

Minutes of the VPL Board Meeting held on Wednesday, February 28, 2024, at 6:09 p.m. at the Level 7 Boardroom, 350 West Georgia St., Vancouver, BC.

<b>Present:</b>	Tim Bottomer		
	Victor Huang		
	Emily Lapper		
	Kevin Lowe	—	Chair
	Parveen Mangat		
	Raji Mangat		
	Karen Spears	—	Vice Chair
	Ziming Yang		
	Abeer Yusuf		
<b>Board Liaison:</b>	Scott Jensen	—	Chair, Vancouver Park Board
<b>Absent:</b>	Clr. Peter Meiszner	—	Vancouver City Councillor
	Harlan Pruden		
<b>Management</b>			
<b>Present:</b>	Christina de Castell	—	Chief Librarian & CEO
	Kay Cahill	—	Director, Information Technology & Collections
	Dawn Ibey	—	Director, Central Library & Public Service
	Julia Morrison	—	Director, Corporate Services & CFO
	Carol Nelson	—	Director, Planning & Communications
	Balwinder Rai	—	Director, Human Resources
<b>Staff:</b>	Jade Reed	—	Manager, Information Services
	Polly Argo	—	Manager, Events & Filming
<b>Guests:</b>	Jenny Marsh	—	Executive Director, VPL Foundation
	Jaclyn Tsang	—	Member, VPL Foundation Board
	Johnathan Dyer	—	Acting President, CUPE Local 391
	Amir Abbey	—	Member, CUPE Local 391
<b>Recording</b>			
<b>Secretary:</b>	Chrysalyn Tolentino	—	Executive Assistant

## INTRODUCTION

### 1. Land Acknowledgement

Vice Chair Karen Spears acknowledged that VPL's work takes place on the unceded homelands of the Musqueam, Squamish and Tsleil-Waututh Nations and that she is grateful for the Nations' care and commitment to these lands since time immemorial. She observed that land acknowledgement should be an act of respect, the need for systemic changes, and the importance of relationships. She shared that she recently attended the 33<sup>rd</sup> Annual Women's Memorial March.

Board Chair Lowe acknowledged that Ramadan will start on March 10 and the importance of this celebration to our community.

Johnathan Dyer, Acting President of CUPE 391, acknowledged that Nisga'a First Nation is celebrating their new year, Hoobiye, and an event will be taking place at the PNE Forum.

## ADMINISTRATION

### 1. Consent Agenda - Removal of Items and Approval

Moved by Tim Bottomer and seconded by Victor Huang

*THAT the following Board reports be approved on consent:*

- Draft Minutes – February 21, 2024 Governance Committee Regular Mtg.  
*THAT the Library Board receive the draft minutes for information.*
- Board Development and Continuing Education  
*THAT the Library Board receive the report for information.*
- Draft Minutes – February 21, 2024 SFHR Committee Regular Mtg.  
*THAT the Library Board receive the draft minutes for information.*
- Annual Privacy Update 2023  
*THAT the Library Board receive the report for information.*
- December 31, 2023 (Q4) Financial Operating Results  
*THAT the Library Board receive the report for information.*

**CARRIED UNANIMOUSLY**

### 2. Approval of the Agenda

Moved by Victor Huang and seconded by Raji Mangat

*THAT the Board approve the regular meeting agenda as received.*

**CARRIED UNANIMOUSLY**

**3. Minutes**

The draft minutes of the Regular Meeting held January 23, 2024 were presented to the Board for approval.

Moved by Emily Lapper and seconded by Abeer Yusuf

*THAT the draft minutes of the Regular Meeting held January 23, 2024 be approved as received.*

**CARRIED UNANIMOUSLY**

**REQUEST FOR INFORMATION**

➤ **Vancouver Park Board**

Scott Jensen, Chair of the Vancouver Park Board, shared that the Park Board endorsed the West End Community Hub Renewal Plan earlier in the week. The Park Board is optimistic that the Library Board will follow with their endorsement. He added that the Britannia Renewal Plan remains important for the Park Board.

➤ **CUPE Local 391**

Johnathan Dyer, Acting President of CUPE 391 shared that they continue meeting with the employer for bargaining and working on priorities with the Vancouver Labour Council. Johnathan attended the City's 25-Year Service Awards, and members of the CUPE 391 Executive Committee spoke at City Council about the Living Wage.

➤ **VPL Foundation**

Jenny Marsh, Executive Director of the VPL Foundation, introduced VPL Foundation Board member Jaclyn Tsang. She reported that their annual fundraising drive is underway and the VPL Foundation Board is planning to host the Rooftop Remix this year with the first event scheduled on August 23<sup>rd</sup>. She also shared that they are recruiting for the position of manager of finance and administration.

**ITEMS FOR DECISION**

**4. VPL Trustee Appointments**

Board Chair Lowe thanked trustees for indicating their interest in committee and liaison roles. He presented a report recommending appointments for Public Library InterLINK, Friends of VPL, and VPL Foundation for 2024.

