



Minutes of the VPL Board Services, Finance & Human Resources Committee Regular Meeting held on Wednesday, July 17, 2019 at 5:30 p.m. in the Morris J Wosk Boardroom at 350 West Georgia Street, Vancouver, B.C.

Present: Rhonda Sherwood – Chair
Kevin Lowe
Raji Mangat

Absent: Zahra Hussein

Management

Present: Christina de Castell – Chief Librarian
Kay Cahill – Director, Collections & Technology
Dawn Ibey – Director, Library Experience
Julia Morrison – Director, Corporate Service & Facilities
Carol Nelson – Director, Planning & Communications
Balwinder Rai – Director, Human Resources

Guest: Inder Pannu – Member-at-Large, CUPE 391

Recording Secretary: Chrysalyn Tolentino – Executive Assistant

ADMINISTRATION:

1. Approval and Additions to the Agenda

Moved by Raji Mangat

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 April 17, 2019 for approval by the Committee.

Moved by Kevin Lowe

THAT the draft minutes of Regular Meeting held April 17, 2019 be approved as received.

CARRIED UNANIMOUSLY

FINANCIALS

3. Q2 2019 Financial Operating Results

Julia Morrison, Director of Corporate Services & Facilities, summarized and gave an overview of the second quarter financial statement ended June 30, 2019. The Library is under budget for the year by \$785,000 due to expenditures (salaries and collections) and transfers that are lower than budgeted and by revenues which are above budget. Julia answered Trustee questions on professional fees, and reason why collections and salaries are under budget.

Moved by Raji Mangat

THAT the Committee recommend that the Board receive the unaudited Statement of Revenues and Expenditures for the quarter ended June 30, 2019 for information.

CARRIED UNANIMOUSLY

POLICIES

4. Women's Equity Strategy Update

Balwinder Rai, Director of Human Resources, presented a report providing an update on the actions undertaken for the Women's Equity Strategy at VPL. VPL has completed or operationalized 14 out of 20 actions for 2018-2019 and staff will continue to work on initiatives that are not yet complete. Committee Chair Sherwood noted that the City of Vancouver Women's Advisory Committee is discussing changing the terminology to "all who identify as women". Trustee Lowe suggested gender-based analysis training for the Board. The Chief Librarian noted this would be an item for the Board Governance agenda and funds are available.

Moved by Raji Mangat

THAT the Committee recommend that the Board receive this report for information.

CARRIED UNANIMOUSLY

5. Public Meeting Rooms & Facilities Use Policy Consultation Feedback and Revised Draft

The Chief Librarian presented a summary of feedback on VPL's meeting room rental policy received since the Board announced it would be reviewing the policy in December 2018. The Chief Librarian noted that we are implementing pre-rental screening and risk assessment process that will assist staff in identifying potential issues prior to rental

bookings being confirmed. The Committee provided suggestions for clarification and additional information in the report and discussed the accessibility of the Board. The Chief Librarian encouraged Trustees to ask questions during delegations.

Moved by Raji Mangat

THAT the Committee recommend that staff incorporate the changes to the report as discussed and receive the report for information.

CARRIED UNANIMOUSLY

6. Public Meeting Room & Facilities Use Regulation

The Chief Librarian noted that the terms of use for branch meeting rooms have been included on the VPL website while the Central Library terms of use have historically been included in the event rental license agreement for paid rentals. All paid rentals will now be handled centrally through the Library Square Conference Centre. Once the Board approves the Regulation, staff will revise the event license agreement, in consultation with legal counsel, to incorporate the approved regulation. The Chief Librarian will attach the Branch Meeting Room Terms of Use with this report.

Moved by Raji Mangat

THAT the Committee recommend that the Board approve the Meeting Rooms & Facilities Use Regulation as amended.

CARRIED UNANIMOUSLY

ADJOURN

Moved by Kevin Lowe

There being no further business, the Chair declared the Regular meeting adjourned at 6:47 p.m. and move to In Camera meeting pursuant to Section 5(n)(10) 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.

Rhonda Sherwood, Chair

Christina de Castell, Secretary