
Minutes of the VPL Board Community Relations, Planning & Development Committee Regular Meeting held on Monday, September 18, 2023 at 5:30 p.m. via video call.

Present: Emily Lapper
Kevin Lowe
Raji Mangat
Harlan Pruden
Karen Spears – Chair
Abeer Yusuf

Management

Present: Christina de Castell – Chief Librarian & CEO
Kay Cahill – Director, Information Technology & Collections
Dawn Ibey – Director, Neighbourhood & Youth Services
Julia Morrison – Director, Corporate Services & CFO
Carol Nelson – Director, Planning & Communications

Guest: Ann Byczko – Senior Manager, Philanthropy, VPL Foundation

Recording

Secretary: Chrysalyn Tolentino – Executive Assistant

INTRODUCTORY REMARKS

Committee Chair Spears acknowledged that our work takes place on the unceded homelands of the Musqueam, Squamish and Tsleil-Waututh Nations and shared that she is grateful for the continued care the Nations have shown for the land. She observed the upcoming National Day of Truth and Reconciliation on September 30 and noted that the Library is conducting a lot of events leading up to the day including the Indigenous Reads Book Club: Settler-to-Settler Conversations - Age 55+ Book Club, which she is happy to note is fully subscribed.

ADMINISTRATION:

1. Approval of the Agenda

Moved by Raji Mangat

THAT the Committee approve the regular meeting agenda as amended.

CARRIED UNANIMOUSLY

2. Minutes

The Chief Librarian & CEO presented the draft minutes of the Regular Meeting held May 15, 2023 for approval by the Committee.

Moved by Emily Lapper

THAT the draft minutes of Regular Meeting held May 15, 2023 be approved as received.

CARRIED UNANIMOUSLY

COMMUNITY RELATIONS

3. VPL Foundation Fundraising Update

Ann Byczko, VPL Foundation Senior Manager of Philanthropy, presented a report showing the status of VPL Foundation fundraising efforts for priority VPL programs since 2018. Chief Librarian & CEO de Castell added that this responds to trustees' request for information on the success rate for VPL Foundation's fundraising efforts at their March 2023 meeting.

Trustees asked whether there are areas of interest for donors that are not reflected that the Board should consider, requested a timeline on when the VPL Foundation will reach the \$10M target for the Central Library renewal, and asked for clarification on fundraising success for early literacy programs. They also inquired about the priority of children and adult focused Reconciliation, Inclusion and Anti-Racism programs, and commented on the success of the VPL Foundation in raising undesignated funds. Ann answered that the VPL Foundation is able to fundraise for priorities provided by the Library Board and that these fit with donor interests. Chief Librarian & CEO de Castell noted that the timeline to reach the target for the Central Library renewal is through the next four-year capital plan. She noted that while donor interest is high for children's programs, VPL is at its capacity for delivering programs with project based staff in this area. Ann explained that undesignated donations have been successful because the Foundation has encouraged donations to the areas of "greatest need".

Trustees thanked the VPL Foundation for their support of the Library Board's priorities. Chief Librarian & CEO de Castell thanked Ann and Jenny Marsh for their work in helping the VPL Foundation Board understand the Library Board priorities, which led to the Foundation Board's approval of all of the requests for disbursements from undesignated funds. At the conclusion of the discussion, the following motion was raised:

Moved by Raji Mangat

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

CARRIED UNANIMOUSLY

4. Request from BC Library Partners

Chief Librarian & CEO de Castell shared the request from ABCPLD, one of the BC library partners that VPL trustees send a message and request a meeting with their MLA liaisons before October 3, 2023. This is to reinforce the request for \$30M annual funding sent to Minister Kang. She noted that staff will send out a template for trustees to send to their MLA liaisons. Trustees noted the need to Indigenous considerations in the priorities, and noted the difficulty in getting a response from some MLAs. The Committee discussed the need for more discussion of building relationships and encouraging responses from MLAs, including proposing a tour of a library branch with staff. Chief Librarian & CEO de Castell noted that trustees are welcome to invite MLAs to tour the library with senior staff.

POLICIES

5. Policy Rescissions

Carol Nelson noted that as part of VPL's annual review and prioritization of policies, staff have assessed that a number of Board policies are operational in nature and are recommending that these be reclassified as administrative policies. Reclassification requires rescission by the Board and may include specific direction to create an administrative policy, or this can be left to staff's discretion. Board Chair Lowe asked that staff provide a list of all administrative policies so that trustees are aware of what policies we have at VPL, and staff agreed to add a list to the trustee orientation binder.

Trustees asked about the review cycle for policies, sought clarification about the Donation Requests policy, and asked about the October 31st deadline. Chief Librarian & CEO noted that the Policy & Planning Team is reviewing policies based on the priorities set by the Board in 2018. Director Nelson noted that the October 31st deadline allows time for directors to approve administrative policies, so that there is no gap. A blog post from the Canadian Public Health Association was recommended as an example of learning gained through a policy process: <https://www.cpha.ca/cphas-new-policy-process-truth-and-reconciliation-equity-and-advocacy-impact>.

Moved by Kevin Lowe

THAT the CRPD Committee recommend that the Board rescind the following policies as of October 31, 2023 and direct staff to create administrative policies where staff deem appropriate.

- Art Donations
- Donation Requests
- Research Participation
- Selling Creative Works at Library Programs

CARRIED UNANIMOUSLY

PLANNING

6. Strategic Plan Reporting – Q2 2023

Carol Nelson, Director of Planning & Communications presented an overview of the progress on the Strategic Plan in the 2nd quarter of 2023. Components include quarterly and annual performance measures, strategic initiative progress updates, activities supporting Indigenous Rights and Reconciliation, a spotlight on key library activities, and a sampling of patron appreciation and engagement. Trustees thanked staff for the report and discussed library promotional activities.

Moved by Harlan Pruden

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

CARRIED UNANIMOUSLY

Moved by Emily Lapper

There being no further business, the Chair declared the meeting adjourned at 6:38 p.m.

Karen Spears, Chair

Christina de Castell, Secretary