

MANAGEMENT REPORT

Date: March 18, 2021
Author: Christina de Castell, Chief Librarian & CEO
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Meeting Date: March 24, 2021

TO: Library Board
FROM: Christina de Castell

SUBJECT: CRPD and SFHR Committee Terms of Reference

SUMMARY

This report recommends approval of the Community Relations, Planning & Development Committee (CRPD) and Services, Finance & Human Resources Committee (SFHR) Terms of Reference for 2021.

PURPOSE

This report is for decision.

RECOMMENDATION

THAT the Board approve the CRPD and SFHR Committee Terms of References as presented.

BACKGROUND

The SFHR Committee reviewed their Terms of Reference and identified the opportunity for changes to clarify scope related to delivery of library services at their February 17, 2021 meeting. These changes have been incorporated in the draft presented, as well as a change to the frequency of review of financial reports from monthly to quarterly. The CRPD Committee did not identify the need for changes to their Terms of Reference for 2021.

Purpose of the Committee

The committee acts as the advisory committee to the Library Board and the Directors Group in the following areas:

- The delivery of library programs, collections, technology, and information services to the public.
- Significant financial matters and business affairs of the Library.
- Human resources and labour relations affairs of the Library.

Terms of Reference

1. To provide policy direction relating to public service delivery for programs, collections and information services.
2. To review the introduction of new services and significant changes in existing services.
3. To review the implications of significant changes to technology on services to the public.
4. To review quarterly operating budget summaries and other reports as requested to ensure the Library operates in a fiscally responsible manner with sound financial practices and appropriate risk management strategies.
5. To review operating budget submissions to the City.
6. To review the Library's Capital Plan submissions to the City.
7. To review human resources policies of the Board.
8. To conduct any business referred by the Board and to liaise with them as appropriate.

Purpose of the Committee

This Committee acts as the advisory committee to the VPL Board and the Directors Group on communications, marketing and fundraising issues and initiatives, advocacy and community relations relating to the Library. The Committee discusses matters related to the VPL Foundation, VPL Trust and the Friends.

Terms of Reference

1. To review and advise on VPL communications strategies and initiatives – both internal and external.
2. To advise the Chief Librarian on communications and fundraising.
3. To encourage neighbourhood engagement in the development of local library service.
4. To set the direction for the Board's communications initiatives, both internal and external.
5. To develop the Library's response or suggest initiatives to other levels of government (e.g. Provincial and Federal).
6. To deal with issues arising at the City, InterLINK, BCLTA and other community organizations external to the Library.
7. To take the lead in discussing public relation issues, as required.
8. To develop and recommend advocacy initiatives and strategies to the Board.
9. To support and advise the Foundation and the Friends Boards in their fundraising and advocacy efforts.
10. To review and provide oversight, as required, of VPL Board policies delegated to the Committee by the Board.