Moved by Emily Lapper and seconded by Abeer Yusuf

*THAT the Board appoint Karen Spears as representative to the Public Library InterLINK Board for a term of one year;*

*THAT the Board appoint Tim Bottomer as backup representative to the Public Library InterLINK Board for a term of one year;*

*THAT the Board appoint Abeer Yusuf as representative to the Friends of VPL Board for a term of one year;*

*THAT the Board appoint Raji Mangat as representative to the VPL Foundation Board for a term of one year; and*

*THAT the Board appoint Kevin Lowe as backup representative to the VPL Foundation Board for a term of one year.*

**CARRIED UNANIMOUSLY**

**5. 2023 Provincial Public Library Grant Report**

SFHR Committee Chair Tim Bottomer introduced the report that provides an overview of VPL's submission to the Public Libraries Branch of the BC Ministry of Municipal Affairs related to services delivered in 2023 that are supported by provincial funding. This report will be submitted to the Province to meet the March 1st deadline, following approval from the VPL Board. Board Chair Lowe shared that he met with the Minister of Municipal Affairs, the Honourable Anne Kang, at the Vancouver Chinatown Spring Festival Celebration where she emphasized the importance of reporting back to the Province on the services delivered using provincial funding. Trustee Bottomer asked staff to distribute the electronic copy of the report to the Board as a separate document so it can be used for advocacy efforts.

Moved by Raji Mangat and seconded by Parveen Mangat

*THAT the Board approve the 2023 Provincial Library Grant Report.*

**CARRIED UNANIMOUSLY**

**6. West End Community Hub Renewal Plan**

Maryn Ashdown, Director of Neighbourhood & Youth Services, presented the West End Community Hub Renewal Plan report, with a recommendation that the Board approve the Plan in principle. It includes a framework for the future renewal and growth of the Joe Fortes branch co-located with the community center with a proposed 14,000 sq.ft. space. Construction will proceed once funding is confirmed for all partners. She noted that the Plan was approved by Vancouver Park Board on February 26 and City Council on February 27.

Trustees inquired about the consultation process, funding from community amenity contributions and community associations, and opportunities for philanthropic funding, and noted concern about the proximity of the firehall, and staff provided information. They also asked whether the shared spaces approach with a community centre is in place at other locations. Staff answered that the scope of shared space use envisioned will be new. Trustees clarified the timeline and asked how the project will unfold, since it is anticipated to be 15-20 years from completion.

Trustees expressed concern that at 14,000 sq. ft., the size of the proposed library was a 20% decrease from the recommendation of 20,000 sq. ft. in the Facilities Master Plan, and that this would not be enough to support the anticipated population increase in the next 15-20 years. They sought clarification on the future opportunities for the Board to ensure that the library has sufficient space, and whether the shared space would make up the difference of 6,000 sq. ft. Chief Librarian & CEO de Castell responded that staff determined the shared space would likely be adequate, as the estimate in the Facilities Master Plan was based on a standalone building. She noted that the Library Board will have a decision about approving the submission when the West End Community Hub is being proposed for inclusion in the 4-year Capital Plan, in the future, and at that point, if the branch is not large enough, the Board can decide whether to endorse the plan. She added that staff consider the preferred site plan to be very favorable for the Library, and the Board's endorsement at this time would recognize the value of the community consultation and its outcomes.

Board Chair Lowe emphasized that trustees feel strongly about the importance of a larger branch size in order to meet the needs of a growing community, and asked how the library will plan to support the community if the branch is not big enough. Chief Librarian & CEO de Castell noted that Central Library will need to help support the downtown community, and the revitalization of the Children's Library and future plans will enable this. She also added that it is time to begin discussions for review and renewal of the Facilities Master Plan, which was completed in 2018, and this will be discussed at an upcoming CRPD Committee meeting. During the renewal process, VPL will evaluate the needs of neighbourhoods for library service to support future growth, and this will be an opportunity to decide whether the projected size is sufficient. The outcomes of the future Facilities Master Plan will direct staff to pursue a branch size based on the Board's approval. Board Chair Lowe noted that an update on the various facilities development projects would be useful, and Chief Librarian & CEO de Castell shared that this will be coming to the March meetings.

After extensive discussion, the following motion was raised:

Moved by Tim Bottomer and seconded by Victor Huang

*THAT the Board approve in principle the West End Community Hub Renewal Plan to guide the renewal of community-serving facilities and optimization of the site over the next 10-20 years to support the West End Community Plan.*

**CARRIED UNANIMOUSLY**

## **ITEMS FOR INFORMATION**

### **7. Chief Librarian & CEO Performance Review**

Board Chair Lowe confirmed that the performance evaluation of the Chief Librarian & CEO was completed and thanked trustees Spears and Yang for leading this process.

### **8. Strategic Plan Quarterly Report – Q4 2023**

Carol Nelson, Director of Planning & Communication provided an overview of the year end key metrics that showed progress made on the priorities and goals outlined in the 2020-2025 Strategic Plan as of December 2023.

Trustees sought information on programming plans for initiative 3.4 “Establish the library as a forum for civic conversation and understanding”; inquired about cybersecurity; and asked about the timeline for completion of initiative 2.3.1 “Controlled Digital Lending”, and staff responded with additional information. Trustees also inquired on how staff will evaluate annual performance measures on community partnerships and staff inclusivity and support. Director Nelson provided information, and Chief Librarian & CEO de Castell noted that the repetition of the employee benchmark survey provides an opportunity for measuring inclusivity and support. Trustees congratulated staff for hosting the first Wellness Conference and expressed interest in more information on staff support and wellbeing.

Moved by Parveen Mangat and seconded by Victor Huang

*THAT the Board receive this report for information.*

**CARRIED UNANIMOUSLY**

## **ADJOURN**

Moved by Victor Huang and Tim Bottomer

There being no further business, the Chair declared the meeting adjourned at 7:37 p.m.

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Kevin Lowe, Chair

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Christina de Castell, Secretary