



Minutes of the VPL Board Services, Finance & Human Resources Committee Regular Meeting held on Wednesday, July 18, 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
John Schaub
Rhonda Sherwood

Board Members

Present: Amanda Card
Suki Grewal
Julia Lin
Raji Mangat

Absent: Harlan Pruden

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

Recording

Secretary: Chrysalyn Tolentino – Executive Assistant

ADMINISTRATION:

1. Approval and Additions to the Agenda

Moved by John Schaub

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 20, 2018 for approval by the Committee.

Moved by Kurt Heinrich

THAT the draft minutes of Regular Meeting held June 20, 2018 be approved as received.

CARRIED UNANIMOUSLY

DELIVERY OF LIBRARY SERVICE

3. 2018 Holiday Hours

The Committee received a staff report recommending Board approval of the holiday hours, including altered hours on December 24 and December 31, 2018. Human Resources Director Balwinder Rai noted that this year, both Christmas Eve and New Year's Eve fall on a Monday. Staff recommends that the Board approve the early closing on Christmas Eve and New Year's Eve to both ensure the public has good access to the library on these days and allow staff working Christmas Eve or New Year's Eve a chance to get home to their families.

Moved by Kurt Heinrich

THAT the Committee recommend that the Board approve that nine library locations normally open on Mondays close at 5:00 p.m. on Monday, December 24, and Monday December 31, 2018, with the exception of Carnegie Reading Room; and

THAT Carnegie Reading Room remain open during the public holidays according to Carnegie Centre practice, subject to the availability of staff.

CARRIED UNANIMOUSLY

4. Musical Instrument Lending Update

Dawn Ibey, Library Experience Director, presented for Trustee information a report summarizing the Vancouver Public Library's very successful second year of operation of the Sun Life Financial Musical Instrument Library. The program is extremely popular with patrons and usage is very strong. VPL is interested in expanding the variety of instruments in the collection and its availability at branches. The Committee sought clarification on some items in the report such as wait times; Dawn will ask the Circulation department to look into this. Trustees also asked about the demographics of patrons who use this program.

Moved by Rhonda Sherwood

THAT the Committee receive the report for information.

CARRIED UNANIMOUSLY

FINANCIALS

5. June 30, 2018 Operating Results

Julia Morrison, Acting Director of Corporate Services & Facilities, summarized and gave an overview of the financial statements for the month-ending June 30, 2018 highlighting and clarifying specific items and answering questions from the Committee members. Trustee Schaub expressed interest in a chart that shows comparison with the previous year.

Moved by John Schaub

THAT the Committee recommend that the Board receive the unaudited Statement of Revenues and Expenditures for the six months ended June 30, 2018 for information.

CARRIED UNANIMOUSLY

<The Committee took a break at 5:48 pm, moved to in camera at 6:00 pm pursuant to Section 5(n)(10) of the Board Procedure Policy and returned to regular meeting at 6:20 pm>

PRESENTATION

6. Capital Plan

Michel Desrochers, Capital Program Analyst, City of Vancouver, provided an overview of the 2019-2022 Capital Plan submission which will include Marpole and Oakridge branch renewals and expansion as well as relocation of City Archives to the Central Library. City staff will present their recommendations to City Council on July 24. Board Chair Kyla Epstein will speak on behalf of the Library at the July 25 City Council meeting.

<Trustees Card, Grewal, Lin and Mangat left at 6:45 pm>

POLICIES

7. Alcohol, Controlled Drugs and Medications Policy

HR Director Balwinder Rai presented the Alcohol, Controlled Drugs and Medications policy modelled after the City's updated policy. Balwinder noted that the policy will continue the zero tolerance approach that states that staff cannot drink alcohol or take drugs while at work and recognizes that cannabis, along with all other controlled

substances, remains prohibited in the workplace. There was an extensive discussion on staff responsibilities section 1.1 of the Policy and suggestion that “city premises” be included in section 1.1.a.i to 1.1.b.ii. Trustees also agreed to add bullet points to these sections for more clarity and to revise the date of the next review timeline to three years instead of five years. The Committee also noted that the cover report should specify that the new Alcohol, Controlled Drugs and Medications Policy replaces the Substance Abuse Policy.

Moved by Kurt Heinrich

THAT the Committee recommend that the Board adopt the Alcohol, Controlled Drugs and Medications policy with amendments.

CARRIED UNANIMOUSLY

ADJOURN

Moved by Rhonda Sherwood

There being no further business, the Chair declared the Regular meeting adjourned at 7:29 p.m. and move to In Camera meeting pursuant to Section 5(n)(10) of the Board Procedure Policy, to discuss negotiations and related discussions respecting the proposed provision of an activity, work or facility that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the Library if they were held in public.

Jennifer Chan, Chair

Christina de Castell, Secretary