



Minutes of the VPL Board Services, Finance & Human Resources Committee Regular Meeting held on Wednesday, July 15, 2020 at 5:30 p.m. via Zoom video call.

Present: Jennifer Chan
Zahra Hussein
Raji Mangat
John Schaub
Rhonda Sherwood — SFHR Committee Chair

Management

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

Guest: Kari Scott-Whyte — President, CUPE 391

Recording

Secretary: Chrysalyn Tolentino — Executive Assistant

ADMINISTRATION:

1. Approval and Additions to the Agenda

Moved by Zahra Hussein

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 17, 2020 for approval by the Committee.

Moved by John Schaub

THAT the draft minutes of the Regular Meeting held June 17, 2020 be approved as received.

CARRIED UNANIMOUSLY

POLICIES

3. Emergency Response Policy

Carol Nelson, Director of Planning & Communication, presented a draft policy that addresses system-wide closures resulting from emergencies, including pandemics. The Committee extensively discussed the draft policy including:

- Adding an over-arching statement that VPL will make every effort to remain open as it is a public institution;
- Adding a definition of temporary and better differentiating types of emergencies;
- Specifying that the Chief Librarian “will make reasonable efforts to consult with the Chair”;
- Addition of a time period for ratification of decisions by the Board;
- Clarifying relationships with the operating budget and reserves policy;
- Adding considerations for decision-making when a limited number of branches need to close, such as characteristics of the community and size of facility.

Staff will revise the draft policy and bring back an amended version to the September committee meeting for further consideration.

Moved by Raji Mangat

That the Services, Finance and Human Resources Committee receive the report for information.

CARRIED UNANIMOUSLY

4. Board Policy Review

Carol Nelson, Director of Planning & Communication, noted that 53 Board policies were categorized by staff as high, medium and low priorities and she asked the Committee to give feedback on the prioritization and timing suggestions for the policies within their scope. In addition to the review of existing policies, the report identifies the high priority need for two new policies: Emergency Response and Naming. She noted that the Community Relations, Planning & Development Committee has made a recommendation for another new policy that addresses racial diversity among staff and how we overcome this through our hiring practices. The Chief Librarian noted that management have previously identified that many people do not think of libraries as a career, and we need to work to change this through reaching youth, for example through internship opportunities. Management has been discussing this shared interest in increasing diversity with the Union. Committee Chair Sherwood identified outdated policies and inquired about the prioritization process. Carol responded that this was based on material changes related to the policies, such as changes to related VPL or City policies. Trustee Hussein

asked about the timing of the review in light of COVID-19, and Carol responded that staff will do their best to start the review as scheduled, but COVID-19 could affect this.

Moved by Zahra Hussein

That the Committee recommend that the Board receive the report for information.

CARRIED UNANIMOUSLY

FINANCIALS

5. Q2 2020 Financials

Julia Morrison, Director of Corporate Services & Facilities, summarized and gave an overview of the financial statements for the quarter ended June 30, 2020. Julia noted that the Library suspended the majority of operations on March 16, 2020 in order to stop the spread of COVID-19 and enable the health and safety of its employees and the public. This suspension of services has had a significant impact on 2020 revenues and expenditures. Trustee Schaub asked whether comparator data was available from other libraries or organizations, as it is difficult to provide oversight given the information available, and Julia acknowledged the uncertainty of the current environment. Board Chair Chan inquired about City management's authority to change the Library's budget under the Library Act.

Moved by Raji Mangat

That the Committee recommend that the Board receive the report for information.

CARRIED UNANIMOUSLY

DELIVERY OF LIBRARY SERVICES

6. Reopening Update

Chief Librarian Christina de Castell reported that Central Library and four branches opened July 14, and an additional five branches began takeout services. There were many happy patrons, long line ups to enter facilities and branches were at capacity. Director Kay Cahill expressed appreciation for the Board Chair's message on behalf of staff.

ADJOURN

Moved by Jennifer Chan

There being no further business, the Chair declared the Regular meeting adjourned at 6:44 p.m.

Rhonda Sherwood, Chair

Christina de Castell, Secretary