



Minutes of the VPL Board Services, Finance & Human Resources Committee Regular Meeting held on Wednesday, April 18, 2018 at 5:30 p.m. in the Peter Kaye Room at 350 West Georgia Street, Vancouver, B.C.

**Present:** Jennifer Chan – Chair  
Kurt Heinrich  
Harlan Pruden  
John Schaub  
Rhonda Sherwood

**Management**

**Present:** Christina de Castell – Acting Chief Librarian  
Kay Cahill – Acting Director, Collections & Technology  
Diana Guinn – Director, Neighbourhood & Youth Services  
Balwinder Rai – Director, Human Resources  
Eric Smith – Director, Corporate Service & Facilities

**Guest:** Julia Morrison – Director, Financial Planning & Analysis, CoV & Incoming Acting Director, Corp Services & Facilities

**Recording**

**Secretary:** Chrysalyn Tolentino – Executive Assistant

**ADMINISTRATION:**

**1. Approval of the Agenda**

Moved by Rhonda Sherwood and seconded by Kurt Heinrich

*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 February 21, 2018 for approval by the Committee.

Moved by John Schaub and Rhonda Sherwood

*THAT the draft minutes of Regular Meeting held February 21, 2018 be approved as received.*

**CARRIED UNANIMOUSLY**

## **DELIVERY OF LIBRARY SERVICE**

### **3. Summer Board Meeting**

Staff recommended that the Committee consider recommending to the Board cancelling the August 22, 2018 Library Board meeting as well as the August 15<sup>th</sup> SFHR and August 20<sup>th</sup> CRPD Committee meetings as per past practice.

Moved by John Schaub and seconded by Rhonda Sherwood

*THAT the Committee recommend that the Board cancel the August 2018 Library Board; Community Relations, Planning & Development (CRPD); and Services, Finance & Human Relations (SFHR) Committee meetings.*

**CARRIED UNANIMOUSLY**

## **FINANCIALS**

### **4. 2017 Statement of Financial Information**

Eric Smith, Director, Corporate Services & Facilities presented to the Committee the 2017 Statement of Financial Information for year ending December 31, 2017 and its accompanying schedules. The difference between the December 31, 2017 operating results and these financial statements is deferred payroll costs, accruals, and tangible capital assets. Eric added that \$1,620,000 was added to salary expenses for the deferred payroll costs, most of which related to long term disability and benefit continuation costs. The Library's financials are included in the City's financial accounting system and these numbers are audited as part of the City's financials. Trustees sought clarification on some items in the report. At the conclusion of the discussion, the following motion was raised:

Moved by Rhonda Sherwood and seconded by John Schaub

*THAT the Services, Finance & Human Resources Committee recommend that the Board approve the financial statements and schedules included in the Statement of Financial Information, produced under the Financial Information Act, and that the Chair of the Library Board sign the approval on behalf of the Board.*

**CARRIED UNANIMOUSLY**

### **5. March 31, 2018 Operating Results**

Corporate Services & Facilities Director Eric Smith summarized and gave an overview of the financial statements for month-ending March 31, 2018 highlighting and clarifying specific items and answering questions from the Committee members. Overall, the Library is under budget \$540,600 primarily in salaries and benefits.

Moved by Kurt Heinrich and seconded by Rhonda Sherwood

*THAT the Committee receive the report for information.*

**CARRIED UNANIMOUSLY**

**ADJOURN**

Moved by John Schaub

There being no further business, the Chair declared the meeting adjourned at 5:56 p.m. and moved to in camera.

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Jennifer Chan, Chair

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Christina de Castell, Secretary