity leave, including care givers; including an overarching statement that priorities do not operate in silos; using woman instead of female; as well as considering non-binary categorization.

Moved by Harlan Pruden

THAT the Committee recommend that the Board:

- A. Endorse the City of Vancouver's Women's Equity Strategy;*
- B. Endorse staff's recommendations for action as contained in Appendix A, associated with the City of Vancouver's Women's Equity Strategy as amended;*
- C. Direct staff to report back annually on progress to date; and*
- D. Direct the Chair to send a letter to City Council notifying them of the Board's decisions on this matter.*

CARRIED UNANIMOUSLY

6. Changes to Delegated Authorities and Policies for Procurement and Budgets

Eric Smith, Director, Corporate Services & Facilities, presented a report that proposes a number of changes to Library Board policy relating to Administrative Authorities (the Standing Authorities and Policy related to the acquisition of goods and services for Library operations) and to approve revised policies for procurement, Capital budget and Operating budget. Implementation of these updated authorities and policies will improve the efficiency, accountability and transparency of Library/City operations.

Trustees discussed the draft policies and provided comments including: add references to the Reserves Policy and the Library Act, remove definition of fire chief from the Capital Budget Policy, and the need to clarify the role of the Board for capital adjustments. There was also extensive discussion on the interpretation of section 4.2 “General Policy is to Limit Contract Term to Maximize Competitiveness”; it was agreed that Eric Smith will clarify with the City its intent. The Committee also discussed the Library Act’s requirement to set a budget and submit to the City by March 1st. Staff will clarify with the City, amend the report and give this to Committee Chair Jennifer Chan for review prior to submitting to the Board.

Moved by Harlan Pruden

THAT the Committee recommend that the report be referred to the June 27, 2018 Library Board meeting for further discussion of the revised draft policies.

CARRIED UNANIMOUSLY

<Trustee Harlan Pruden left at 7:05 pm>

7. Living Wage Annual Update

Balwinder Rai, Director, Human Resources noted that as part of the Living Wage Employer Implementation Plan, VPL committed to conducting an annual review of staff wages to ensure VPL employee rates are maintained at, or above, the current Living Wage rate. Living Wage per hour rate in Metro Vancouver in 2018 is \$20.91 per hour and VPL’s auxiliary Library Services Assistant earns \$22.88 per hour including benefits, meeting the Living Wage guidelines.

Moved by John Schaub

THAT the Committee receive the report for information.

CARRIED UNANIMOUSLY

<Kurt Heinrich and Kyla Epstein left at 7:10 pm>

ADJOURN

There being no further business, the Chair declared the meeting adjourned at 7:15 p.m.

Jennifer Chan, Chair

Christina de Castell, Secretary